

# Santa Rosa Junior College

## Program Resource Planning Process

### Puente 2014

#### 1.1a Mission

The Puente Project's mission is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn college degrees and return to the community as mentors and leaders to future generations. The Puente Project has two programs, one on the Santa Rosa Campus and one on the Petaluma Campus.

#### 1.1b Mission Alignment

The Puente Project's mission is consistent with the District's mission and goals in the following ways:

- Advocating for Santa Rosa Junior College transfer students at the Santa Rosa and Petaluma campuses
- Promoting awareness and sensitivity to ethnic, cultural, and gender diversity through our English multicultural curriculum
- Providing a long-term educational plan for each Puente student to help them succeed in meeting their educational goals
- Providing mentorship for our students from a professional in the community to present enrichment opportunities

#### 1.1c Description

The Puente Projects at both Santa Rosa and Petaluma campuses are designed to assist new and/or continuing students to succeed in the college environment. The programs provide three components:

English: Puente students take two consecutive English courses: English 100 and English 1A. These classes provide a supportive and stimulating environment for students through the curriculum which integrates Mexican-American/Latino and other multicultural literature in combination with a variety of writing exercises.

Counseling: Puente students work closely with the Puente Counselor while attending SRJC, during and after participating in Puente. The Puente Counselor helps students explore career options, develop an academic educational plan and identifying lifetime goals. The counseling component also provides a Personal Development course and the Transfer Process course. Counselors coordinate and chaperone student visits to University of California and California State University campuses and an annual Puente student motivational conference. The Santa Rosa campus program also offers Sonoma County junior and senior high school students a

motivational conference to promote awareness of our academic programs and student services.

**Mentoring:** Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic, and career experiences, and provide a window into "real life" work environments. The network of trained mentors provides many resources for the Puente students, their families, our college, and the community.

**Library and Information Resources 10 (LIR 10):** Beginning in spring 2013, Petaluma Puente offers a fourth component: LIR 10, a course required for an Associates degree, as mandatory part of Puente curriculum during spring semester. Beginning Spring 2014, Santa Rosa Puente offered this fourth component, as well.

## 1.1d Hours of Office Operation and Service by Location

For academic year 2013-14, the Puente Counselors were available on drop-in basis in respective Counseling offices. The English Instructors were available during office hours and by appointment.

## 1.2 Program/Unit Context and Environmental Scan

N/A

## 2.1a Budget Needs

Both programs have annual budgets of \$5,000 to cover travel, graphics, supplies, guest speakers, social/cultural and mentor events. This academic year, 2013-14, Puente Statewide was able to provide both programs with mentor funding of \$1,500. This additional monies allowed both programs to continue providing the mentor mixers activities that would otherwise have been cancelled due to our district budget freeze.

This year the Santa Rosa Puente Program was able to provide essential components of the program. These activities were as followed:

Puente Fall Student Orientation

Annual UC Berkeley field trip

Annual Puente Statewide Motivational Conference, San Francisco State University

Three (3) mentor/student mixers

Mentor Movie Night to view *Tambien La Lluvia*

Sonoma State Low Ropes Course

Annual Puente Completion Ceremony

Campus Visit to Sacramento State

Campus Visit to UC Davis

Learning Community Socials: Bowling Tournament, SSU Campus Visit, SRJC Theater Performance, Clo Classic and Tailgating.

Hosted author Reyna Grande in English 1A lecture

Snoopy's Ice Arena

Noche de la Familia

SRJC Puente Motivational Conference on April 4

Volunteer at Dia de los Muertos at Old Courthouse Square in Santa Rosa.

Collaboration with MEChA on their Youth Conference.  
Booth at Day Under the Oaks with Santa Rosa Puente Club.

**This year the Petaluma Puente Program was able to provide essential components of the program. These activities were as follows:**

Team-building trip to Stinson Beach  
*Dia de La Familia* and Puente Mentor Mixer  
Annual UC Berkeley field trip (November)  
Build *Dia de Los Muertos* altar in Mahoney Library  
Annual Puente Statewide Motivational Conference, San Francisco State  
Visit to "*Precita Eyes*" Mural Walk in S.F. Mission District  
Attend DREAM Act Lecture by Rafael Vazquez on Nov. 4 (Petaluma campus)  
Trip to see ACT production of *Placas* in Oakland (Laney College)  
Sacramento State University campus visit  
Ice skating at *Snoopy's Home Ice*  
Host author *Reyna Grande* at Mahoney Library, Petaluma campus  
Trip to UC Berkeley Cal Day (April 12)  
Visit Sonoma State University (April 25)  
Attend SRJC Puente Motivational Conference on April 4  
Present at MEChA Youth Conference on April 26  
Trip to Wells Fargo Center for Posada Navidena  
Petaluma Puente Completion Ceremony at Luchessi Park Community Center  
Bowling at Double Decker Lanes  
Booth at Day Under the Oaks with Puente Club & Gateway to College

As a transfer program, Puente offers campus visits to CSU's and/or UC's. These are essential to the program as it provides an awareness to students of the opportunities beyond the community college level. Unfortunately, due to the rising cost of gasoline the program spent more funds than anticipated on transportation to cover these field trips for the academic year. Both Puente Programs have shared the cost in travel on various trips this year. Combined, both programs serve approximately 60 students and therefore, need to rent buses versus college vans.

Annually the Puente Project budgets cover costs for mentor/student mixers, social cultural events, campus visits and "*Noche de la Familia*" in which Puente Project parents are invited and provided information on our college and programs.

This year we are collaborating with MEChA on their High School Youth Conference, and we plan to conduct more outreach to local high schools to inform them about our program and other SRJC campus resources. We hope to continue this annually.

For the Academic Year 2014-2015 Puente would like to continue providing essential activities at each campus to keep in line with the Puente Mission:

Three (3) university campus visits (one to include the Puente Statewide Motivational Conference)  
Four (4) mentor/student mixers  
One (1) Puente mentor orientation  
Two (2) cultural enrichment activities  
One (1) Puente completion ceremony  
One (1) Student Peer Training  
*Noche de la Familia*  
Wells Fargo Center Posada Navidena  
Participation in SR Learning Community Social Activities

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	00	00	\$3,000.00	Transportation for university fieldtrips to include both campuses
0002	ALL	00	00	\$1,000.00	Annual Completion Ceremony
0003	ALL	00	00	\$350.00	Training for new mentor participants
0004	ALL	00	00	\$800.00	Four Mentor Mixer Events per campus
0006	Petaluma	00	00	\$700.00	1st Annual Petaluma Puente High School Motivational Speaker

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant, 1 (not filled)	20.00	12.00	Perform general clerical work in the administration and coordination of the Puente Project. Currently frozen position.
Administrative Assistant, 1 (not filled)	20.00	12.00	Perform general clerical work in the administration and coordination of the Petaluma Puente Project. Currently frozen position.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC, Santa Rosa	20.00	10.00	Provide general clerical assistance: answer phones, filing, placing purchase orders, scheduling appointments. 50% of funds provided by Calworks Program to cover the cost of student worker.
STNC, Petaluma	20.00	10.00	Provide general clerical assistance: answer phones, filing, placing purchase orders, scheduling appointments. Funded by Federal workstudy.

## 2.2d Adequacy and Effectiveness of Staffing

An Administrative Assistant position is vital for both programs, preferably bilingual since there are many Spanish-speaking students interested in the program. The program provides many activities and services to students throughout the academic year; therefore, it is important to have sufficient office support to help with the coordination in an organized and timely manner. The Santa Rosa administrative position is not filled due to the district budget freeze.

Eight years ago, the Petaluma program was established, and, as the program expands, an administrative assistant will be needed to help with office support. The absence of an administrative assistant at both locations has added to the responsibilities of the Puente coordinators.

Both programs would benefit from having their own part-time Puente mentor coordinator, as some Puente Programs do throughout the state. The mentoring coordinator acts as the liaison

between the Puente students, Puente mentors and Puente faculty, and coordinates and executes mentoring activities/trainings throughout the academic year.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	00	00	STNC	Administrative Assistant-Santa	Classified
0001	Petaluma	00	00	STNC	Administrative Assistant-Petal	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
Counselor-Santa Rosa and Petaluma	1.0 FTEF (The Santa Rosa Puente Counselor has 50% re-assigned time. Petaluma Puente Counselor has 50% re-assigned time.)
English Instructor-Santa Rosa and Petaluma	1.0 FTEF (Each English Instructor at both campuses have 20% re-assignmed time)

2.3b Full-Time and Part-Time Ratios

<b>Discipline</b>	<b>FTEF Reg</b>	<b>% Reg Load</b>	<b>FTEF Adj</b>	<b>% Adj Load</b>	<b>Description</b>
Counseling	0.5000	50.0000	0.0000	0.0000	Santa Rosa assignment
Counseling	0.5000	50.0000	0.0000	0.0000	Petaluma assignment

### 2.3c Faculty Within Retirement Range

NA

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

Not applicable.

### 2.3e Faculty Staffing Requests

<b>Rank</b>	<b>Location</b>	<b>SP</b>	<b>M</b>	<b>Discipline</b>	<b>SLO Assessment Rationale</b>
0001	Santa Rosa	00	00	Counseling	
0001	Santa Rosa	00	00	English	



## 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

None requested.

## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	00	00	Color Printer	1	\$300.00	\$300.00			

## 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	00	00	Urgent			\$0.00	The Santa Rosa Puente Program started a peer mentoring program in Fall 2012, and will continue in 2014-2015. As the program grows, a dedicated Puente space is needed on campus to provide students with training, and a meeting and study space in order to successfully facilitate the peer-mentoring component.
0001	Petaluma	00	00	Urgent			\$0.00	A dedicated Puente space with computers is needed on campus to provide students with a meeting and study space in order to successfully facilitate an effective learning environment. Currently, Puente shares a space with ESL and Gateway to College. This lounge is too small, and does not have any computers or other educational tools/equipment for students to access. Lastly, the lounge is far from where the current Puente classes are taught on campus, so students are less likely to access and utilize the lounge on a regular basis.

## 2.5b Analysis of Existing Facilities

**Neither Santa Rosa Campus nor Petaluma Campus have an adequate center beyond the faculty offices belonging to the Counselor and English instructors. We would like to request a sufficient space on each campus that will provide a meeting center for our students, mentors, and club activities.**

**At the Petaluma campus, there is currently a designated ESL-Puente Lounge, in Doyle Hall, second floor. However, with the implementation of the new Gateway to College Program, situated in Doyle Hall, "our" Lounge has been used mostly by Gateway students this year. We would like to pursue the possibility of creating a Puente Lounge in Call Hall, in what is currently the Office of Institutional Research.**

## 3.1 Develop Financial Resources

### 3.2 Serve our Diverse Communities

Recruitment for Puente English and Counseling faculty is accomplished using Human Resources standards. Both Puente Projects support and encourage recruitment strategies that offer the best possibility for a diverse pool. Where appropriate, bilingual faculty and staff are hired to support the diverse Puente Project student population.

### 3.3 Cultivate a Healthy Organization

Puente Statewide provides two Puente trainings (Fall and Spring) for continued professional development in both English and Counseling. Additionally, it is paramount for Puente Counseling and English faculty to attend Puente Summer Institute (PSI) on an as-needed basis, especially when a new Puente team-member begins teaching as part of the SRJC Puente Learning Community. University of California Office of the President (UCOP) offers PSI for any new incoming Puente team member(s) as part of its annual Summer training. The Counselor and English Instructor are compensated for attending PSI according to their respective departments.

### 3.4 Safety and Emergency Preparedness

#### Safety Trainings

In 2011, SR Puente Team completed 12-Passenger Van Safety Training. (Good for 3 years.)

In spring 2013, the Petaluma Puente counselor completed the 12-passenger Van Safety Training (Valid for 3 years).

In spring 2013, Petaluma Puente counselor attended the "Surviving an Active Shooter" workshop on the Petaluma campus.

In spring 2013, SR Puente Counselor attended the "De-Escalation Training."

In spring 2013, SR Puente English Instructor attended Campus Safety workshop by new Chief of Police.

In spring 2014, Petaluma Puente English Instructor attended the "De-Escalation Training."

In fall 2013, Petaluma Puente English Instructor attended the "Surviving an Active Shooter" workshop on the Petaluma campus.

### 3.5 Establish a Culture of Sustainability

SR and Petaluma programs utilize Moodle and Faculty/Student Portals to reduce the amount of paper used.

### 4.1a Course Student Learning Outcomes Assessment

English courses (English 100 & 1A) offer Puente students an opportunity to work with culturally-relevant materials such as multicultural literature, as well as to explore student-centered and community-based writing assignments.

The Personal Development/Transfer Process courses (Counseling 10 and 80) allow students to explore career choices, learn about the university transfer process, and acquire strategies on how to be successful academically and professionally.

Library and Information Resources (LIR 10: Introduction to Information Literacy) offers students the opportunity to learn how to analyze research and access information in multiple formats efficiently and effectively.

The program assesses student learning outcomes through data that is collected in fall and spring. Outcomes are also discussed at Puente statewide and regional trainings.

The data collected helps to inform what is effective in the program; it also helps to identify areas of improvement.

### 4.1b Program Student Learning Outcomes Assessment

***Santa Rosa Junior College  
Student Learning Outcomes  
For  
Puente Project***

1. As a result of participating in the Puente Project, students will be able to practice critical thinking skills and improve university-level reading and writing skills.
2. As a result of participating in the Puente Project, students will be able to create a small, cooperative learning community.
3. As a result of participating in the Puente Project, students will be able to design an academic plan to ensure completion of coursework required for transfer.
4. As a result of participating in the Puente Project, students will be able to develop strategies to overcoming obstacles that interfere with their academic and career success.
5. As a result of participating in the Puente Project, students will be able to engage in enrichment opportunities and extra-curricular events that foster social and civil development, as well as personal and academic success .

For academic year 2013-2014, the Santa rosa Campus Puente Program chose SLO #4. SLO Assessment was submitted to Project Learn through sharepoint site.

### 6-Year Assessment Plan (Santa Rosa and Petaluma Campus)

Puente SLOs	Next Assessment
As a result of accessing services, the student will be able to use critical thinking skills and improve university-level writing.	Spring 2015

As a result of accessing services, the student will be able to develop a small, cooperative learning community.	Spring 2016
As a result of accessing services, the student will be able to design a student academic plan to ensure completion of coursework required for transfer.	Spring 2017
As a result of accessing services, the student will be able to outline strategies for overcoming obstacles to academic and career success.	Spring 2018
As a result of accessing services, the student will be able to outline strategies for overcoming obstacles to academic and career success.	Spring 2019
As a result of accessing services, the student will be able to formulate and support enrichment opportunities and extra-curricular events that foster social and civic development, as well as personal and academic success.	Spring 2020

## 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Puente	Spring 2014	Spring 2014	Fall 2014
Service/Program	Puente	Fall 2012	Fall 2012	Fall 2013
Service/Program	Puente	Fall 2011	Spring 2012	Fall 2012

## 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Puente		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

## 4.2b Narrative (Optional)

1) The Puente Project strategically includes English 100 and 1A and personal development classes (Counseling 10 and 80) as a component of the model. These classes provide students with comprehension, composition, critical thinking, study skills and transfer information that are critical to student success.

Both Campuses have included LIR 10 in addition to the English and Counseling components, in order to meet the research, citation, and electronic media needs of transfer students.

2) Students learn the core competencies (academic, critical learning skills and social/cultural development) to be successful at Santa Rosa Junior College. Students also learn to develop and achieve their academic goals.

3) Students not only learn how to use campus and community resources, but also learn how to be responsible for their own academic and professional growth.

4) Students are encouraged to enroll in math during the first year of the program.

5) Students think critically and make decisions about majors and careers based on interaction with mentors from the community and on research undertaken in the personal development class.

## 5.0 Performance Measures

In Academic Year 2012-2013, students who participate in Puente are committed to one(1) year. They enroll in English 100 and Counseling 10 for fall; in the spring, they enroll in English 1A and Counseling 80, as well as LIR 10 in Petaluma. The small community atmosphere created by the counselor and English instructor, and additional help by the English instructional aide, have been a critical component of retention. Puente is open to all students but because of its multicultural curriculum, many underrepresented ethnically diverse students find it appealing. Its faculty is also representative of a diverse population.

Below is SR Puente Data from academic year 2012-2013.

2012-2013		SR Puente Unit #	District #	SR Puente Unit %	District %
<b>GENERAL DATA</b>					
Total Students		36	37431	100	100
Enrolled in CREDIT		36	32359	100	86.45
Is English Primary Language?					
YES		28	29896	77.8	79.87
NO		8	7535	22.22	20.13
<b>Enrollment Location</b>					
Santa Rosa Campus		29	19645	80.56	52.48
Santa Rosa & Petaluma		7	4657	19.44	12.44
Pet & RP or Pet & Sonoma		0	0	0	0
<b>ACCESS</b>					
<b>Gender</b>					
Female		19	19866	52.78	53.07
Male		17	16747	47.22	44.74
Unknown		0	818	0	2.19
<b>Age Group</b>					
< 20		30	7911	83.33	21.13
20 - 24		4	11368	11.11	30.37
25 - 29		1	5298	2.78	14.15
30 - 34		0	3243	0	8.66
35 - 39		0	2099	0	5.61
40 - 49		0	3334	0	8.91
50 +		1	4178	2.78	11.16
Unknown		0	0	0	0
<b>Race/Ethnicity</b>					
African-American		2	906	5.56	2.42
Asian		0	1399	0	3.74
Filipino		0	293	0	.79
Hispanic		33	11033	91.67	29.48
American Indian/Alaskan		0	308	0	.82
Pacific Islander		0	153	0	.41
White		0	19757	0	52.78
Multiple Ethnicities		1	1417	2.78	3.79
Unknown		0	1878	0	4.70
<b>Disability</b>					
Primary Disability		0	2062	0	5.51
Secondary Disability		0	884	0	2.36
Dept of Rehabilitation		0	75	0	.20
<b>2010-2011</b>		<b>SR Puente Unit #</b>	<b>District #</b>	<b>SR Puente Unit %</b>	<b>District %</b>
<b>ACCESS - continued</b>					
<b>Financial Aid</b>					
Not Received		5	24137	13.89	64.48
Received		31	13294	86.11	35.52
BOG Waiver		31	13072	86.11	34.92
PELL Grant		12	4774	33.33	12.75





## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	01	01	Institute Annual SRJC Spring Student Motivational Conference	Empower transfer students to gain necessary information to help them find success here and knowledge regarding transfer and career possibilities.	2013	Offered Spring 2013 and Spring 2014.
0002	ALL	01	02	Work together on Campus Visits to Sacramento State, Berkeley, Sonoma State, Davis and Fall Puente Motivational Conference.	Share costs and provide opportunities for cross-campus student community building.	2013	Will continue to work together and coordinate in 2013-2014, and beyond.
0003	Santa Rosa	01	01	Puente Club Southern California Campus Visits.	Provide opportunity for Puente Program students to visit Campuses out of local area.	2014	Spring break 2014: Cal Poly San Luis Obispo, UC Santa Barbara, and UCLA.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	Long term planning is needed to continue to conduct program evaluation on yearly basis for both campuses.
ALL	The Santa Rosa and Petaluma Programs need sufficient dedicated Puente spaces on respective campuses to continue to meet our mission and goals. Multicultural Centers on both campuses could meet this need.

## 6.2b PRPP Editor Feedback - Optional

Petaluma: Lauralyn Larsen, Dean of Student Services

Santa Rosa: Marty Lee, Dean of Counseling

### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	00	00	Continue to share travel costs to attend Northern California Puente Motivational Conference.	Reduce travel costs (to rent the bus), and save time organizing trip, while meeting meeting Puente Mission.	2013-2014	Cost for travel.
0002	ALL	00	00	Continue to work with Transfer Center to visit UC Davis Campus.	Collaborate with Transfer Center and reduce the cost to visit UC Davis Campus.	2013-2014	None
0003	ALL	00	00	Continue to share travel costs to visit Berkeley and Sacramento State.	Reduce travel costs (to rent the bus), and save time organizing trip, while meeting meeting Puente Mission.	2013-2014	Cost for travel.