

# Santa Rosa Junior College

## Program Resource Planning Process

### Puente 2016

#### 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.

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

For academic year 2015-2016, the Puente Counselors were available on drop-in basis in their 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 from the district. This academic year, 2015-2016, Puente Statewide was able to provide both programs with mentor funding of \$1,500. Both programs also received \$3000 from the Equity Funds that were granted by the State.

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

Annual UC Berkeley field trip

Annual Puente Statewide Motivational Conference, Berkeley

Three (3) mentor/student mixers

Mask-Making Project

Built Dia De Los Muertos altars in SRJC Museum and Sonoma County Museum

Sonoma State Low Ropes Course and Campus tour

Annual Puente Completion Ceremony

Campus Visit to Sacramento State

Campus Visit to Cal State East Bay

Campus Visit to San Francisco State and the Mission District

Hosted author Francisco Jimenez

Noche de la Familia

Sugar Skull Making/Movie viewing of Precious Knowledge

Pizza and Movie viewing of Kumu Hina on Petaluma Campus

Mentor Hike in Spring Semester

Booth at Day Under the Oaks with Santa Rosa Puente Club

Southern California Campus tours of Cal Poly SLO, UC Santa Barbara, UCLA and Cal State Long Beach

Weekly Thursday Study Collaboratives, 1:30-3pm during spring semester

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

Friday, September 11 <sup>th</sup>	Ropes Course and Tour SSU
Tuesday, Sept. 22 <sup>nd</sup> (3-6pm)	Puente Study Hall Resource Center PC 116
Friday, Sept. 25 <sup>th</sup> (7:15-6pm )	SFSU Tour/Murals
Saturday, October 24 <sup>th</sup> (all day)	Puente Motivational Conference UC Berkeley
Monday, October 5 <sup>th</sup> (9am-10am)	Altar Building in Library for Dia de Los Muertos
Saturday, October 17 <sup>th</sup>	Dia De La Familia/ LumaFest
Monday, Oct. 19 <sup>th</sup> (10:30-12:30pm)	Puente Study Hall Resource Center PC 116
Tuesday, November 3 <sup>rd</sup> (4-8pm)	Puente Study Hall Resource Center PC 116
Thursday, Nov. 13 <sup>th</sup> (6pm-8:30pm)	Mentor Mixer SRJC Petaluma Cafeteria
Friday, December 11 <sup>th</sup> (6pm-10pm)	Posada Navidena Wells Fargo Center
Wednesday, Dec 16 <sup>th</sup> (11am-1pm)	End of the Semester Breakfast and Movie
Thursday, Jan. 28 <sup>th</sup> (5pm-8pm)	Pizza & Movie "Kumu Hina" (SR & Pet)
Friday, Feb. 26 <sup>th</sup> (7:45am-5pm)	Sacramento State Tour (SR & Pet)
Friday, March 11 <sup>th</sup> (11am-2pm)	Bowling
Monday, March 14 <sup>th</sup> (9am-1pm)	Puente Study Hall Resource Center PC 116
Friday, April 8 <sup>th</sup> (6am-5pm)	CSU, East Bay (SR & Pet)
Friday, April 22 <sup>nd</sup> (6am-5pm)	Chico State
Monday, April 25 <sup>th</sup>	Bridge Day with Casa HS Students
Sunday, May 15 <sup>th</sup> (10am-2pm)	End of the Year Celebration (Party!)
Wednesday, May 18 <sup>th</sup> (9am-1pm)	Puente Study Hall Resource Center PC 116
May 31-June 3	LA College Tours

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.

For the Academic Year 2015-2016 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	\$1,000.00	Invite multicultural speakers/preformers to the campus
0007	Santa Rosa	03	01	\$1,000.00	Invite multicultural speakers/performers to campus

## 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 postiiion.
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 postiiion.

## 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.

Ten 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-assigned time)

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale 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
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### 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 needs a dedicated Puente space for study groups and meetings to better facilitate the success of its Puentistas. Currently, the program requests the use of various rooms on campus for weekly study collaboratives and meetings outside of class time.
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 has started to use the Inter-Cuultural Center PC 116 to hold activities and events but the space is too small to accommodate all the programs and clubs that use it.

## 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. We would like to pursue the possibility of creating a Puente Lounge in Call Hall, in what is currently the Office of Institutional Research. The current lounge does not accommodate more than one program using the space at any given moment.**

## 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 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.

In spring 2015, Petaluma Puente Counselor attended New Employee Safety Training.

In spring 2016, Petaluma Puente Counselor completed the 12-Passenger Van Training (good for 3 years)

In Spring 2016, Petaluma Puente Counselor and English instructor completed the 12-Passenger Van Training (good for 3 years).

### 3.5 Establish a Culture of Sustainability

SR and Petaluma programs utilize Moodle, Canvas, Email, 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 2015-2016, the Santa rosa Campus Puente Program chose SLO #2. 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 participating in the Puente Program, the student will be able to use critical thinking skills and improve university-level writing.	Spring 2015
As a result of participating in the Puente Program, the	Spring 2016

student will be able to develop a small, cooperative learning community.	
As a result of participating in the Puente Program, students will be able to design a student academic plan to ensure completion of coursework required for transfer.	Spring 2017
As a result of participating in the Puente Program, the student will be able to outline strategies for overcoming obstacles to academic and career success.	Spring 2018
As a result of participating in the Puente Program, the student will be able to outline strategies for overcoming obstacles to academic and career success.	Spring 2019
As a result of participating in the Puente Program, 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 2015	Spring 2015	Fall 2016
Service/Program	Puente	Spring 2016	Spring 2016	Spring 2016

## 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 2015-2016, 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, Counseling 80, and LIR 10. 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 Petaluma Puente Data for the 2015-2016 academic year

2015-2016	Petaluma Puente Unit #	Pet Puente Unit %
<b>GENERAL DATA</b>		
Total Students	31	100
Enrolled in CREDIT	31	100
<b>Is English Primary Language?</b>		
YES	31	100
NO	0	
<b>Enrollment Location</b>		
Santa Rosa Campus	0	0
Petaluma Campus	21	67
Santa Rosa & Petaluma	10	32
Pet & RP or Pet & Sonoma	0	0
<b>ACCESS</b>		
<b>Gender</b>		
Female	17	54
Male	14	45
Unknown		
<b>Age Group</b>		
< 20	30	97
20 - 24	1	3
25 - 29	0	0
30 - 34	0	0
35 - 39	0	0
40 - 50	0	0
50 +	0	0
Unknown	0	0
<b>Race/Ethnicity</b>		
African-American	0	0
Asian	0	0
Filipino	0	0
Hispanic	31	100
American Indian/Alaskan	0	0
Pacific Islander	0	0
White	0	0
Multiple Ethnicities	5	0
Unknown	0	0
<b>Disability</b>		
Primary Disability		
Secondary Disability	1	3
Dept of Rehabilitation		
<b>Financial Aid</b>		
Not Received		
Received		
BOG Waiver		
PELL Grant		

Other

**PROGRESS**

**Persistence**

Enrolled in Fall	31	100
Persisted to Spring	25	80
Completed Engl 100 Coun 10	25	80
Completed Engl 1A Coun 80	22	71

Below is SR Puente Data from academic year 2013-2014.

2013-2014		SR Puente Unit #	District #	SR Puente Unit %	District %
<b>GENERAL DATA</b>					
Total Students		33	39232	100	100
Enrolled in CREDIT		33	32675	100	83.29
Is English Primary Language?					
YES		30	31488	90.91	80.26
NO		3	7744	9.09	19.74
<b>Enrollment Location</b>					
Santa Rosa Campus		26	18344	78.79	46.76
Santa Rosa & Petaluma		7	6666	21.21	16.99
Pet & RP or Pet & Sonoma		0	0	0	0
<b>ACCESS</b>					
<b>Gender</b>					
Female		25	21118	75.76	53.83
Male		8	17308	24.24	44.12
Unknown		0	806	0	2.05
<b>Age Group</b>					
< 20		27	8028	81.82	20.46
20 - 24		6	11362	18.18	28.96
25 - 29		0	5676	0	14.47
30 - 34		0	3477	0	8.86
35 - 39		0	2238	0	5.70
40 - 50		0	3315	0	8.45
50 +		0	5136	0	13.096
Unknown		0	0	0	0
<b>Race/Ethnicity</b>					
African-American		1	957	3.03	2.44
Asian		0	1412	0	3.60
Filipino		0	290	0	.74
Hispanic		31	12232	93.94	31.18
American Indian/Alaskan		0	269	0	.69
Pacific Islander		0	141	0	.46





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

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	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.	2015-2016	Cost for travel.
0002	ALL	02	02	Continue to work with Transfer Center to visit UC Davis Campus.	Collaborate with Transfer Center and reduce the cost to visit UC Davis Campus.	2015-2016	None
0003	ALL	02	02	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.	2015-2016	Cost for travel.

## 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

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	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.	2015-2016	Cost for travel.
0002	ALL	02	02	Continue to work with Transfer Center to visit UC Davis Campus.	Collaborate with Transfer Center and reduce the cost to visit UC Davis Campus.	2015-2016	None
0003	ALL	02	02	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.	2015-2016	Cost for travel.