

Santa Rosa Junior College

Program Resource Planning Process

Puente 2019

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
- Provide students with a platform to explore majors and careers
- Support student leadership and engagement

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 1A, Engl 50 fall term, and English 5 spring term (effective fall 2019). These classes provide a supportive and stimulating environment for students through the curriculum which integrates Latinx and other multicultural literature in combination with a variety of writing exercises.

Counseling: **Puente students take Coun 10 in the fall and Coun 80 in the spring term.** 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 students an Undocumented Youth Conference in collaboration with EOPS to promote awareness of our academic programs and student services as it relates to undocumented students.

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. In addition, Puente offers students career panels and tours to career industries.

1.1d Hours of Office Operation and Service by Location

For academic year 2018-2019, 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 from the district to cover travel, graphics, supplies, guest speakers, social/cultural and mentor events from the district. Both programs also received \$5000 each 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:

Friday, August 3, 2018	New Puente Student Orientation
Wednesday, September 5, 2018	SRJC Transfer Day
Thursday, September 27, 2018	Puente Family Night
Saturday, October 15, 2018	Puente Motivational Conf. & UC Davis
Tuesday, October 16, 2018	Transgenerational Trauma #1
Friday, October 19, 2018	UC Santa Cruz
Thursday, November 1, 2018	Dia de Los Muertos
Friday, November 2, 2018	Undocumented Youth Conference
Tuesday, November 27, 2018	Transgenerational Trauma #2
Thursday, November 29, 2018	Puente Mentor Night
Thursday, December 6, 2018	Puente Posada
Monday, January 14, 2019	SRJC One Love Festival
Friday, March 09, 2018	UC Berkeley
Thursday, April 25, 2019	Puente Mentor Night
Friday, May 2, 2019	Puente Mentor Night

Wednesday, May 23, 2019
May 27, 2019 - May 29, 2019

End of the Year Ceremony
Southern California University Tours

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

Tues., Aug 2nd	New Puente Student Orientation
Wed., Aug 31st	Welcome Breakfast
Fri., Sept 23rd (8:30am-3pm)	Ropes Course & Sonoma State Tour
Wed., Oct. 5th (10:30am-12:30pm)	Puente Study Hall "Our House" PC 116
Mon., Oct 10th (9:30am-10:20am)	Dia De Los Muertos Altar
Sat., Oct. 15th (6:15am-5pm)	Puente Motivational Conf. & UC Davis
Tues., Oct 18th (2:00pm-5:00pm)	Puente Study Hall "Our House" PC 116
Sat., Oct 29th (10am-12pm)	Dia De La Familia
Thurs. Nov. 3rd (2:45pm-8pm)	WOLM Event "Between the World and Me" by Ta-Nehisi Coates
Wed., Nov 9th (2:30pm-6:30pm)	Puente Study Hall "Our House" PC 116
Thurs., Nov 17th (6:30pm-8:30pm)	Mentor Mixer
Mon., Nov. 28th (10:30am-12:30pm)	Puente Study Hall "Our House" PC 116
Fri., Dec., 9th (4:30pm-10pm)	Dinner and Posada Navideña
Wed. Dec., 14th (10:30am-12:30pm)	Puente Study Hall "Our House" PC 116
Mon. Dec., 19th (11:00am-1:00pm)	Puente Study Hall "Our House" PC 116
Friday, Feb 24th (10am-2pm)	Rebounderz & Pizza
Friday, April 7th (6:45am-6pm)	UC Santa Cruz Tour
Wed., April 12th (2:30am-4:00pm)	Puente Study Hall "Our House" PC 116
Sat., April 22nd (8 :00am-4 :00pm)	UC Berkeley (Cal Day)
Wed., April 24th (2:30am-4:00pm)	Puente Study Hall "Our House" PC
Friday, May 5th (7 :00am-4 :00pm)	Sacramento State Tour
Mon., May 8th (10:30am-12:30pm)	Puente Study Hall "Our House" PC
Wed., May 17th (10:30am-12:30pm)	Puente Study Hall "Our House" PC
Sunday, May 21st (9am-2pm)	End of the Year Celebration (Party!)
May 30-June 2	LA College Tours (Puente Club)

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 trips such as the Puente Motivational Conference. 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 2018-2019 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

One (1) Dia de Los Muertos

One (1) Undocumented Youth Conference

Two (2) Noche de la Familia

One (1) Wells Fargo Center Posada Navidena

Participation in SR Learning Community Social Activities

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	01	03	\$3,000.00	Transportation for university fieldtrips to include both campuses
0001	Santa Rosa	00	00	\$0.00	
0001	ALL	00	00	\$0.00	Supplies
0001	ALL	00	00	\$0.00	Equipment
0001	ALL	01	00	\$500.00	Book supplies
0002	ALL	00	00	\$1,000.00	Annual Completion Ceremony
0003	Santa Rosa	01	00	\$350.00	Training for new mentor participants
0004	Santa Rosa	01	00	\$800.00	Four Mentor Mixer Events per campus
0006	ALL	03	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
SR Puente 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.
Petaluma 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. Funded by Federal workstudy.
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.

Eleven 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	50.0000	50.0000	0.0000	0.0000	Santa Rosa assignment
Counseling	50.0000	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 Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	01	Ipads for Puente students to use	5	\$800.00	\$4,000.00	Guillermo Garcia		Guillermo Garcia

2.4d Non-Instructional Equipment 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	01	01	Urgent	Pioneer Hall		\$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. In addition, we use the MI CASA Center for cultural events but it gets more complicated when other groups need the space.
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 activites and evenst but the space is to small to accomodate 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 Santa Rosa campus, there was a designated MESA-Puente center. However, we no longer have access to this space as the MESA program has absorbed the center. We have been in communication with the Student Equity office about having a space reserved in the proposed Intercultural Center.

At the Petaluma campus, there is currently a designated ESL-Puente Lounge, in Doyle Hall, second floor. However, with the implementation of the 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.

As faculty we also participate in institutional training and personal development.

3.4 Safety and Emergency Preparedness

Safety Trainings

In spring 2019, Puente counselor attended the "Surviving an Active Shooter" workshop on the Petaluma campus.

In spring 2019, SR Puente Counselor attended the "De-Escalation Training."

In spring 2019, Petaluma Puente English Instructor attended the "De-Escalation Training."

In fall 2018, Petaluma Puente English Instructor attended the "Surviving an Active Shooter" workshop on the Petaluma campus.

Santa Rosa Puente Safety Trainings

In fall 2018, Puente counselor attended the "ONL: 11 Shots Fired on Campus" workshop online

In fall 2018, SR Puente Counselor attended the "De-Escalation Training."

3.5 Establish a Culture of Sustainability

SR and Petaluma programs utilize Moodle, Canvas, Email, Google Drive, and Faculty/Student Portals to reduce the amount of paper used.

4.1a Course Student Learning Outcomes Assessment

English courses (English 1A & 5) 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. Some assignments require that the student volunteer on campus or off campus and share material they have learned about college to other students.

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. In addition, students learn about financial resources for college such as financial aid, scholarships, and loans.

The program assesses student learning outcomes through data that is collected in fall and spring by the office of institutional research and by in-class student evaluations. 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 learn the process of applying to universities.
5. As a result of participating in the Puente Project, students will be able to identify campus resources and develop strategies to overcoming obstacles that interfere with their academic and career success.
6. 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 2018-2019, The Puente Program chose SLO #1. 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 2017
As a result of participating in the Puente Program, the student will be able to develop a small, cooperative learning community.	Spring 2018
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 2019
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 2020
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 2021
As a result of participating in the Puente Program, the student will be able to	Spring 2022

formulate and support enrichment opportunities and extra-curricular events that foster social and civic development, as well as personal and academic success.	
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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 1A, 50, and 5 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.

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 2018-2019, 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 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 Petaluma Puente Data for the 2018-2019 academic year

2018-2019	Petaluma Puente Unit #	Pet Puente Unit %
GENERAL DATA		
Total Students	31	100
Enrolled in CREDIT	31	100
Is English Primary Language?		
YES	31	100
NO	0	
Enrollment Location		
Santa Rosa Campus	0	0
Petaluma Campus	28	90
Santa Rosa & Petaluma	3	10
Pet & RP or Pet & Sonoma	0	0
ACCESS		
Gender		
Female	23	74
Male	8	25
Unknown		
Age Group		
< 20	30	100
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
Race/Ethnicity		
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	0	0
Unknown	0	0
Disability		

Primary Disability		
Secondary Disability	0	0
Dept of Rehabilitation		

Financial Aid

Not Received		
Received	?	
BOG Waiver		
PELL Grant		
Other		

PROGRESS

Persistence

Enrolled in Fall	31	100
Persisted to Spring	30	96
Completed Engl 100 Coun 10	31	100
Completed Engl 1A Coun 80	28	90

Below is SR Puente Data from academic year 2018-2019.

2018-2019	SR Puente Unit #	District #	SR Puente Unit %	District %
GENERAL DATA				
Total Students	26	39232	100	100
Enrolled in CREDIT	26	32675	100	83.29
Is English Primary Language?				
YES	24	31488	90.91	80.26
NO	2	7744	9.09	19.74
Enrollment Location				
Santa Rosa Campus	23	18344	78.79	46.76
Santa Rosa & Petaluma	3	6666	21.21	16.99
Pet & RP or Pet & Sonoma	0	0	0	0
ACCESS				
Gender				
Female	17	21118	75.76	53.83
Male	9	17308	24.24	44.12
Unknown	0	806	0	2.05
Age Group				
< 20	25	8028	81.82	20.46
20 - 24	1	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

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.	2018-2019	Reduced cost of travel for both programs for the fiscal year
0002	ALL	02	02	Continue to work with Transfer Center to visit at least one university campus.	Reduce cost of travel and increase student participation in the transfer center trips.	2018-2019	Reduced cost of travel for the program for the fiscal year and the trip we partnered with the transfer center is always the best attended trip that they do.
0003	Petaluma	01	02	Utilization of services offered by Student Success Teams	Have students access the resources and services provided by SST on both campuses.	2018-2019	For Pet Puente the majority of students participated in at least one workshop. For the 18-19 year 5 of the 19 coaches were Puentistas.

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.