

## CAN Program Review (Student Services) - Puente (Even Year)

### Annual Updates

#### 2019-2020

**1. Changes & Updates:** These are the updates that have occurred since we last submitted program review (i.e., 2018-19).

#### Increased Enrollment

The Puente Program is currently experiencing growth as we continue with our fifth year. From the 2015-2016 academic year to the 2018-2019 academic year the Puente Program has significantly increased in student enrollment. We currently serve over 100 Puente students and coordinate a mentoring program that consists of thirty mentors. Each year the number of Puente students on the Puente counselor's caseload will increase since the program serves each Puente student until they successfully transfer to a four-year university. This added growth does not come without its share of challenges. The increase in student counseling appointments, follow up appointments, and early alert intervention is at the core of our student's success and retention.

#### Funding

Additional challenges involve receiving sufficient funding to cover for office supplies that the Puente co-coordinators need to promote and facilitate Puente events, the school supplies that at least 10% of our Puente students struggle to purchase, and an overnight tour of universities for Phase III Puente students. See the attachment titled "Puente Supplies and University Tour that Need Additional Funding" for a list of these supplies and travelling costs. Moreover, since we accelerated our English courses are students are no longer eligible to take part in the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority. Our action plan would involve officially requesting additional funding from the Equity Committee and teaming up with another program on campus with an experienced staff to coordinate an overnight tour of universities. We will also need to request additional funding for transportation costs that are increasing every year. Every year we pay for a bus to transport our students and two coordinators to a required Saturday Transfer and Motivational Conference at a university; the Puente State Office selects the university. In 2016-2017 the bus expense totaled \$1000.00, in 2017-2018 it totaled \$1050.00, in 2018-2019 it totaled \$1,500.00, and most recently in 2019-2020 it totaled \$2,174.50.

#### Procurement Card

Our Puente allocation each year is \$8,500 (\$7,000 Equity; \$2,500 UCOP) to support our Puente Program events and activities. For example, each semester our program hosts three main events to build community amongst our mentors and students. As a result, the Puente Co-Coordinators have had to be strategic to ensure these funds support the expenses associated with these events such as meals, transportation, and event supplies. One main challenge is not having easy access to these funds since the Puente Co-Coordinators do not have a procurement card. In other words, when the Puente co-coordinators need to make purchases they must go through the counseling division assistant to create requisitions, which takes time and a lot of planning on behalf of the co-coordinators. Our Puente team has asked for a procurement card since the program's inception, yet this request has been denied. We are now in our fifth year, and we have requested a set of written and clear guidelines for ordering supplies that our Puente team can refer to so that we can work in the most efficient and consistent manner. Our Puente co-coordinators have a lot of year-round program responsibilities that directly involve our students, so having these procedures in place will allow us to run a more efficient program.

#### Administrative Support

Most currently, not having consistent administrative support is a real challenge. Although the Welcome Center OAI is assigned 10 hours a week to support the Puente Program, her full-time job requires her to be at the Welcome Center. In other words, she

does not have specific days and hours away for the Welcome Center to support the Puente team with program tasks on a consistent basis. Moreover, since many of the Puente events occur during the evening, the team needs to find funding to pay for overtime on a limited budget.

#### Acceleration

We accelerated the Puente Project at Cañada College this fall 2019. Instead of having the Puente students begin with English 847 in the fall semester and continue on to English 100 in the spring semester, we are planning to have the Puente students begin with English 105 (which is equivalent to English 100) in the fall and continue on to English 110 in the spring semester. We made this change to comply with AB705 regulations. English 105, a five-unit model of English 100, is a better new version of English 100 because it provides students with more instructional support during class. The Puente English instructor was successful in getting this new course approved on campus, so it is transferable to UC, CSU and private colleges and universities.

**2. Progress Reports:** At the end of spring 2019, the following were our course objectives for the two Puente courses:

1. Success rates in English: Student will successfully complete English 847
2. Success rates in English: Student will successfully complete English 100
3. Success rates in Career: Student will successfully complete Career 137
4. Success rates in Career: Student will successfully complete Career 110
5. Retention: Program will retain students for the duration of the academic portion of the program (i.e. one year)
6. Persistence: Student will persist in three consecutive terms

We were successful in achieving at least 70% of success for these course objectives during the past two years. However, we have not been successful in obtaining additional funding to supply at least 10% of our student cohort with books and supplies, which was one of our objectives for the past two years.

**3. Rationale for New Objectives:** We do not have any new objectives for 2019-20. We are still working on the objectives we listed during our last program review cycle (i.e., 2018-19).

However, since the English course sequence for the Puente Program has accelerated, we will now be working towards achieving a 70% or higher success and retention rate for Puente students enrolled in English 105 (fall 2019) and in English 110 (spring 2020). Unfortunately, the new Writing Center at Cañada College does not have enough writing tutors yet, so this factor will make it more difficult to have the same success and retention for Puente students who are now part of this accelerated model, which strongly recommends additional writing support outside the classroom.

**Annual Update Status:** Complete

## Objective: Academic Supplies for Ten Percent of Puente Cohort

By supplying school materials, which include books, to the most needy Puente students, the Puente Program would be helping them begin the semester strong with sufficient academic materials

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020, 2020-2021, 2021-2022

**Estimated Start Date:** 08/01/2019

**Estimated Completion Date:** 05/31/2022

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

### Action Plans

**2019-2020** - To provide academic supplies to our most needy students in the Puente Program (Active)

# CAN Program Review (Student Services) - Puente (Even Year)

**Who's Responsible for Completing this Action Plan?:** Sandra Mendez and Yolanda Valenzuela

**Estimated Completion Date:** May 2022

**Related Documents & Links:**

[Final\\_Fall\\_2019\\_Puente\\_Resource\\_request\\_worksheet.xlsx](#)

## Resource Requests

**Career Kits** - These Career Kits would be given to our neediest students who are not able to afford the costs of the course materials for their Career 137 course. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

**Type of Resource:** Supplies (Items less than \$5000)

**Cost:** 425.1

**Graphic Calculators for Loan** - These graphic calculators would be given to our neediest 10 students who are not able to afford the costs of the course materials for their math courses. Our Puente students are counseled to complete their English and math requirements at the beginning of their college careers. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

**Type of Resource:** Supplies (Items less than \$5000)

**Cost:** 1270.49

**Laptop Computers for Loan** - These laptop computers would be given to our neediest 10 students who are not able to afford computers to complete their on-line Canvas assignments and typed essays. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success. The price include computer model Dell Latitude E7470, carrying case, adapter, and five-year warranty.

**Type of Resource:** Equipment (Items Over \$5000)

**Cost:** 12430.69

**Office Supplies for Students** - These office supplies would be given to our neediest 10 students who are not able to afford the costs of necessary office supplies. These office supplies include pencils, pens, paper clips, small post-its, erasers, composition notebooks, small staplers, highlighters, and small flashdrives. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

**Status:** Continued Request - Active

**Type of Resource:** Supplies (Items less than \$5000)

**Cost:** 278.44

**One-Time or Recurring Cost?:** Recurring Cost

**Division/Department Priority:** High Priority

**Textbooks for English 105 and English 110 Puente Students** - These textbooks for Puente English classes would be given to our neediest 10 students who are not able to afford the costs of the required books. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

**Status:** Continued Request - Active

**Type of Resource:** Supplies (Items less than \$5000)

**Cost:** 1804.39

**One-Time or Recurring Cost?:** Recurring Cost

**Division/Department Priority:** High Priority

## Objective: Office Supplies for Required Events

Each semester, the Puente State Office requires that the two Puente Program Co-Coordinators facilitate for the Puente students and

# CAN Program Review (Student Services) - Puente (Even Year)

mentors certain required events. Some of these required events include a mentor training, Family Night, social mixers for the mentors and mentees, and an end-of-the-year celebration where students and mentors receive certificates. In other words, the co-coordinators need these supplies to offer these required events so that our Puente Program can achieve compliance.

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020, 2020-2021, 2021-2022

**Estimated Start Date:** 08/01/2019

**Estimated Completion Date:** 05/31/2022

**Please select the college goals with which this objective aligns.:** Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

## Resource Requests

**Office Supplies for Required Events** - Each semester, the Puente State Office requires that the two Puente Program Co- Coordinators facilitate for the Puente students and mentors certain required events. Some of these required events include a mentor training, Family Night, social mixers for the mentors and mentees, and an end-of-the-year celebration where students and mentors receive certificates.

**Status:** Continued Request - Active

**Type of Resource:** Supplies (Items less than \$5000)

**Cost:** 657.2

**One-Time or Recurring Cost?:** Recurring Cost

**Division/Department Priority:** High Priority

## Objective: Overnight University Tour

We would like to take 30 Phase II and Phase III Puente students to three four-year universities so that they may get a full tour of each campus. This would require an overnight stay in a city in California. We believe this type of university tour will inform our students about more universities and motivate them to transfer at higher rates.

**Objective Status:** 1 - New (PR)

**Objective Year:** 2019-2020, 2020-2021, 2021-2022

**Estimated Start Date:** 08/01/2019

**Estimated Completion Date:** 05/31/2022

**Please select the college goals with which this objective aligns.:** Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

**Please select the district goals with which this objective aligns.:** District Goal #2 - Establish And Expand Relationships With School Districts 4-year College Partners And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

## Resource Requests

**Overnight University Tour** - We would like to take 30 Phase II and Phase III Puente students to three four-year universities so that they may get a full tour of each campus. This would require an overnight stay in a city in California. We believe this type of university tour will inform our students about more universities and motivate them to transfer at higher rates.

**Type of Resource:** Other

**Cost:** 5000