Unit Plan – PROPOSAL FOR NEW INITIATIVES

Unit: Puente Project

Division or Area to Which You Report: Special Student Programs and Services & Language Arts Department

Name of Person Completing this Form: Ramón C. Parada & Angie Magallón

Date: March 14, 2008

Audience: Deans/Unit Administrators, IPBC, Foundation, Grants, Budget.

Purpose: A “New Initiative” is a new project or expansion of a current project that supports college goals. The project will require the support of additional and/or outside funding. The information you provide will facilitate and focus the research and development process for finding outside funding.

Instructions: Please fill in the following information.

Priority Objective or Strategic Plan Objective Addressed: Goal 8 – Maintain or Increase Enrollment, Objective(s): 8b, 8c & 8l; Goals 10 and 11 & 13

Objective: 4 (include goal/objective number from Part II of your Unit Plan for reference)

To Train a new Puente Team consisting of a counselor and an English instructor so as to implement a “best practice” utilized by Puente CC’s which improves and maintains persistence, retention of students and improves quality of instruction, counseling, mentoring and community resources.

Project Description:

A new Puente team will be trained by the Statewide Puente Office during the summer 2008 so as to implement a rotational team system with each team serving 2-3 years. In the first year, 2008-09, each team will split one Puente section of English courses and PSCN courses and will work together to lower the “learning curve” for the second team, while continuing to meet the requirements of the MOU between CLPCCD the University of California.

Expected Outcome:

Having two teams instead of one will support Puente student success as each team rotates “in and out” adding and bringing new teaching and counseling strategies. Both teams will meet the requirements of the MOU between CLPCCD the University of California.

Activity Plan to Accomplish the Objective:

<table>
<thead>
<tr>
<th>ACTIVITY NO.</th>
<th>ACTIVITY (simple description)</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>TIMELINE (OR TARGET COMPLETION DATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Dean of Special Student Program &amp; Services and the Dean of Language Arts including the Puente English instructor &amp; Counselor will communicate within their divisions the need for interested faculty to convey their interest in the respective positions of the second Puente team.</td>
<td>Gerald Shimada Marcia Corcoran Angie Magallón Ramon C. Parada</td>
<td>April 2008</td>
</tr>
<tr>
<td>2</td>
<td>Concurrently both Deans will communicate with the State Puente Office located in the University of California Office of the President the need to train a Puente second team during the summer of 2008.</td>
<td>Gerald Shimada Marcia Corcoran</td>
<td>April 2008</td>
</tr>
</tbody>
</table>
The State Puente Office through the Executive Director will send the Puente Community College English and Counselor Coordinators to present to the respective divisions the Puente Project Learning Community Model and Training.

Frank Garcia, Executive Director
May 2008

The second Puente team will participate in the Puente Summer Institute training at the University of California, Berkeley and will begin their duties at the start of the Fall 2008

August 2008

Resource Requirements:

<table>
<thead>
<tr>
<th>ACTIVITY NO.</th>
<th>BUDGET CATEGORY AND ACCOUNT NUMBER</th>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personnel (staffing and benefits for professional experts, reassigned time, classified personnel).*</td>
<td>Reassigned time of one English Instructor and one Counselor</td>
<td>???????????????????</td>
</tr>
<tr>
<td>3</td>
<td>Other</td>
<td>The State Puente Office will provide training as stipulated in the MOU between CLPCCD and the University of California</td>
<td>???????????????????</td>
</tr>
</tbody>
</table>

Proposed personnel workload may be covered by:

- New Hires:  
  - Faculty  # of positions ____________  
  - Classified staff  # of positions ________

- Reassigning existing employee(s) to the project; employee(s)’ current workload will be:
  - Covered by overload or part-time employee(s)
  - Covered by hiring temporary replacement(s)
  - Other, explain __________________________________________________________________

At the end of the project period, the proposed project will:

- Be completed (onetime only effort)
- Require additional funding to continue and/or institutionalize the project (obtained by/from):

Will the proposed project require facility modifications, additional space, or program relocation?
☐ No  ☐ Yes, explain: ____________________________________________________________

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?
☐ No  ☐ Yes, explain: ____________________________________________________________

Do you know of any grant funding sources that would meet the needs of the proposed project?
☐ No  ☐ Yes, list potential funding sources:

_________________________________________