

College Action Project Worksheet for NEW CAP Projects – October, 2014: An Update

CAP: 1.3.3 Provide additional student support to Latino students.

Champion: Domingo Hernandez-Gomez

CAP Team Members

- Maria Herrera-Belmares (Senior Benefit Coordinator - Human Resources -).
- Marisol Blanco (Lead Student Success Coach -College Success Center-).
- Angela Salinas (Adult Enrollment and Outreach Coordinator and International Admissions Advisor – Admissions and Enrollment -).
- Francisco Ramirez (Educational Support Professional – Admissions and Enrollment -).
- Amanda Vanderhill (Educational Training Specialist – M-Tech Center).
- Lorena Aguayo-Marquez (Educational Support Professional – Adult Education Program -).
- Christina Arnold (Director of Woodrick Diversity Learning Center – Diversity Center -).
- Elisa Alvarez (Training Coordinator – M-Tech Center -).
- Brune Garcia (Educational Support Professional – Admissions and Enrollment –).
- Antonio Aguillon (Computer Technician – Information Technology -).
- Lydia Cruz (Coordinator of Adjunct Faculty and FMLA – Human Resources -).
- Bernard Manker (Professor of Spanish – Language and Thought Department, Arts and Sciences).
- Miguel Espinoza (Educational Support Professional – Lakeshore Campus).
- Domingo Hernandez-Gomez (Associate Director – College Success Center).

1. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

The purpose of the Latino project is to maximize or improve available resources and create new processes to support Latino student enrollment, persistence, graduation and transfer rates. Some of the associated activities that will seek to achieve this purpose are:

- Complete a study of Latino students to better understand their needs (profile with key indicators of success, survey of "lost" students, and focus groups).
 - Create a GRCC Spanish portal for key information.
 - Develop a resource handbook for undocumented students (scholarships, etc.).
 - Review and update the GRCC application and have a Spanish version available.
 - Implement multiple activities for retention purposes (phone calls, e-mails, social media, milestone celebrations/events, workshops, etc.)
2. Describe the **goals** of this Action Project (in 100 words or fewer).
 - Increase enrollment of Latino students.
 - Increase persistence and graduation rate through additional support.
 - Establish new internal structures that support Latino student success such as the creation of a Latino Center, CLS 100 for Latino students, a leadership program, the establishment of an endowment for Latino Scholarships, etc.
 3. What **measurable criteria** will be used to determine this project's success?
 - Percentage of new student enrollment.
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- Persistence and graduation rate of Latino students.
- Establishment or completion of internal structures (i.e. CLS 100 running)

4. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- Access: As the Latino project will support efforts to increase the number of Latino students at GRCC.
- Student Success: As the Latino project will implement strategies to increase retention, course success, graduation and transfer rates of Latino students.
- GRCC Experience: As the Latino project will seek to improve the number of Latino students who participate in student organizations, clubs, teams and service learning.

5. What **personnel resources** will be required to deliver the project successfully?

- Translation services (contracted services).
- On Contingency Employee for retention and outreach efforts

6. What **additional resources** will be required to develop and/or sustain the project?

- Increase funding for the Diversity Learning Center for project sustainability.

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies	\$2,500	<i>Translation Services, materials, and supplies.</i>	College Success Center
Training	\$0	<i>None at this point</i>	College Success Center
Equipment/ Software	\$0	<i>None at this point.</i>	College Success Center
Other	\$2,285	<i>For food/refreshments</i>	College Success Center
Personnel	\$ 15,215	<i>Latino Project Contingency Employee.</i>	College Success Center
TOTAL Cost Estimate	\$25,000		College Success Center

7. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? X NO ___ Yes

If yes, please describe briefly:

8. Update the 3-month work plan for this project:

Month	Activity	Person Responsible	EVIDENCE THAT THE ACTIVITY OCCURRED	DISCUSSION OF ACTIVITY OUTCOME
July, 2014	Team meetings, CAP preparation and planning	Domingo	Partially Completed. The team was not able to meet during the month of July due to conflict with time availability but we were able to have discussions through e-mail a make decisions.	1.- Team was able to finalized intervention activities that we plan to carry out during the School year. 2.- Team was able to complete the New CAP 1.3.3 Worksheet and submitted to SLT. 3.- Completed the Funding Request Form and submitted to SLT Executive team
August, 2014	Hiring and training, planning intervention efforts	Domingo	Partially completed	We just submitted a PAF to hire a contingency employee to support the Latino activities. Some of the planning has been completed. Please see table below for progress report.
September, 2014	Begin implementation of recruitment and retention activities and design of new processes.	Domingo	Partially completed	Some of the activities related to recruitment and retention including design and new process are in progress. Please refer to the table below for progress report

Strategy One. Better understand the characteristics of the population and maximize or improve resources currently available to them.

<i>Action Steps or Activities</i>	<i>Progress</i>
Develop a profile of Latino students at GRCC based on key indicators of success.	Completed
Survey the 103 “Lost” students from Fall 2012 to find the reasons why they left.	Completed
Conduct three focus groups to learn how to best support Latino students succeed at GRCC.	Completed
Create a GRCC Spanish portal for key information.	Ongoing
Conduct an audit of GRCC key information and materials in Spanish.	Not completed
Develop a resource handbook for undocumented students (scholarships, etc.).	Partially

	Completed
Train a bilingual person on Financial Aid frequently asked questions, and have those questions translated into Spanish.	Ongoing
Review and update the GRCC application and have a Spanish version available.	Completed
Update the bilingual list (by department).	Completed

Strategy Two. Propose and implement new resources through the creation of visible internal structures and concrete processes that will ultimately support students.

<i>Action Steps or Activities</i>	<i>Progress</i>
Latino Center or a Multicultural Space.	Ongoing Discussion
CLS 100 for ESL and Latino Students.	Partially completed
Establish an endowment for undocumented Latino Students.	Not Completed
Leadership Program for Latino Students (ABO model).	Not Completed
Tutoring for ESL Students.	Not Completed
ESL Faculty Training.	Not Completed
Multiple student persistence activities (service learning, milestone celebrations/events, cultural workshops, phone calls, e-mails, social media, etc.)	Ongoing

Strategy Three. Develop outreach activities to engage the Latino community and bring more Latino students to succeed at GRCC.

<i>Action Steps or Activities</i>	<i>Progress</i>
Orientation for Latino parents – Spanish only –	Not completed
Attend any academic, social and cultural Latino event to promote GRCC	Ongoing
Deliver GRCC Spanish material – Poster/flyers - to every Latino space (churches, stores, restaurants, nonprofit organizations, etc.).	Not completed.

Note: This is a living document, as we work our way through the list we will assess and prioritize. Activities may be added, delayed or dropped (based on feasibility).

9.- Provide a timeline for activities for Oct 2014 to July 2015:

Action Steps	Person Responsible	10/14	11/14	12/14	1/15	2/15	3/15	4/15	5/15	6/14	7/14
Create a GRCC Spanish portal for key information.	Brune	x	x	x	x	x	x				
Conduct an audit of GRCC key information and materials in Spanish.	Miguel & Antonio	x	x	x							
Develop a resource handbook for undocumented students (scholarships, etc.).	Marisol & Lorena	x	x	x							
Train a bilingual person on Financial Aid frequently asked questions, and have those questions translated into Spanish.	Marisol, Miguel and Elisa	x	x	x							
Latino Center or a Multicultural Space.	Domingo & Chris	x	x	x							
CLS 100 for ESL and Latino Students.	Domingo	x	x	x			x	x	x	x	x
Establish an endowment for undocumented Latino Students.	Domingo	x	x	x	x	x	x	x	x	x	x
Leadership Program for Latino Students (ABO model).	Domingo, Marisol and Francisco	x	x	x	x	x	x	x	x	x	x
Tutoring for ESL Students.	Francisco				x	x	x	x	x		
ESL Faculty Training.	Bernard				x	x					
Multiple student persistence activities (service learning, milestone celebrations/events, cultural workshops, phone calls, e-mails, social media, etc.)	All	x	x	x	x	x	x	x	x	x	x
Orientation for Latino parents – Spanish only –	All						x	x			
Attend any academic, social and cultural Latino event to promote GRCC	Angela	x	x	x	x	x	x	x	x	x	x
Deliver GRCC Spanish material – Poster/flyers - to every Latino space (churches, stores, restaurants, nonprofit organizations, etc.).	Angela		x	x		x	x	x			