



The PUENTE Project

Community College Application Information Packet

- *Steps for Adding a New College*
- *New Site Selection Criteria*
- *Application*
- *Planning Year Information*
- *Sample Letter of Intent*

Please direct new site inquiries to:

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The PUENTE Project
University of California, Berkeley
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(510) 846-6274

Steps for Adding New Community College Programs

Step 1 Exploration and Information

- A. The president, dean of counseling, dean of instruction, and other key administrators review written materials on Puente.
- B. The community college organizes a series of meetings with key staff members to discuss Puente’s philosophy, mission, and process.
- C. Puente invites key administrators to explore and discuss Puente—both formally and informally.

Step 2 Puente presentation to key administrators

The Puente statewide office delivers a presentation to key administrators at prospective colleges, including the president, deans and department chairs of English and counseling, senate president, and interested faculty and counselors.

Step 3 Recommended activities prior to submission of letter of intent and application

- A. Puente recommends that interested college faculty and administrators visit campuses with existing Puente programs and discuss the program with host administrators and faculty.
- B. Administrators and department heads agree to the reassigned time designated for the full-time instructor and full-time counselor who implement Puente.
- C. College agrees to provide financial support for program operation.

Step 4 Letter of intent and application

- A. The college president submits a letter of intent to implement Puente, completes the Puente application and agrees to the reassigned time for counselor and instructor.
- B. In addition, the president submits a list of recommended counselor or instructor candidates and their resumes.

Step 5 Confirmation of team attendance at Puente Summer Institute (PSI)

The Puente statewide office will contact the president or other college administrator to confirm that the new site team (participating counselor and instructor) will attend the mandatory, week-long, residential Puente Summer Institute and forwards the names of new team members to the Puente statewide office.

Step 6 Letter to new team members regarding PSI

The Puente statewide office sends a letter to new team members describing the scope of the trainings that will be presented at PSI.

Step 7 Agreement

- A. The Puente statewide office staff prepares an agreement on the terms set by the University of California and the Community College and forwards it to the college.
- B. The college president signs the agreement, identifying program, fiscal, and contractual contacts at the college, and returns the agreement to the Puente statewide office for University of California signatures. One fully executed (signed) agreement is returned to the campus and the second filed with Puente.
- C. At this point, the community college is formally a Puente site.

PUENTE Community College New-Site Selection Criteria

To be considered for a Puente program, the community college must submit a formal written request to the Puente statewide office. The following criteria are considered for implementation of a Puente program:

1. The community college can demonstrate that students who would benefit from Puente are currently educationally disadvantaged (i.e., low college enrollment rate, low transfer rate, low enrollment and/or success rates in college-level English courses).
2. The college has a full-time writing instructor and a full-time counselor who meet the criteria for participating in a statewide Puente program or the college is willing to hire full-time faculty to serve in this capacity.
3. The college is willing to provide financial support for program operation. (The ideal situation is to establish a line-item budget allocation to share program expenses between the counseling and English divisions.)
4. The college administration is willing to adhere to the current *Puente Community College Program Implementation Guidelines* and agrees to implement the Puente model with a counseling, mentoring, and writing component as described in the Puente guidelines.
5. A list of community-based organizations or a corporate association of volunteers has expressed willingness to help mentor students and to support the program.



APPLICATION FOR NEW COMMUNITY COLLEGE PUENTE PROGRAM

Name of Community College District: _____ Date: _____

Requested by: _____
Name & Title

Responsible Administrator: _____
Name & Title, College

Location of Proposed Program: _____
Address

Campus Name: _____

1. **Statement of Need:** Please demonstrate that students will benefit from Puente and that they are currently educationally disadvantaged. Provide percentage of underserved students, transfer rates of educationally disadvantaged students, English completion rates for this population. Also include percentage of full time Latino students on campus, transfer rate and English completion rates. *(Use separate sheet if needed).*

2. Does your institution make the commitment to assign or hire a full-time English Instructor at a 20%-25% reassigned time: Yes ____ No ____ *Please place an "X" to show that you agree with the items below:*

- Teach a pre-English 1A and English 1A Puente class sequence
- Incorporate Latino literature into the course curriculum
- Work as a co-coordinator of the Puente Program
- Assist in the development of a mentoring component
- Attend the mandatory, residential, weeklong Puente Summer Institute (PSI)
- Attend follow-up trainings, teacher summits, and team trainings

3. Does your institution make the commitment to assign or hire a **full-time Counselor** with 50% Puente assigned time and 50% general counseling time. *(Note: The 50% general counseling should not be a time-consuming second assignment such as transfer center counselor or Cal Works counselor).* Yes ____ No ____ *Please place an "X" to show that you agree with the items below:*

- Work with a caseload of Puente students in cohort
- Collaborate with the Puente teacher by attending the Puente class on a regular basis
- Co-coordinate the program with the Puente Instructor and follow students until they transfer (2-4 years)
- Take lead in developing and implementing a mentoring component as prescribed by the Puente program
- Attend the mandatory, residential, weeklong Puente Summer Institute (PSI)
- Attend follow-up training, counselor summits and team trainings

4. Does the institution agree to implement a Puente Project model that incorporates a teaching, counseling and mentoring component as described in the Puente Community College Guidelines? Yes _____ No _____ *Please comment:*
5. Does your institution have the resources to commit to allocating a line item budget for Puente program operational costs (minimum of \$7,000.00)? (An ideal way is to have budget allocations in the Counseling and English Divisions for co-administration in both divisions for sharing program expenses).
Yes _____ No _____ *Please explain:*
6. Does the institution agree to implement a Puente Project model that incorporates a teaching, counseling and mentoring component as described in the Puente Community College Guidelines? Yes _____ No _____ *Please comment:*
7. If this application is accepted and new teaching/counseling faculty is to be selected, will the Puente Statewide Office be consulted/involved in the selection process. Yes _____ No _____ What process will be used?
8. Please attach a list of support from Community Based Organizations demonstrating community/corporate leaders' willingness to provide/expand mentor support.

Submitted by: _____
President Date

PLANNING YEAR FOR A NEW PUENTE PROGRAM

Early Fall 2021

- Puente Community College Representative meets with college administrators
- Prepares for and meets with Puente Team and leadership to provide informational session on Puente

Fall 2021

- Begin to identify new Puente team members
- Meet with data manager on how to flag and identify Puente students
- Begin to discuss Memorandum of Understanding (MOU)

Spring 2022

- Puente Team is identified
- Puente classes are included in college class schedule
- Puente classes are blocked and linked (as a Learning community)
- Puente Counselor Coordinator meets w/counselors to discuss:
 - Student Recruitment
 - Student Orientation
 - Team responsibilities
- Prepares for presentation to Board of Trustees (optional)
- MOU is finalized and signed

Summer 2022

- **Puente Summer Institute:** Trains new Puente teams on program pedagogy and practices at 5 day intensive and residential training (approaches to supporting underrepresented students)

**The PUENTE Project
Community College Program
Sample Letter of Intent**

Julia Vergara
Executive Director, The PUENTE Project
University of California, Berkeley
Hearst Field Annex, Building C
Berkeley, CA 94720-1060

Dear Ms. Vergara:

I would like to take this opportunity to inform you officially that it is the intent of _____ College to implement the PUENTE Program effective (*please specify semester and year*).

I look forward to meeting with you and PUENTE representatives to discuss the appropriate next steps. We expect the implementation of Puente to have a significant and positive impact on the success of our students.

Sincerely,

President, _____ Community College