

# Grant Progress Update

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Reporting Period: 04/01/21-06/30/21

PR Award #: P031S200132

Institution Name: Sonoma County Junior College District

Project Title: The SRJC “Lanzamiento” Initiative

Project Director (PD): Dr. Robert Holcomb

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## Program Management

1. Are there any changes to key personnel positions? If so, explain.  
There are none.
2. Are there any changes to your scope, activities, or objectives? If so, explain.  
There are none.

## Program Performance – Please provide an Activities Timeline/Progress report

1. Describe activities and corresponding objectives and tasks completed for the reporting period.

### Activity Description:

Implement 10 HSI-designated course sections designed to serve the target population

### Activity Objective(s) and tasks completed:

Forty-seven HSI-designated “Lanzamiento” sections, across various academic disciplines, have been scheduled for fall 2021 and students have been enrolling in them through the fall registration process. All grant-funded support resources—embedded tutoring, peer success coaching, dedicated Library services, etc.—have been aligned to these fall sections in coordination with HSI Implementation Team members and assigned instructors.

### Activity Description:

Implement two CoPs including 30 faculty members. Coordinate with other academic disciplines to begin designing CoPs.

### Activity Objective(s) and tasks completed:

Communities of Practice, involving fifteen faculty facilitators and fifty-six total faculty participants, are currently being held and will continue into the fall.

Communities of Practice are organized around the following topics:

- Validation Theory, Laura Rendón
- *Lanzamiento* Across Disciplines
- Transformative Syllabus
- Culturally Responsive and Sustaining Pedagogies
- *Finding Latinx: In Search of the Voice Redefining Latino Identity*, by Paola Ramos
- Maya and Inca Mathematics

Activity Description:

Develop a comprehensive dual enrollment strategic plan, designed to increase participation and completion among Hispanic and low-income students

Activity Objective(s) and tasks completed:

During the fall of this first reporting year, SRJC created a position, Director, Dual Enrollment Pathways and Partnerships, who is charged with leading the establishment of a comprehensive dual enrollment strategic plan. The highest priorities are fully aligned with the HSI goals to increase early college credit opportunities for historically underserved students through strategic planning and intentional design. In effort to meet these goals, the director laid the groundwork primarily by 1) establishing relationships with secondary school leaders and staff in Sonoma County and beyond, 2) facilitating several K-14 dual enrollment convocations, and 3) gathering baseline enrollment data to target schools with the most promise to increase dual enrollment for Latinx and low-income students.

Activity Description:

Design a recruitment plan to increase Hispanic and low-income student participation.

Activity Objective(s) and tasks completed:

SRJCRReady is the first summer activity that occurs after the warm hand-off from the SRJC Student Outreach Team. In alignment with the *Lanzamiento* partnership, the Petaluma Student Success Team and the Santa Rosa Campus Welcome & Connect Center prioritized the *Lanzamiento* target populations when recruiting for SRJCRReady participation. On May 23, 2021, immediately following the published Fall 2021 course schedule, the teams promoted SRJCRReady digitally (email and text broadcasts) to 2,334 Latin-x, first-generation college students, and/or students with financial need. The digital messaging included information about both SRJCRReady and the *Lanzamiento* program. It was then followed by a telephone campaign. On June 10, 2021 the recruitment was opened to all first year students and postcard mailers were sent to each student's home address. The teams are still actively recruiting through a repeat of the above measure in order to continue to fill the spots. SRJCRReady appointments span through July 2021.

Activity Description:

Create comprehensive financial wellness presentations including 5 Minute Financial Aid, 15 to 30-minute overview, to 60-minute comprehensive Financial Wellness. Make available to counselors and other faculty to gain interest/invitations for classroom presentations.

Activity Objective(s) and tasks completed:

Eight separate comprehensive financial wellness presentations were conducted for groups of high school seniors planning to attend SRJC in the fall of 2021 by bilingual/bicultural financial aid staff members, including key grant personnel.

Activity Description:

Develop and implement Financial Aid Awareness Week (October) – a District-wide event focusing on increasing awareness and completion of FAFSA applications and promoting institutional scholarship opportunities.

Activity Objective(s) and tasks completed:

In light of new regional considerations pertaining to the annual fire season, Financial Aid Awareness Month, which had been previously scheduled for October, was held in April.

Informational videos were created and posted to SRJC social media outlets throughout April, through an initiative branded as, #FinancialAidFriday.

The content of #FinancialAidFriday postings provided keen insight regarding the FAFSA application form and process, plus information about spring scholarship awards available to students from the target HSI population.

Activity Description:

Redesign PALS training activities to include new culturally relevant practices geared toward serving the target population.

Activity Objective(s) and tasks completed:

Held virtual meetings with Math and English PALS lead faculty and area coordinators to arrange the following:

- Fall 2021 PALS assignments, process for identifying and onboarding tutors.
- Allocation of tutoring hours to be consistent across all disciplines
- A kick-off orientation gathering to be held in August and include introductions of all PALS and information and training sessions
- Redesign of tutor trainings to incorporate increased focus toward student equity, required for PALS tutors and available to tutors across all SRJC learning centers.

Activity Description:

Redesign Success Coach training activities to include new culturally relevant practices geared toward serving the target population.

Activity Objective(s) and tasks completed:

The Student Success Coach training content has an increased focus on culturally relevant practices. The Coaches who will be supporting SRJCRReady and Lanzamiento courses received the following training sessions in the months leading up to Fall 2021; Three-Part Anti-Racism Workshop Series with Dr. Abdimalik Buul, National Association Student Affairs Professionals Certified Peer Educators Certification Training in full, specifically the Intrapersonal Applications of Identity as a Peer Educator module, a supervisor led training on SRJC Equity Data accompanied with weekly readings focused on equity and critical race theory, a Strength-Based/Student-Centered Practices and finally, a training to refresh the skill set needed to provide peer led financial aid and admissions assistance. The trainings addressed process scenarios that are a result of various student backgrounds.

Activity Description:

Provide Course-integrated instruction for 10 HSI-designated course sections.

Activity Objective(s) and tasks completed:

Prepare for fall 2021 *Lanzamiento* sections

- Develop messaging
- Map online and in-person sections
- Identify SRJC resources including Distance Education offerings, Canvas tools, etc.

“*Lanzamiento Across Disciplines*” Petaluma Community of Practice

- Planning meetings and 2 of 4 CoP meetings
- HSI LibGuide: Faculty Resources

Webinar: Virtual Masterclass on New Student Orientations, FYE Programs, Student Success Programs for First-Year Culturally Diverse Students – Incorporate into *Lanzamiento* Program

- Teach faculty to avoid deficit thinking
- Program assessment recommendation: surveys
- Integrate students’ out-of-class experiences into courses

Library collection development (ongoing)

- Research and list resource for fall 2021 orders

Create HSI summer reading reviews for Library social media

Activity Description:

Develop a comprehensive mental health plan, inclusive of both individual therapy as well as workshops, all designed to increase participation and completion among Hispanic and low-income students.

Activity Objective(s) and tasks completed:

Student Health Services piloted both therapy and outreach services in Spring 2021 by hiring a bilingual, bicultural therapy/outreach specialist to work on a short-term non-continuing basis through Dec 2021. To date, our therapist/outreach specialist has provided therapy to 9 Latinx students with a total of 36 sessions. In addition, she has provided 6 classroom presentations, met with 7 student organizations, met with 6 departments/organizations specific to the SRJC Latin community, and staffed and spoke at 3 large events.

Activity Description:

Spring Semester: Offer “Create Your College List” workshop so students can research options and narrow down schools they are considering for transfer.

Activity Objective(s) and tasks completed:

“Transfer Bootcamp” informational workshops have been developed and they are scheduled to take place throughout July, 2021

Lanzamiento website was reformatted and updated to include additional information

Students who completed the online interest form were contacted via phone or email to schedule an appointment and/or answer questions

2. Please outline, in an attachment to this report, a timeline of your grants proposed activities, and the status of those activities (i.e., are the activities complete, in progress/ongoing, not yet started, etc.)
  - a. If an activity has concluded, what was the impact or outcome?

The impact and outcomes of recently completed activities are being assessed and will be communicated in a subsequent quarterly report or year 1 APR.

3. What task or objective is the priority for the next reporting period?

Full implementation and completion of pending grant activities, as indicated in the Activities Timeline/Progress report supporting document, are priorities for the next reporting period.

4. Please discuss any challenges you are experiencing.

None.

**Budget – Please provide a budget and budget narrative to support your answer to these questions.**

3. Are you on track to spend funds in accordance with the timeline of proposed activities/expenditures? If not, explain.

Yes, please see Budget and Budget Narrative supporting document.

4. Have you drawn down funds in G5 to pay for bills or invoices in a timely manner? If not, please explain.

Yes, we have.

5. Start to think about Year 1 carryover of funds to Year 2. Please explain:

- a. What components of the budget you may anticipate to carryover into Year 2?

Travel  
Communities of Practice  
Peer Assisted Learning Specialists (PALS)  
Success Coaches

- b. Why are you carrying over those funds?

The COVID 19 pandemic has mitigated expenditures relating to travel, although attendance of professional conferences and transfer workshops have been achieved through online formats. The COVID 19 pandemic caused delays in Lanzamiento course programming, which pushed the other aligned activities—Communities of Practice Peer Assisted Learning Specialists (PALS), Success Coaches—into the latter part of grant year 1. Much of the current balance in these areas is expected to be resolved in the fourth quarter, but any possible remaining balances are other areas from which to request carryover into grant year 2.

- c. What you will be using those carryover funds for in Year 2?

If there are remaining balances at the end of grant year 1, carryover will be requested for Personnel, in anticipation of salary step and COLA increases among personnel in grant year 2.

### Checklist

- Did you provide the Budget and Budget Narrative attachment?
- Did you provide the Activities Timeline/Progress attachment?



## HSI “Lanzamiento” Grant, P031S200132

### Activities Timeline Progress Report

HSI Area, Lead	Year 1 HSI Activity	Update through 6/30/21	Status/Timeline for completion
<p>Academic Affairs</p> <p>Laura Larqué</p>	<p>Implement 10 HSI-designated course sections designed to serve the target population</p>	<p>Forty-seven HSI-designated <a href="#"><u>“Lanzamiento” sections</u></a>, across various academic disciplines, have been scheduled for fall 2021 and students have been enrolling in them through the fall registration process.</p> <p>All grant-funded support resources—embedded tutoring, peer success coaching, dedicated Library services, etc.—have been aligned to these fall sections in coordination with HSI Implementation Team members and assigned instructors.</p>	<p><b>Activity in progress, anticipated completion, August of 2021</b></p>
HSI Area, Lead	Year 1 HSI Activity	Update through 6/30/21	Status/Timeline for completion
<p>Academic Affairs</p> <p>Laura Larqué</p>	<p>Implement two CoPs including 30 faculty members. Coordinate with other academic disciplines to begin designing CoPs.</p>	<p>Communities of Practice, involving fifteen faculty facilitators and fifty-six total faculty participants, are currently being held and will continue into the fall.</p> <p>Communities of Practice are organized around the following topics:</p> <ul style="list-style-type: none"> <li>• Validation Theory, Laura Rendón</li> <li>• <i>Lanzamiento</i> Across Disciplines</li> <li>• Transformative Syllabus</li> <li>• Culturally Responsive and Sustaining Pedagogies</li> </ul>	<p><b>Activity complete</b></p>

		<ul style="list-style-type: none"> <li>• <i>Finding Latinx: In Search of the Voice Redefining Latino Identity</i>, by Paola Ramos</li> <li>• Maya and Inca Mathematics</li> </ul>	
<b>HSI Area, Lead</b>	<b>Year 1 HSI Activity</b>	<b>Update through 6/30/21</b>	<b>Status/Timeline for completion</b>
Dual Enrollment  Vanessa Luna Shannon	Develop a comprehensive dual enrollment strategic plan, designed to increase participation and completion among Hispanic and low-income students	During the fall of this first reporting year, SRJC created a position, Director, Dual Enrollment Pathways and Partnerships, who is charged with leading the establishment of a comprehensive dual enrollment strategic plan. The highest priorities are fully aligned with the HSI goals to increase early college credit opportunities for historically underserved students through strategic planning and intentional design. In effort to meet these goals, the director laid the groundwork primarily by 1) establishing relationships with secondary school leaders and staff in Sonoma County and beyond, 2) facilitating several K-14 dual enrollment convocations, and 3) gathering baseline enrollment data to target schools with the most promise to increase dual enrollment for Latinx and low-income students.	<b>Activity in progress, anticipated completion, September of 2021</b>
<b>HIS Area, Lead</b>	<b>Year 1 HIS Activity</b>	<b>Update through 6/30/21</b>	<b>Status/Timeline for completion</b>
Welcome and Connect Center	Design a recruitment plan to increase Hispanic and low-	SRJCReady is the first summer activity that occurs after the warm hand-off from the SRJC Student Outreach Team. In alignment with the Lanzamiento partnership, the Petaluma	<b>Activity complete</b>



<p>and Petaluma Student Success Team</p> <p>Hilleary Zarate</p> <p>Michelle Vidaurri</p>	<p>income student participation.</p>	<p>Student Success Team and the Santa Rosa Campus Welcome &amp; Connect Center prioritized the Lanzamiento target populations when recruiting for SRJCRReady participation. On May 23, 2021, immediately following the published Fall 2021 course schedule, the teams promoted SRJCRReady digitally (email and text broadcasts) to 2,334 Latin-x, first-generation college students, and/or students with financial need. The digital messaging included information about both SRJCRReady and the Lanzamiento program. It was then followed by a telephone campaign. On June 10, 2021 the recruitment was opened to all first year students and postcard mailers were sent to each student's home address. The teams are still actively recruiting through a repeat of the above measure in order to continue to fill the spots. SRJCRReady appointments span through July 2021.</p>	
<p><b>HSI Area, Lead</b></p>	<p><b>Year 1 HSI Activity</b></p>	<p><b>Update through 6/30/21</b></p>	<p><b>Status/Timeline for completion</b></p>
<p>Financial Aid</p> <p>Drina Ochoa</p>	<p>Create comprehensive financial wellness presentations including 5 Minute Financial Aid, 15 to 30-minute overview, to 60-minute comprehensive Financial Wellness.</p>	<p>Eight separate comprehensive financial wellness presentations were conducted for groups of high school seniors planning to attend SRJC in the fall of 2021 by bilingual/bicultural financial aid staff members, including key grant personnel.</p>	<p><b>Activity complete</b></p>

	Make available to counselors and other faculty to gain interest/invitations for classroom presentations.		
<b>HSI Area, Lead</b>	<b>Year 1 HSI Activity</b>	<b>Update through 6/30/21</b>	<b>Status/Timeline for completion</b>
Financial Aid Drina Ochoa	Develop and implement Financial Aid Awareness Week (October) – a District-wide event focusing on increasing awareness and completion of FAFSA applications and promoting institutional scholarship opportunities.	<p>In light of new regional considerations pertaining to the annual fire season, Financial Aid Awareness Month, which had been previously scheduled for October, was held in April.</p> <p>Informational videos were created and posted to SRJC social media outlets throughout April, through an initiative branded as, #FinancialAidFriday.</p> <p>The content of #FinancialAidFriday postings provided keen insight regarding the FAFSA application form and process, plus information about spring scholarship awards available to students from the target HSI population.</p>	<b>Activity complete</b>
<b>HSI Area, Lead</b>	<b>Year 1 HSI Activity</b>	<b>Update through 6/30/21</b>	<b>Status/Timeline for completion</b>
Tutorial Center Amy Flores	Redesign PALS training activities to include new culturally relevant practices geared toward serving the target population.	<p>Held virtual meetings with Math and English PALS lead faculty and area coordinators to arrange the following:</p> <ul style="list-style-type: none"> <li>• Fall 2021 PALS assignments, process for identifying and onboarding tutors.</li> <li>• Allocation of tutoring hours to be consistent across all disciplines</li> </ul>	<b>Activity in progress, anticipated completion, August of 2021</b>

		<ul style="list-style-type: none"> <li>• A kick-off orientation gathering to be held in August and include introductions of all PALS and information and training sessions</li> <li>• Redesign of tutor trainings to incorporate increased focus toward student equity, required for PALS tutors and available to tutors across all SRJC learning centers.</li> </ul>	
<b>HSI Area, Lead</b>	<b>Year 1 HSI Activity</b>	<b>Update through 6/30/21</b>	<b>Status/Timeline for completion</b>
<p>Welcome and Connect Center and Petaluma Student Success Team</p> <p>Michelle Vidaurri, Hilleary Zarate</p>	<p>Redesign Success Coach training activities to include new culturally relevant practices geared toward serving the target population.</p>	<p>The Student Success Coach training content has an increased focus on culturally relevant practices. The Coaches who will be supporting SRJCReady and Lanzamiento courses received the following training sessions in the months leading up to Fall 2021; Three-Part Anti-Racism Workshop Series with Dr. Abdimalik Buul, National Association Student Affairs Professionals Certified Peer Educators Certification Training in full, specifically the Intrapersonal Applications of Identity as a Peer Educator module, a supervisor led training on SRJC Equity Data accompanied with weekly readings focused on equity and critical race theory, a Strength-Based/Student-Centered Practices and finally, a training to refresh the skill set needed to provide peer led financial aid and admissions assistance. The trainings addressed process scenarios that are a result of various student backgrounds.</p>	<p><b>Activity complete</b></p>

HSI Area, Lead	Year 1 HSI Activity	Update through 6/30/21	Status/Timeline for completion
<p>Library Resources and Information Technology</p> <p>Loretta Esparza</p>	<p>Provide Course-integrated instruction for 10 HSI-designated course sections.</p>	<p>Prepare for fall 2021 <i>Lanzamiento</i> sections</p> <ul style="list-style-type: none"> <li>• Develop messaging</li> <li>• Map online and in-person sections</li> <li>• Identify SRJC resources including Distance Education offerings, Canvas tools, etc.</li> </ul> <p>“<i>Lanzamiento Across Disciplines</i>” Petaluma Community of Practice</p> <ul style="list-style-type: none"> <li>• Planning meetings and 2 of 4 CoP meetings</li> <li>• HSI LibGuide: Faculty Resources</li> </ul> <p>Webinar: Virtual Masterclass on New Student Orientations, FYE Programs, Student Success Programs for First-Year Culturally Diverse Students – Incorporate into <i>Lanzamiento</i> Program</p> <ul style="list-style-type: none"> <li>• Teach faculty to avoid deficit thinking</li> <li>• Program assessment recommendation: surveys</li> <li>• Integrate students’ out-of-class experiences into courses</li> </ul> <p>Library collection development (ongoing)</p> <ul style="list-style-type: none"> <li>• Research and list resource for fall 2021 orders</li> </ul> <p>Create HSI summer reading reviews for Library social media</p>	<p><b>Activity in progress, anticipated completion, September of 2021</b></p>

HSI Area, Lead	Year 1 HSI Activity	Update through 6/30/21	Status/Timeline for completion
<p>Student Psychological Services</p> <p>Bert Epstein</p>	<p>Develop a comprehensive mental health plan, inclusive of both individual therapy as well as workshops, all designed to increase participation and completion among Hispanic and low-income students.</p>	<p>Student Health Services piloted both therapy and outreach services in Spring 2021 by hiring a bilingual, bicultural therapy/outreach specialist to work on a short-term non-continuing basis through Dec 2021. To date, our therapist/outreach specialist has provided therapy to 9 Latinx students with a total of 36 sessions. In addition, she has provided 6 classroom presentations, met with 7 student organizations, met with 6 departments/organizations specific to the SRJC Latin community, and staffed and spoke at 3 large events.</p>	<p><b>Activity in progress, anticipated completion, September of 2021</b></p>
HSI Area, Lead	Year 1 HSI Activity	Update through 6/30/21	Status/Timeline for completion
<p>Transfer Center</p> <p>Amy Merkel</p>	<p>Spring Semester: Offer “Create Your College List” workshop so students can research options and narrow down schools they are considering for transfer.</p>	<p>“Transfer Bootcamp” informational workshops have been developed and they are scheduled to take place throughout July, 2021</p> <p>Lanzamiento website was reformatted and updated to include additional information</p> <p>Students who completed the online interest form were contacted via phone or email to schedule an appointment and/or answer questions</p>	<p><b>Activity in progress, anticipated completion, July of 2021</b></p>



## HSI “Lanzamiento” Grant, P031S200132

### Budget and Budget Narrative

<b>Year 1 Budgetary Overview</b>		
Budget Category, Item	Year 1 Allocation	Expenditures through 6/30/21
<b>Personnel</b>		
Financial Aid Technician	\$51,444.00	\$52,699.95
HSI Faculty Coordinator	\$21,004.00	\$10,131.53
HSI Librarian	\$21,004.00	\$10,102.76
Licensed Therapy/Outreach Professional Expert	\$7,099.00	\$7,098.20
Research Analyst	\$18,895.00	\$15,915.00
Mental Health Services Interns (4)	\$17,860.00	\$12,650.00
Mental Health Services Psychologist	\$15,540.00	\$14,932.80
HSI Counselor	\$78,763.00	\$36,044.50
Communities of Practice	\$75,060.00	\$10,080.54
Peer Assisted Learning Specialists PALS	\$15,750.00	\$735.00
Success Coaches	\$12,078.00	\$2,978.65
Fringe Benefits	\$113,652.00	\$57,067.79
<b>Travel</b>	\$20,237.00	\$1,094.60
<b>Supplies</b>	\$13,000.00	\$2,057.85
<b>Contractual</b>	\$11,380.00	\$5,860.00
<b>Totals</b>	<b>\$492,766.00</b>	<b>\$239,449.17</b>

Through the third quarter of this initial grant year, \$239,449 of the year 1 allocation has been spent, leaving a balance of \$253,316 available through the end of the grant year.

A second external evaluation visit is scheduled to take place during the fourth quarter, which will resolve the current balance under Contractual.

The COVID 19 pandemic has mitigated expenditures relating to travel, although attendance of professional conferences and transfer workshops have been achieved through online formats. While some travel is scheduled to occur during the fourth quarter, it is possible that there will be a remaining balance under Travel at the end of the fourth quarter, and if so, that will be an area from which to request carryover into grant year 2.

Much of the current balance is also attributed to grant activities and corresponding expenditures that are now scheduled to take place or scale out during the fourth quarter of year 1. These budget items include Communities of Practice, Peer Assisted Learning Specialists (PALS), and Success Coaches. The COVID 19 pandemic caused delays in *Lanzamiento* course programming, which pushed these aligned activities into the latter part of grant year 1. Much of the current balance in these areas is expected to be resolved in the fourth quarter, but any possible remaining balances are other areas from which to request carryover into grant year 2.

If there are remaining balances at the end of grant year 1, carryover will be requested for Personnel, in anticipation of salary step and COLA increases among personnel in grant year 2.