



## Welcome to Program Review

Merritt College - 2019

Centro Latino - Service Area or Special Program

Annual Program Update

### Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The Centro Latino at Merritt College is committed to provide support services to students from various ethnic, cultural, and linguistic backgrounds who desire to pursue higher education. While collaborating with other programs on campus and surrounding communities, the Centro Latino targets outreach, recruitment and retention of Chicano/ Latino communities residing within our service area.

### Program Total Faculty and/or Staff

#### Full Time

Marty Zielke (0.2 reassigned time)

#### Part Time

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

Goa1. I: Reduce the educational achievement gap of under-represented communities by providing Spanish bilingual/bicultural counseling services.

a. Counseling services:

â€¢ Assist students every semester to develop, clarify, and pursue their educational goals by using a bilingual and bicultural approach to teach students how to build a student educational plan for those who donâ€™t have one and coach students who have changed their major or degree level.

Status: In Progress

College Goal: Equity: Reduce the achievement gaps

District Goal: Advance Student Access, Equity and Success.

â€¢ Outreach to area high schools with high percentage of Latino student enrollment and to the community in collaboration with the collegeâ€™s outreach team/committee and other student services programs to strengthen partnerships, create opportunities for students and maintain a pipeline for the community to access higher education at Merritt College.

Status: In Progress

College Goal: Advance Student Access, Equity and Success

District Goal: Engage and leverage partners

â€¢ Provide effective bilingual and bicultural counseling services by advocating with department co-chairs and Student Services administration to maintaining an adequate number of full time and part time counselors that respond can respond to the diverse needs of the Latino/Chicano community.

Status: In Progress

College Goal: Equity: Reduce the achievement gaps

District Goal: Build Programs of distinction

â€¢ Bring a counseling perspective to issues and concerns that arise every semester regarding student progress towards degrees and transfer, through participation in collegial governance and other collaborative opportunities.

Status: In Progress

College Goal: Time to Completion

District Goal: Strengthen accountability, innovation and collaboration.

â€¢ Update and develop translations of online and print resources such as onboarding-steps handouts, placement grids, degree and transfer advising sheets, etc. to advance and sustain the Counseling Department mission.

Status: In Progress

College Goal: Equity: Reduce the achievement gaps

District Goal: Develop and manage resources to advance our mission

Status

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

In-Progress

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

Goal 2. Increase Latino population at the Merritt College campus to a ratio comparable to feeder high school districts and the geographic area it serves by participating in outreach and in-reach activities. This goal will help our campus to reach and sustain a minimum 25% FTES in Latino enrollment which will lead to qualify as a Hispanic Serving Institution (H.S.I.). As a consequence the campus will become eligible to compete for federal grants to increase the number and quality of educational services for that population, and the entire college community.

CLAT assists the institution reach its goal of advancing student access, success and equity by reaching out to potential students at their high schools and by providing currently enrolled students with culturally and linguistically accessible support services. It engages our community partners by acting as a link to our campus for feeder high schools that have high Latino enrollment. CLAT aligns with the institution's goal of building programs of distinction by continuing to offer the Adelante summer bridge program to support students whose assessment scores placed them at the lowest basic skills courses (Engl 252 and/or Math 250). The retention of the Adelante Summer Bridge first cohort (summer 2011) was almost 100% for the fall immediately after it, and 82% after four semesters. Later cohorts demonstrated as well very high retention rates. The First Year Experience (FYE) coordinator took over the summer program as a natural tool for assisting the onboarding of new matriculating students. The FYE program, although not focused on Latino students alone has been able to sustain for five consecutive years extremely high levels of retention as well. The CLAT counselor works with the FYE coordinator teaching and counseling new students at Fruitvale and continues working with that program during the first year of college of those same students. CLAT considers this approach to be in alignment with the institution's goal to create a culture of innovation and collaboration.

Status

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

In-Progress

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

**Describe your current utilization of facilities, including labs and other space**

1 office with a desk, computer with screen and printer, telephone and two chairs. When adjunct counselors need additional space the CLAT counselor will share it with them. That happens when the CLAT counselor does not need to use the assigned office for a few hours in order to perform other duties elsewhere on campus, e.g. teaching a class, attending meetings at another building, etc.

**Program Update**

**Semester End Enrollment/Usage Pattern**

Review your Semester End Enrollment by setting the filter to your college and subject



**Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.**

There is not a BI dashboard available with data for the Centro Latino at Merritt College. From the Student Attendance program (SARS) it served students.

Centro Latino (CLAT)

Services Provided Count	F18	S19	
# of All SEPs (Initial and Comprehensive)	49	50	
Total # of other services	203	300	
Academic Year total: all SEPs/All Svcs	252	350	

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**

â€œ SAO #1: Educational Goals and Plans

Community members who receive either Spanish-English bilingual outreach services before enrolling at Merritt, or counseling services once they are enrolled, will be able to describe how attending a community college will help them advance toward their educational goals. Their response will include knowledge of the 3SP steps to transition into a community college.

Last assessed: Fall 2018.

Planned assessment date: Fall 2019.

â€œ SAO #2: Educational Resources

Students will be able to identify, access, and use educational resources (electronic and otherwise) to plan and pursue their academic and career goals, including services for undocumented students.

Last assessed: Fall 2018.

Planned assessment date: Fall 2019.

The Centro Latino counselor continues to work with other programs on campus to participate in outreach activities that are planned to have large number of bilingual Spanish speakers. She also makes herself available for consultation by the bilingual counselors who work at our Fruitvale office and to answer questions and support/create activities that assist bilingual Spanish speakers interested in attending college.

**Describe the outcomes and accomplishments from previous yearâ€™s funded resource allocation request.**

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
1. Personnel - Student Worker: CLAT needs at least 1 Spanish speaking bilingual student worker to assist new students apply online, translate orientation pages, financial aid documents, etc.	n/a	0	The Centro Latino is not aware of any of its resource allocation requests being funded, ever.
2. Personnel Part-time Faculty: 1 adjunct counselor to assist with the large volume of students who need bilingual Spanish assistance. This will enable the full time counselor to build more contacts in the community.	n/a	0	Never funded or provided
3. Personnel Full-Time faculty: (planned retirement replacement) 1 counselor with a 80/20 split assignment	n/a		Never funded or provided

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Action

Improvement Actions

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Increase ability to service Spanish speaking population	Need student worker to keep up with phone calls, emails, texts and in person requests for assistance from monolingual and limited English Spanish speakers	1/31/2020	Marty Zielke

**Resource Request**

Personnel	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
Student Worker	CLAT needs at least 1 Spanish speaking bilingual student worker to assist new students apply online, translate orientation pages, financial aid documents, etc.	10000	100
% Time			
50			
Total Costs			
10100			

**Resource Request**

Personnel	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
Part-time Faculty	1 adjunct counselor to assist with the large volume of students who need bilingual Spanish assistance. This will enable the full time counselor to build more contacts in the community.	29000	2900
% Time			
50			
Total Costs			
31900			

**Resource Request**

Personnel	Description/Justification
Full-time Faculty	

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
20	1 counselor with a 80/20 split assignment 80% general counseling, 20% centro Latino. This is a replacement request due to a retirement.	70000	7000

Total Costs  
77000

**Resource Request**

Choose an Option

**Resource Request Summary**

Total Cost: \$119000  
Total Resource Request: 4

**Program Update  
Personnel**

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Student Worker	50	CLAT needs at least 1 Spanish speaking bilingual student worker to assist new students apply online, translate orientation pages, financial aid documents, etc.	10000	100	10100
Part-time Faculty	50	1 adjunct counselor to assist with the large volume of students who need bilingual Spanish assistance. This will enable the full time counselor to build more contacts in the community.	29000	2900	31900
Full-time Faculty	20	1 counselor with a 80/20 split assignment 80% general counseling, 20% centro Latino. This is a replacement request due to a retirement.	70000	7000	77000
<b>Sub-Total: \$119000</b>					

**Professional Development**  
No Resources found for this category

**Technology and Equipment**  
No Resources found for this category

**Supplies**  
No Resources found for this category

Facilities

No Resources found for this category

Library

No Resources found for this category

Other

No Resources found for this category

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Marty Zielke

**Please enter the name of the person submitting this program review.**

Marty Zielke