

Final Report

Internal Operations Division Grants Administration Unit

Please complete pages 1-13 and return (1) original and (2) copies of the completed Final Report to the Chancellor's Office, Grants Administration Unit, 1102 Q Street, Sacramento, CA 95814-6511.

Grant Number: 08-134-004

Amount Awarded: \$136,730

Expenditures to Date: \$135,975

FII FSS TMAPP/TSP MESA USSP
 IJFP MCHS METP Other _____

Project Title: Harbor Teacher Preparation Academy at Los Angeles Harbor College

District/College: LACCD/Los Angeles Harbor College

Project Director: Dr. Kristi V. Blackburn Phone: 310.233.4021

E-Mail: blackbkv@lahc.edu Fax: 310.233.4488

Chancellor's Office

Project Monitor: Sally M. Lenz Phone: 916.327.1260

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PLEASE NOTE: The final release of funds will be processed upon approval of the final report pages 1-13.

The *Final Report* is comprised of the following components:

- Project Summary:** Unless specified, all grantees must respond to all questions. Fund for Student Success, *Institutionalization* grantees will answer questions 1A through 1D, while *Planning* grantees will answer only questions 1A through 1C. These are essentially the "status" questions for your project. For institutionalization projects, answers to questions 1B through 1D will be used to assess the gains that have been made to date to assure that the project will become permanent and self-supporting.
- Project Work Statement Objective:** This page is required for each objective. If an objective/activity will not be completed by the specified objective date, please provide comments that clarify the reasons for the delay.
- Final Report Expenditure Budget Summary (Cumulative):** *Project Approved Budget:* This is the state's portion of your total project funds; *Project Funds Expended:* These are your expenditures to date; *District Match Funds Expended:* Identify the amount of local funds provided to the project by the district; *Other Source:* Use these columns if your project is supported by funds that are local, but are not derived from the district's general fund. Indirect costs are represented by an amount or pro rata share of existing salaries and benefits, rent, equipment, materials, and utilities attributable to functions of the project overhead.
- Final Report Expenditure Budget Detail Sheet (Cumulative):** This page is required for each funding source. Here you will provide a cost breakdown for each budget object of expenditure. For example, if the Expenditure Budget Summary lists \$3,100 expended in object of expenditure 2000 (noninstructional salaries), the Budget Detail Sheet would itemize the positions and amounts that specifically represent the \$3,100 expenditure.
- Project Evaluation:** Pages 8-9
- Project Materials and/or Products:** Page 10
- Project Institutionalization and Dissemination Efforts:** Page 11
- Project Recommendations:** Pages 12-13

The *Final Report* must be submitted on or before the specified deadline, unless the grant has been amended and the final report filing date has changed.

1. Project Summary

- A. Provide a summary describing your efforts in accomplishing the goals and outcomes of the project: were objectives met, were goals modified, and was the project completed in a timely manner.

The following goals and objectives were completed on time:

1. Continued and increased counseling hours to insure smooth transition between high school graduation and AA degree/transfer to a 4 year college. This goal was accomplished. We hired a part-time counselor to provide additional counseling hours due to the medical related absences of the full-time counselor in the full-time funded position. Because her medical illness was sudden onset, and her health changing day-to-day, it was unpredictable what her hours of availability would be to the students. While the part-time counselor did a fantastic job of filling in the gaps, we were not able to hire her until Spring. We saw a decrease in performance by the freshman class of HTPA, and feel that the sporadic nature of the full-time counselor's illness was partially for that reason. The college counselor resigned in April, so we conducted a search for a full-time replacement who was hired in September.
2. Continued funding for professional development opportunities for college faculty teaching high school students through conference attendance. This goal was accomplished. We funded two faculty members attendance at the national MCNC conference, funded the college- counselor to attend two important counseling conferences for information to bring back and use with the high school students, and we were able to send math faculty members to a math conference. We had a college presence at the MCNC conferences this year which is beneficial to the high school and college. The monies used for professional development assisted us in better serving the educational needs of the high school students. One of the faculty members funded for a conference stated that she would love to see this type of development happen more often and with regularity as a part of our process. We hope that we will be able to do so with the 2009-2010 grant although it was not identified as a goal for the grant period.
3. Continued with the peer support and peer mentoring program. This goal was accomplished. Elevate Your G.A.M.E. was contracted again to provide the excellent mentoring and peer support program which has worked so well for the HTPA students over the past 3 years.
4. Textbook and supplies funding. This goal was accomplished. Because we were not able to use all of the money set aside for professional development, we were able to purchase a complete set of new Spanish textbooks. This was particularly important as the department faculty had changed textbooks, and unfortunately the cost of the textbooks had increased. This ensures student success as the students will be ensured a textbook for the course.
5. DVD/Magazine format video featuring student produced footage and interviews of HTPA. This goal was accomplished through the extension and augmentation we received. Two copies of the DVD are enclosed with this grant final report.
6. Enhanced communication via the HTPA website. This goal was accomplished. The website was updated regularly and enhanced communication for the students, parents, faculty involved with HTPA.
7. Enhanced the Future Teachers Club. This goal was accomplished. We had a new HTPA faculty member take on the FTC this year and his fresh enthusiasm and energy has revitalized the club. We look forward to further advances with this club and plan to use some augmentation funds to further this goal along and start off the 2009-2010 year strongly.

1. Project Summary (Continued)

- B. If applicable, what efforts have been the taken to date to institutionalize this project? Identify who has been involved in this effort, e.g., CEO, CIO, CSSO, Faculty, Administrators, etc.

The long-term agreement with LAUSD is in place. This agreement will have HTPA on LAHC's campus for the next five years (through 2013). The discussions regarding where HTPA will be physically housed for permanency at the college have resumed in earnest during the fall of 2009 semester. These discussions involve the President of the college, VP/Academic Affairs, myself (Dean of Academic Affairs & Outreach).

- C. Please provide an estimate of the numbers of students served through the implementation of this project. No.: 460.

The number of students increased significantly this past year by over 100 students. We are feeling some growing pains as a result of this increase.

- D. For *Institutionalization* grants only, what institutional planning documents have been utilized in the development of this project, e.g., strategic plan, district/college educational master plan, accreditation reports.

1. Long-term agreement between LACCD and LAUSD

2. College's accreditation report

3. High School's (WASC) accreditation report

4.

5.

6.

7.

8.

2. Project Work Statement Objective

List the status of each individual objective and activity within the Project Work Statement.
 Duplicate this form as needed.

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	1.	X		June 2009	Dec. 2009
Activity	1 . A	X		June 2009	Dec. 2009
Activity	1 . B	X		June 2009	Dec. 2009
Activity	1 . C	X		June 2009	Dec. 2009

On the following page, provide an explanation for each objective and activity that has not been completed.
 Make additional copies of page 5 as needed.

2. Project Work Statement Objective (Continued)

Objective/Activity # 1 . _____

Comments:

All activities were completed.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	2.	X		June 2009	Dec. 2009
Activity	2 A	X		June 2009	Dec. 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 2 . _____

Comments:

All activities were completed.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	3.	X		June 2009	Dec. 2009
Activity	3 A	X		June 2009	Dec. 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 3 . _____

Comments:

All activities were completed.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	4.	X		June 2009	Dec. 2009
Activity	4 A	X		June 2009	Dec. 2009
Activity	4 B	X		June 2009	Dec. 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 4 . _____

Comments:

All activities were completed.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	5.	X		Dec. 2009	Dec. 18,2009
Activity	5 A	X		Dec. 2009	Dec. 18, 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 5 . _____

Comments:

We accomplished this goal through the extension and augmentation process. Two copies of the DVD are enclosed with this grant report.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	6.	X		June 2009	Dec. 2009
Activity	6 A	X		June 2009	Dec. 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 6 . _____

Comments:

All activities were completed.

2. Project Work Statement Objective

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	7.	X		June 2009	Dec. 2009
Activity	7 A	X		June 2009	Dec. 2009
Activity	7 B	X		June 2009	Dec. 2009

2. Project Work Statement Objective (Continued)

Objective/Activity # 7 . _____

Comments:

All activities were completed.

Chancellor's Office
 California Community Colleges
 Grants Administration Unit

District: Los Angeles Community College District

College: Los Angeles Harbor College

Grant Number: 08-134-004

Budget
Contact: Ann Tomlinson **Phone:** 310-233-4052 **Fax:** 310-233-4661 **E-Mail:** tomlinaw@lahc.edu

3. Final Report Expenditure Budget Summary (Cumulative)

When entering dollar amounts, round off to nearest dollar.

Object of Expenditure	Classification	Line	Project Approved Budget	Project Funds Expended	District Match Funds Expended (1)	Other Source Expended (2)	Other Source Expended (3)	Total
1000	Instructional Salaries	1	75,000	60,038	109,560	95,000		264,598
2000	Noninstructional Salaries	2	14,500	25,218	6,000			31,218
3000	Employee Benefits	3		16,756	18,000	20,000		319,354
4000	Supplies and Materials	4	11,356	11,357		20,000		31,357
5000	Other Operating Expenses and Services	5	31,000	22,606				22,606
6000	Capital Outlay	6						
7000	Other Outgo	7						
Total Direct Costs		8	131,856	135,975	133,560	135,000		404,535
Total Indirect Cost (4% of Line 8) See specific RFA		9	4,874	755				755
Total Program Costs		10	136,730	136,730	133,560	135,000		405,290

1 District General Fund. (See match percentage requirement.) Line-item match not required.

2 Provide an Expenditure Detail Sheet for each funding source by category.

Project Director Signature: _____ **Date:** _____
 (Blue ink only)

District Chief Business Officer Signature or Designee _____ **Date:** _____
 (Blue ink only)

FOR CHANCELLOR'S OFFICE USE ONLY

Grants Administration Unit
Approval Signature: _____

Date: _____

Chancellor's Office
 California Community Colleges
 Grants Administration Unit

District: LACCD
College: Los Angeles Harbor College
Grant Number: 08-134-004

4. Final Report Expenditure Budget Detail Sheet (Cumulative)

Object of Expenditure	Classification	Project Funds Expended	District Match Fund Expended	Other Sources Expended
1000	Instructional Salaries- LAHC faculty (16 courses @ \$4,800.00 per course)		\$76,800	
	Instructional Salaries LAUSD			\$60,000
1200	1210- Principal, LAUSD			\$20,000
	1220- Project Director- LAHC Dean		\$32,760	
	1230- College Counselor (1.0 assignment) & part-time counselor	\$60,038		
	1230- High School Counselor			\$15,000
2100	2131- Clerical		\$6,000	
2300	2340- Instructional Development Grantees	\$25,218		
3000	Employee Benefits	\$16,756	\$18,000	\$20,000
4000	Curriculum Supplies/College Textbooks	\$11,357		\$20,000
5000	Travel (Faculty/Students)	\$8,106		
5000	Contract- Elevate Your G.A.M.E.	\$14,500		
	Total Direct Cost	\$135,975	\$133,560.00	\$135,000.00
	Total Indirect Cost (4%) See specific RFA	\$ 755		
	Total Program Cost	\$ 136,730	\$133,560.00	\$135,000.00

5. Project Evaluation

- A. Identify and describe those activities that were particularly effective in reaching the goals and outcomes of the project.

The contract we have with Elevate Your G.A.M.E. (peer mentoring) continues to be a highlight among the students as a main support for their success. During the Harbor Teacher Preparation Academy (LAUSD) parents meeting (recruiting event), the students who provided testimony stated their experience as both a protégé and a mentor has helped them develop adjustment skills to both high school and college.

In particular to this academic year, the textbook purchase was a significant contribution toward student success. As the fiscal crisis our state is facing includes dramatic cuts to budgets, providing textbooks is fundamental to the students' success.

Continuing to provide faculty members with access to professional development is critical to keeping student learning at its highest level. Colleges have had limited access to funds for professional development and providing it is very important. We met this goal and have heard from faculty the direct benefits their students receive in the classroom as a result of their professional development activities.

The DVD production was completed through the extension and augmentation. The students enjoyed the experience of shooting footage and learning how DVDs/films are made. We have enclosed 2 copies of the DVD with this grant report.

The Future Teachers Club got off to an energetic and re-charged start this year due to a new faculty member taking on the challenge as sponsor of the club. This club provided opportunities for students outside of the classroom which were embraced by the students.

E-Mail: blackbkv@lahc.edu

Chancellor's Office
California Community Colleges
Grants Administration Unit

District: LACCD
College: Los Angeles Harbor College
Grant Number: 08-134-004

6. Project Materials and/or Products

If applicable, provide a list and copy of the final materials and/or products(s) resulting from this project. Materials developed with funds from the California Community Colleges, Special Projects may not be distributed for profit to other California Community Colleges; however, it is appropriate for such materials and/or products to be made available at the cost of reproduction.

For the purpose of the depository and dissemination, please identify the department responsible for the reproduction and distribution of materials.

Name: Kristi V. Blackburn, Ph.D.
Department/Title: Dean of Academic Affairs & Outreach
Address: 1111 Figueroa Place
City/State/Zip: Wilmington, CA 90744-2397
Telephone No.: 310-233-4021

Reproduction Cost: \$ _____
Shipping Cost: \$ _____
Number of Delivery Days: Will vary based upon shipping destination

7. Project Institutionalization and Dissemination Efforts

- A. Describe any local institutionalization efforts for this project, if applicable.

This past year was a bench mark for institutionalization process as it was the first year of the 5 year lease. The college intends this lease to extend to 50 years if all goes smoothly through the next 4 years. Since the inception of the program, it has been year-to-year lease agreements.

- B. Describe any efforts the college has made to provide assistance to other colleges that have shown an interest in developing a similar project.

Throughout the 2008-09 academic year, we had a number of schools and individuals come tour the HTPA/LAHC campus. During these visits, we would discuss curriculum, partnerships, faculty-faculty relationships, as well as the logistics in getting such a program started. We were also fortunate to have Melinda Gates and her foundation board make a personal visit to Harbor Teacher Preparation Academy to explore additional ways that the Gates Foundation can continue to support community colleges and partnerships that work.

- C. Complete the following information regarding program dissemination.

- Number of faculty informed of project Over 50
- Number of faculty that participated in the project Over 20
- Number of inquiries received regarding the project Over 20
- Number of presentations made on the project Approximately 10
- Cumulative number of attendees at the presentation Approximately 50

8. Project Recommendations

- A. Identify specific recommendations regarding this project. Take into consideration those who may wish to replicate this project within their own district and/or college, i.e., personnel required, facility space, materials, equipment, lead time in planning efforts, community and/or business support, institutional support, etc.

The first recommendation is to have an agreement on the intent of the program. For example, in our case, we are focused on Teacher Preparation. While we understand the development process may take the adolescent in a direction other than teaching, we desire the student to have teaching in mind when they start our program.

Second, understand that there will be bumps in the road and that any program worth having is worth doing the work to create. Support one another. Encourage each other. Celebrate the success together.

Work cooperatively with the faculty leadership at the institution. Seek buy-in from the beginning and input throughout the process. Listen to the concerns raised and be sure to include them in the success when it comes (which it will!).

Expect it to take more time than you anticipate. Expect it to be more work than you anticipate. Expect the intrinsic reward you feel when you see the students succeed to be worth it all!

8. Project Recommendations (*Continued*)

- B. General Comments:

This project continues to be an excellent example of collaboration between LACCD and LAUSD. We continue to examine how it is working and make adjustments to serve the students and community. To sum up why it is and has been successful: having people involved who put students first. We all genuinely care about the students and see this as a means to create bright futures for themselves and for their communities. In the fall of 2008, Harbor Teacher Preparation was awarded the distinction of being a "National Blue Ribbon School" (No Child Left Behind). This recognition follows closely to the California Distinguished School designation achieved in the previous 6 months. Additionally, HTPA was honored at a luncheon in early December 2009 for having an API score of over 880!
