

The Northern California
WESTOP
New Members' Handbook

Professional Development Seminar
October 2002





WESTOP Benefits

- Professional development
- Quarterly newsletter
- Legislative updates
- Network of educational equity professionals
- WESTOP electronic network
- Job announcements
- Scholarships for program participants through the Chapters
- Opportunities to develop leadership skills
- Opportunity to promote an awareness among public offices

WESTOP Activities

- Annual conference
- Chapter professional development seminars
- Proposal writing seminars
- Fund raising
- Student leadership seminars
- COE Policy Seminar

Northern California Programs

Attain Learning Source

California State University, Chico – Educational Opportunity Program, Educational Talent Search, PAD, Upward Bound, Upward Bound for ESL Learners, & Student Support Services

California State University, Fresno – Central California Educational Opportunity Center, Educational Talent Search, ESL Upward Bound, GEAR-UP, McNair Scholars Program, Upward Bound, & Student Support Services

California State University, Hayward – EXCEL Program & Upward Bound

California State University, Monterey Bay – Collaborative Academic Preparation Initiative (CAPI), Educational Talent Search, High School Equivalency Program, & Upward Bound

California State University, Sacramento – Ronald E. McNair Post Baccalaureate, Services to Students with Disabilities, & Student Support Services

California State University, Stanislaus – Student Support Services

Chabot College – Community College Outreach Program

City College of San Francisco – Writing Success Project

College of the Redwoods – Cal-SOAP

College of the Siskiyous – Upward Bound

Diablo Valley College – Educational Talent Search

Evergreen Valley College – Extended Opportunity Program & Services & Fastrack Student Support Services

Holy Names College – Pre-College Collaborative Partnership & Upward Bound

Humboldt State University – Educational Talent Search, Learning Center, & Upward Bound

Japanese Community Youth Council / AACE – AACE Educational Services, Cal-SOAP, Talent Search, TRIO Dissemination, & Upward Bound

LULAC National Educational Service Center, Inc. – Educational Talent Search

Mills College – Educational Talent Search & Upward Bound

Mission College

Modesto Junior College – Educational Talent Search

Monterey Peninsula College – New Scholars, Math/Science Upward Bound Regional Center, & Upward Bound

Napa Valley College – Student Support Services

PACT – Educational Talent Search

Reedley College

San Francisco State University – Student Support Services

San José State University – ASPIRE, Cal-SOAP, McNair, & Upward Bound

Santa Clara University

Shasta College – GEAR-UP & Student Support Services

Skyline College – STAARS

Sonoma State University – Educational Talent Search, Learning Skills Center, Upward Bound, & U.B. Math/Science

Stanford University – Haas Center for Public Service & Upward Bound

The National Hispanic University – Pre-College TRIO Programs

University of California, Berkeley – Disabled Students Program, Educational Guidance Center, Student Support Services, Upward Bound, & U. B. Math/Science

University of California, Davis – Educational Talent Search, McNair Scholars Program, & Upward Bound

University of California, Santa Cruz

University of San Francisco – Upward Bound & Upward Bound Visual & Performing Arts

University of the Pacific

Yosemite Community College

Yuba College - Cal-SOAP, Student Support Services, & Upward Bound

Frequently Used Acronyms

ACT – American College Test

An assessment test used for college admission.

BOD – Board of Directors

Refers to the managing board of regional associations.

CSAC – California Student Aid Commission

Manages the Cal Grant.

Cal-SOAP – California Student Opportunity and Access Program

A state funded program that serves students who are potentially the first in their families to receive a bachelor's degree and/or whose family is low income. The program serves students from the sixth grade through community college level. The program consists of consortiums throughout the state, each made up of community colleges, universities, community agencies, and school districts.

COE – Council for Opportunity in Education (formerly the

National Council of Educational Opportunity Associations [NCEOA])

National lobbying organization for educational equity programs. Its mission is to advance and defend the ideal of equal educational opportunity in post-secondary education. COE is made up of ten regionally based associations.

EAOP – Early Academic Outreach Program

U.C. funded outreach program designed to motivate and increase application and admissions of underrepresented groups at the University of California campuses.

ED – U.S. Department of Education

EDGAR – Education Department General Administrative Regulations

These are the regulations that govern TRIO programs.

E.O.C. – Educational Opportunity Center

Provide information regarding financial and academic assistance for individuals desiring to pursue a program of post-secondary study and assists them in applying for admission to institutions of post-secondary education.

E.O.P. / E.O.P.S. – Educational Opportunity Program(s) & Services)

E.T.S. – Educational Talent Search, or simply Talent Search

One of the original TRIO (see below) programs. The program serves students from the sixth to the twelfth grades that are po-

tentially the first in their families to receive a bachelor's degree and/or whose family is low income.

GEAR UP – Gaining Early Awareness & Readiness for Undergraduate Programs

GPRA – Government Performance and Results Act of 1993

A statute that requires all federal agencies to manage their activities with attention to the consequences of those activities.

MESA – Math, Engineering, Science Achievement

NTD – National TRIO Day

PAD - The Precollegiate Academic Development (PAD) Program is designed to assist middle school and high school students in acquiring the necessary skills and abilities to succeed in institutions of higher education.

PDS – Professional Development Seminar

Held by each chapter of WESTOP annually in order to encourage professional development and networking among the association's members.

McNair – Ronald E. McNair Post-Baccalaureate Achievement

Program or McNair Scholars' Program

Designed to provide disadvantaged college students with effective preparation for doctoral study.

SAT – Standard Assessment Test

An assessment test offered by the College Board used for college admissions.

SLC – Student Leadership Conference

A conference for the students of all WESTOP member programs; usually held in the spring semester.

S.S.S. – Student Support Services

One of the original TRIO (see below) programs. The program serves college students who are potentially the first in their families to receive a bachelor's degree and/or whose family is low income. Their goal must be to receive a bachelor's degree, whether at the campus where the S.S.S. program is located or by transferring to another college or university. S.S.S. also works to increase college retention and graduation rates for these students, and to foster an institutional climate supportive of them.

TRIO or TRiO –

Originally represented the three educational equity programs initiated by the Higher Education Act of 1965 – Upward Bound, Educational Talent Search, and Student Support Services – it is

now recognized as those programs as well as later additions to the family of federally funded programs serving the same population of educationally, economically, and socially disadvantaged students. The more recent additions include Ronald E. McNair Scholars Program, Veteran's Upward Bound, Upward Bound Math/Science, and Upward Bound for ESL Learners.

TRIO ThinkQuest –

A competition open to pre-college students, ages 12 to 19, who are active participants in an Upward Bound, Talent Search or E. O.C. program. The purpose of the contest is to promote the Internet Style of Learning – an interactive, participatory approach that encourages students to take advantage of the Internet as a source of information and a powerful collaborative tool. Students are encouraged to work in teams of two or three to build Websites that could be used as learning tools by other students.

U.B. – Upward Bound

One of the original TRIO (see above) programs. The program serves high school students whose goal it is to receive a bachelor's degree. The students are potentially the first in their families to receive a bachelor's degree and/or their families are low income. Upward Bound programs can be "original" programs, math/science programs, or English as a Second Language programs.

WESTOP – Western Association of Educational Opportunity

Personnel

A regional network of members interested in furthering access to educational opportunities for economically and educationally disadvantaged persons and persons with disabilities by enhancing members' professional development and equipping members with the right tools necessary in promoting institutional approaches at the local level and furthering policies at both the state and federal level which would advance educational equity.

There are five chapters that make up the WESTOP region: Arizona (AZ), Nevada, Northern California (NorCal), Southern California (SoCal), and the Pacific Islands (PI).

WESTOP is one of ten regionally based associations that comprise the Council for Opportunity in Education (COE).

Useful Websites

ACT – <http://www.act.org/>

CSAC – <http://www.csac.ca.gov>

College Board – <http://www.collegeboard.com>

TRIO – <http://www.trioprograms.org/>

TRIO ThinkQuest – <http://depts.washington.edu/trio/comp/faq.shtml>

WESTOP – <http://westop.csuchico.edu>

The Listserve

A listserv is an electronic bulletin board through which you can receive and post messages to the subscribers. Basically, it is a computer at a distant location acting as a hub to distribute information. It is literally your computer talking to the listserv computer when you subscribe or send messages. It is the listserv computer talking to your computer when a message is delivered to you from another subscriber.

WESTOP Listserv

There are two different e-mail addresses related to this list:

1. To communicate with everyone who subscribed to the list, e-mail to **westop-listserv-l@hawaii.edu**
2. To cancel your subscription or make changes to it, e-mail to **listproc@hawaii.edu**

The above e-mails do not belong to real people. You are communicating with a computerized system that only accepts Listproc commands.

To subscribe to this list, send an e-mail message to **listproc@hawaii.edu** and type the following into the body of your message:

**SUBSCRIBE WESTOP-LISTSERV-L FIRST-NAME-HERE
LAST-NAME-HERE**

To cancel your subscription, send an e-mail message to **listproc@hawaii.edu** and type the following into the body of your message:

UNSUBSCRIBE WESTOP-LISTSERV-L

To stop your subscription temporarily, send an e-mail message to **listproc@hawaii.edu** and type the following into the body of your message:

SET WESTOP-LISTSERV-L MAIL POSTPONE

This is usually done when you go on vacation and do not want subscription mail to overflow your mailbox while you are gone.

To resume your subscription, send an e-mail message to **listproc@hawaii.edu** and type the following into the body of your message:

SET WESTOP-LISTSERV-L MAIL ACK

To retrieve old messages sent to the list, send an e-mail message to **listproc@hawaii.edu** and type the following into the body of your message:

GET WESTOP-LISTSERV-L WESTOP-LISTSERV-L. YYMM

Where YY and MM are, the year and month respectively, both should be typed as two digit numbers.

Important!

- Skip the subject line when e-mailing any of the above list requests.
- If (5) or (6) fail with some kind of "access restricted" error, please contact the list owner(s): tmoser@hawaii.edu.
- To learn more about the commands you can send to this automated listserve, send an e-mail message to listproc@hawaii.edu and type the following into the body of your message: HELP
- All of this information can be found at the resources link on the WESTOP website at <http://westop.csuchico.edu>

WESTOP Chapter Roles and Responsibilities

Chapter President

The Chapter President represents the chapter at the Board level.

Duties

- Oversee all chapter meetings.
- Organize and facilitate chapter meetings.
- Communicate to the membership activities of the BOD.
- Prepare and produce written reports regarding activities of the chapter for the BOD.
- Serve on the Fiscal Affairs Committee of the BOD.
- Assist with BOD efforts to solicit institutional memberships and achieve COE fair share.
- Prepare annual report for BOD.
- Keep clear records of all activities of the chapter.
- Work closely with Chapter President Elect.

Chapter President Elect

The Chapter President Elect shall assume the duties and powers of the Chapter President upon confirmation by election in the subsequent year.

Duties

- Work with the Chapter President to acquire the skills, competencies, and knowledge of the chapter objectives, activities, procedures, and services.
- In case of the absence or disability of the Chapter President, to temporarily assume the rights, powers, and duties of the Chapter President.
- In case of resignation or death of the Chapter President, to assume the role of Chapter President for the remainder of that term of office as well as for his/her subsequent term of office as President.
- Serve as the chairperson of the NorCal Professional Development Seminar.
- Work closely with Membership and Awards Committee.

Professional Development Seminar Committee

This committee shall be responsible for organizing and coordinating the chapter's annual conference for professional development.

Duties

- Work with the Chapter President Elect to coordinate the PDS.

Sub-committees:

Registration

Moderators

Hospitality

Workshops

Program/Packets

Evaluations

PDS Site Review Committee

This committee shall be responsible for securing a site for the annual PDS for at least two years out. This committee shall work closely with the President Elect.

Duties

- Solicit membership for site recommendations.
- Draft cost comparisons of proposed sites for conference.
- Obtain proposals and contracts for proposed sites.

Secretary

This position shall be responsible for keeping accurate records of all chapter meetings.

Duties

- Take notes and record all chapter meetings.
- Prepare and distribute minutes to membership.
- Maintain clear records of agendas and meeting minutes.
- Keep copies of all information and committee reports handed out at meetings.
- Send approved minutes to Web for posting.

Parliamentarian

This position shall be responsible for maintaining order at the chapter meetings as governed by Robert's Rules of Order.

Duties

- Develop a form to be used at the chapter meetings for motions proposed.
- Distribute and collect forms for Secretary to incorporate in the minutes.
- Maintain meeting time frame and agenda.
- Maintain professionalism among members.
- Work with membership committee to present workshop to new members.

Treasurer

This position shall be elected to hold office for two years. (Became effective 1999)

Duties

- Maintain financial accounting records for the chapter, keeping clear records of all bank and fiscal transactions.
- Prepare reports for chapter meetings.
- Prepare a proposed budget for the coming fiscal year to present to the BOD.
- Prepare chapter tax records for BOD Chief Financial Officer.
- Ensure that all chapter committees adhere to WESTOP accounting policies and procedures.
- Establish forms and criteria for the disbursement of funds.

Treasurer Elect

This position shall be elected every other year, the next appointment to take place in the year 2004.

Duties

- Shall work with the President Elect on budget development and serve on the PDS Committee as Registration Chair.

- Shall assume the position of Treasurer for a two-year term.
- Work with the Fund Development Committee.

Fund Development Committee

This committee shall work closely with the Treasurer and be responsible for organizing and coordinating fund development activities for the chapter.

Duties

- Develop and implement a strategy that would increase chapter income.
- Coordinate fund raising activities for PDS, chapter meetings, and other chapter events.
- Develop and implement a strategy that would provide chapter with in kind donations to print and mail materials such as the newsletter and brochure, and to sponsor chapter events such as PDS, Student Leadership, and Parent Empowerment conferences.

Technology and Communications Committee

The responsibilities of the Technology and Communications Committee shall include, but not be limited to engaging in research that will enhance the effectiveness of programs and promote communication among the membership.

Duties

- Establish e-mail and fax communications network among chapter.
- Develop and distribute a quarterly newsletter.
- Work with committees and chapter secretary to coordinate communications with the membership.
- Work with Membership and Awards Committee on the development of chapter brochure.

Membership and Awards Committee

It shall be the responsibility of the Membership Committee to actively promote membership in NorCal WESTOP and to prepare and issue to new members such cards, certificates, or other evidence of membership and commitment to TRIO. This committee serves as a sub committee to the WESTOP BOD President Elect.

Duties

- Work with BOD President Elect to review current database to ensure all necessary information is being gathered as it pertains to NorCal members.
- Work with Treasurer to keep track of members being recruited for Chapter rebate purposes.
- Establish criteria and guidelines for a NorCal Chapter TRIO award.
- Produce a NorCal WESTOP brochure. Update such brochure at the appropriate time to reflect any changes to mission or function of the chapter.
- Work with PDS committee to present a New Member's Workshop at PDS.

Legislation and Education Committee

This committee shall monitor and notify chapter members of local, state, and federal educational issues, legislation, regulations, and policies.

Duties

- Utilize chapter and WESTOP list serve and prepare articles for the chapter newsletter to inform the membership of important educational issues, legislation, and policies.
- Design training manual/workshop to educate membership in the legislative process to be presented at PDS.
- Work with WESTOP BOD Education and Legislation Chair to establish a process for coordinating information between the chapter, BOD, and COE.
- Organize chapter for the annual COE Policy Seminar.

Scholarship Committee

This committee shall be responsible for organizing and conducting annual scholarship application and awards to NorCal TRIO participants.

Duties

- Establish criteria, guidelines, application, and selection for awards.
- Establish budget and timeline.
- Keep records of all activities and produce a final report.

Student Leadership Committee

This committee shall be responsible for organizing and hosting a Student Leadership Conference for the Northern California Chapter.

Duties

- Establish forum for conference.
- Establish budget and timeline.
- Work with the Communications Committee to get information to membership.
- Keep records of all activities and produce a final report.

Parent Empowerment Committee

This committee shall be responsible for organizing and conducting an annual conference for parents. Topics presented will be related to, but not limited to national, state, and local issues.

Duties

- Develop agenda, timeline, and budget for conference.
- Conference should coincide with National TRIO Day.
- Organize committees and speakers for the conference.
- Work closely with WESTOP TRIO Day Coordinator.
- Work closely with the Education and Legislation Committee to put together workshops.

Chapter Past President

This position shall serve as an archivist for the chapter.

Duties

- Continue to develop Chapter Committees Responsibilities booklet.
- Work with Membership and Awards Committee.

General Committee Expectations

- Committees are comprised of a chair and others from the membership.
- Conduct efforts for committees to reflect TRIO program, as well as geographical representation.
- Keep records of all activities and forms so the work can continue to be accomplished each year.
- Conduct all activities in compliance to WESTOP fiscal procedures and regulations.
- Prepare a written report for each chapter meeting addressing the expectations of your committee and the work that has been accomplished to meet those expectations.

This information is subject to continual evaluation and modification.

Originally drafted 1998 by Darlene Conwell; revised 2002 by Joe Omega

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