



California
Community
Colleges

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Workforce and Economic Development Division

LETTER OF INTENT (will serve as the REQUEST FOR APPLICATION)

For

California Community College Districts to Participate in the

Community Colleges Pathway to Law School Initiative (Cal LAW)

October 2022

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BACKGROUND

The Community Colleges Pathway to Law School (Cal LAW) initiative launched in 2014 with a goal of enhancing opportunities and advancement in the legal profession for diverse populations, particularly those who have traditionally been underrepresented. More than 700 community college students are currently enrolled in the program statewide, with more than 250 graduated Cal LAW Scholars already.

The initiative seeks to invest in the State's economic growth and global competitiveness through career education for the legal profession. At the core of the initiative is expanding diversity, equity, and inclusion by ensuring all students, regardless of race, age, economic status, or geography, gain exposure and confidence to pursue a Law career pathway. This initiative is intended to provide community college students, particularly women and people of color, with a direct path to law school, and to give those schools a pipeline of diverse students from across the state. Training students with 21st century skills is how the California Community Colleges will contribute to breaking the cycle of poverty and give community college students, their families, and their communities the opportunity for true economic mobility.

The intent is to expand the Cal LAW pathways program at community colleges. This funding will provide colleges the opportunity to work together with Cal Law program partners in order to:

- Support opportunities for dual enrollment partnerships between community colleges and local high school law academies.
- Implement partnerships with the California State University system that incorporate associate degree for transfer pathways that will prepare students for a career in the legal profession.
- Expand existing transfer agreements with the University of California that will prepare students for a career in the legal profession.
- Provide student advising and guidance to help participants in the Community College Pathway to Law School initiative successfully transfer into the California State University (CSU) or the University of California (UC).

The Cal LAW initiative requires students to complete courses that help make effective lawyers. Students in the program receive early exposure to the law school experience, individual advisement and mentoring from law school advisors, financial aid counseling, LSAT preparation, and waived application fees for admission to the participating law schools.

Letter of Intent Overview

The purpose of the Letter of Intent is to solicit and identify community college districts wishing to participate in the Cal LAW Program. Based on the Letters of Intent submitted to the Chancellor's Office, grant funding will be issued to fund up to 30 colleges with up to \$99,000 per college.

The grant funds are for selected districts to support costs associated with the Cal LAW Program:

- Faculty time to engage in:
 - Providing student support in pathway advising;
 - Collaborating with both K-12 and UC/CSU colleagues to create seamless pathways for students;
 - Attend meetings for planning and design of an initial or expanded offering to be delivered, as well as office hours with experts in the pathway planning and design process.
- Offset the cost of partners engaged in this work, including K-12 partners focused on designing dual enrollment opportunities, faculty time, costs of textbooks, and meeting time.

Eligibility

- Eligibility for this funding opportunity is limited to California Community College districts.
- Districts must have an active State approved Associate Degree for Transfer (ADT) in Law, Public Policy and Society.
- Districts should have willingness to become part of the [California Law Pathways Program](#) administered by the Foundation for California Community Colleges.
- Districts should offer dual enrollment courses in at least two (2) of the seven (7) ADT in Law, Public Policy and Society pattern.
- Districts should have the operational capacity to implement, manage and achieve the performance objectives of the grant.

Grant Duration: The grant duration is for 18 months, and is expected to begin January 1, 2023 through June 30, 2024.

Summary Grant Activities: The following is an outline of the project deliverables. Grant funds will be paid upon the completion of each deliverable, via a submitted invoice regardless of actual expenditures incurred.

1. Finalize the Project Team and Supporting Cast

- Confirm two grant sponsors or champions (Chief Instructional Officer and Dean or equivalent administrators) at the college to support the project. These sponsors are identified in the Letter of Intent application.
- Confirm a five-member team to participate in the implementation of this program. It is recommended that the faculty team consists of faculty representing each of the following areas: Counseling, Articulation Officer, and discipline faculty (Lead faculty in the Law pathway) or faculty division chair where the pathway is housed, as well as the dual enrollment coordinator and the outreach team representative. These roles are identified in the Letter of Intent application.
- Inform and confirm additional relevant parties at the college referred to as “supporting cast” to maximize success and further enrich the pathway (e.g., Communications or Public Relations, Counselors, Guided Pathways coordinator, Associated Student President, K-12 pathway coordinator, K-12 advisors, etc.).

2. Attend and participate in project meetings and convenings (estimated to be up to 3 hours per week for faculty over the grant period) working with program partners, in designing program delivery and continuous improvement. Participate in meetings with high school partners to design [AB 288 \(Chapter 618, Statutes of 2015\)](#) agreements related to Cal LAW Pathway and the active college Associate Degree for Transfer (ADT) in Law, Public Policy and Society. Participate in meeting with articulation officers and CSU/UC partners meeting related to establishing and maintaining pathways for the ADT in Law, Public Policy and Society.

3. Plan, design and deliver ADT courses related to the Law, Public Policy and Society ADT pathway to dual enrolled and community college students.

4. Provide evidence of similar degree pathways with Law, Public Policy and Society ADT with CSU/ UC partners.

5. Submit three reports (one every 6 months) and one final report to the Chancellor’s Office upon completion of grant deliverables.

Letter of Intent Submission

The Letter of Intent signed by the authorized district/college signatories, written responses, and budget estimate must be submitted via to the Chancellor's Office **NOVA system** by **5:00 P.M., November 30, 2022.**

Written Response and Budget Detail

Interested districts must provide the completed and signed Letter of Intent (see Appendix B for Letter of Intent Template), including written responses and a budget estimate (see Appendix C).

Questions

Please submit any questions about this funding opportunity to Pamela C. Enslen, Executive Director - California LAW Pathways, Foundation for California Community Colleges: pchapmanenslen@foundationccc.org.

Questions about submission of Letters of Intent into the NOVA system can be sent to LaCandice Ochoa, Dean, Workforce and Economic Development Division: lochoa@cccco.edu.

APPENDIX A – Glossary of Terms

Term	Definition
AB 288 (Statutes of 2015)	<p>This bill authorized the governing board of a community college district to enter into a College and Career Access Pathways partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The bill required the partnership agreement to outline the terms of the partnership, as specified, and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses.</p> <p>The bill authorized specified high school pupils to enroll in up to 15 units per term if those units are required for these pupils' partnership programs and specified conditions are satisfied, and would authorize a community college district to exempt special part-time and full-time students taking up to a maximum of 15 units per term from specified fee requirements. The bill prohibits a district from receiving a state allowance or apportionment for an instructional activity for which the partnering district has been, or will be, paid an allowance or apportionment under a concurrent enrollment partnership agreement.</p> <p>The bill requires, for each partnership agreement entered into under the bill, the affected community college district and school district to provide an annual report, containing specified data, to the office of the Chancellor of the California Community Colleges. The bill required the Chancellor to prepare a summary report, no later than January 1, 2021, that includes an evaluation of the partnerships, as specified.</p>

Term	Definition
Dual Enrollment	Dual enrollment – also known as concurrent enrollment – enables high school students to take college courses, taught by college professors, at their high school campus. These courses can also count toward your high school diploma, allowing students to get a head start on their higher education goals.

APPENDIX B – Letter of Intent to participate in the Community Colleges Pathway to Law School (Cal LAW) Initiative

I hereby certify that [Insert College Name], within the [Insert Name of Community College District], intends to participate in the Community Colleges Pathway to Law School Initiative (Cal LAW), and if selected for a grant award, will select and commit the required faculty/ staff team, and college resources to implement the Cal LAW offering at our College.

Additionally, [College name], has attached a written summary response (maximum of 4 pages) to the twelve prompts identified in the Letter of Intent Notice.

I understand that by submitting this signed Letter of Intent, [College name] is willing to commit college personnel and resources required and necessary to support and ensure the success and completion of the Cal Law program scope.

Signatory	Signatures and Date Signed
District/College Chief Executive Officer [Name] [Title]	_____
District/College Chief Instructional Officer [Name] [Title]	_____

District/College Contact List:

Project Team			
Role	Name	Title	Email and Phone
CEO			
CIO			
CSSO			
Instructional Dean- Law Pathway			
Discipline Faculty or Faculty Chairperson responsible for Law pathway			
Counselor			
Articulation Officer			
Dual Enrollment Coordinator			
Outreach Team/ Recruitment Specialist			

Supporting Cast			
Role	Name	Title	Email and Phone
Academic Senate President			
Communications/Public Relations			
Dual Enrollment-responsible Administrator			
Counseling Department Chair/ Dean			
Student Support Services			
Associated Student President			

APPENDIX C – Cal LAW Letter of Intent: Written Response Questions and Budget Detail

[District Name, College Name]

Note: Please keep written responses to the items below at maximum of 4 pages with size 12 pt. font for all responses.

1. Please provide current college student demographics and identify students or community groups who will be targeted and recruited to the program. Describe your counseling and outreach services for underserved populations. How will they ensure that the intended demographic is recruited for the pathways at the high school and at the college?
2. Based on the description of the Cal LAW program, how do you see your students and the college benefiting from participating in this effort?
3. Please describe the perceived benefits of the college assembling a cross-system team to participate over the grant period? Are there any anticipated barriers in assembling a cross-system team?
4. Please describe how your college would determine which faculty would be the best fit (e.g. experience, interest, and commitment) for participation in this program to ensure successful project completion?
5. Please describe the college's current method(s) in which faculty/ staff would be compensated for participation in this grant project.
6. Please explain which department or area this program would best be housed at your college and why?
7. Please describe the college's goal/experience in growing student engagement in the Cal LAW pathway? Why is this important to the college?
8. Please provide the college's experience working across systems with the community to expand and grow K-12 partnerships and similar degree pathways with CSU/UC partners, and what current programs are already in place, if any, that are available to support this effort.
9. Please describe the dual enrollment programs that the college currently engages high school partners with. What are the challenges and opportunities that may present themselves as part of this program? How will the funds provided be used to overcome those challenges?
10. Please explain how the CIO, CSSO and Instructional Dean would engage and support faculty to ensure the program is successfully offered as part of an AB 288 agreement?
11. Please provide an estimate for how the grants funds would be utilized, including estimated amounts for faculty salaries, benefits, and other anticipated expenses in delivery of pathway courses, and include narrative to explain expenditures.

BUDGET DETAIL

DISTRICT NAME:

COLLEGE NAME:

Expenditure Category	Budget Narrative (description, details, percentage of staff time or hours, etc.)	Estimated Amount
Faculty & Staff Salaries		
Benefits		
Operating Expenses		
Other		
TOTAL Grant Funds Requested		