

Program Services Coordinator Transfer Center

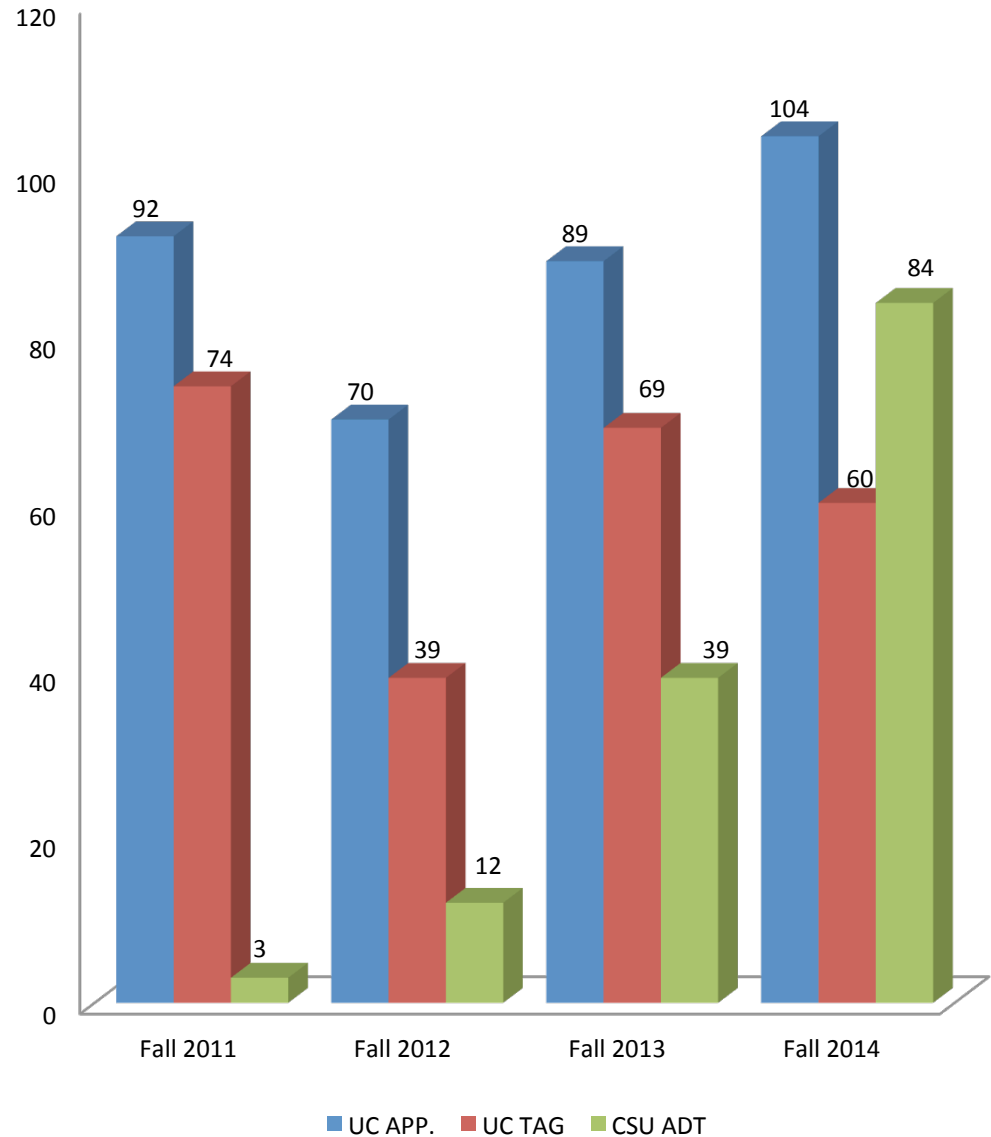
Hiring Justification
2014-15

Background

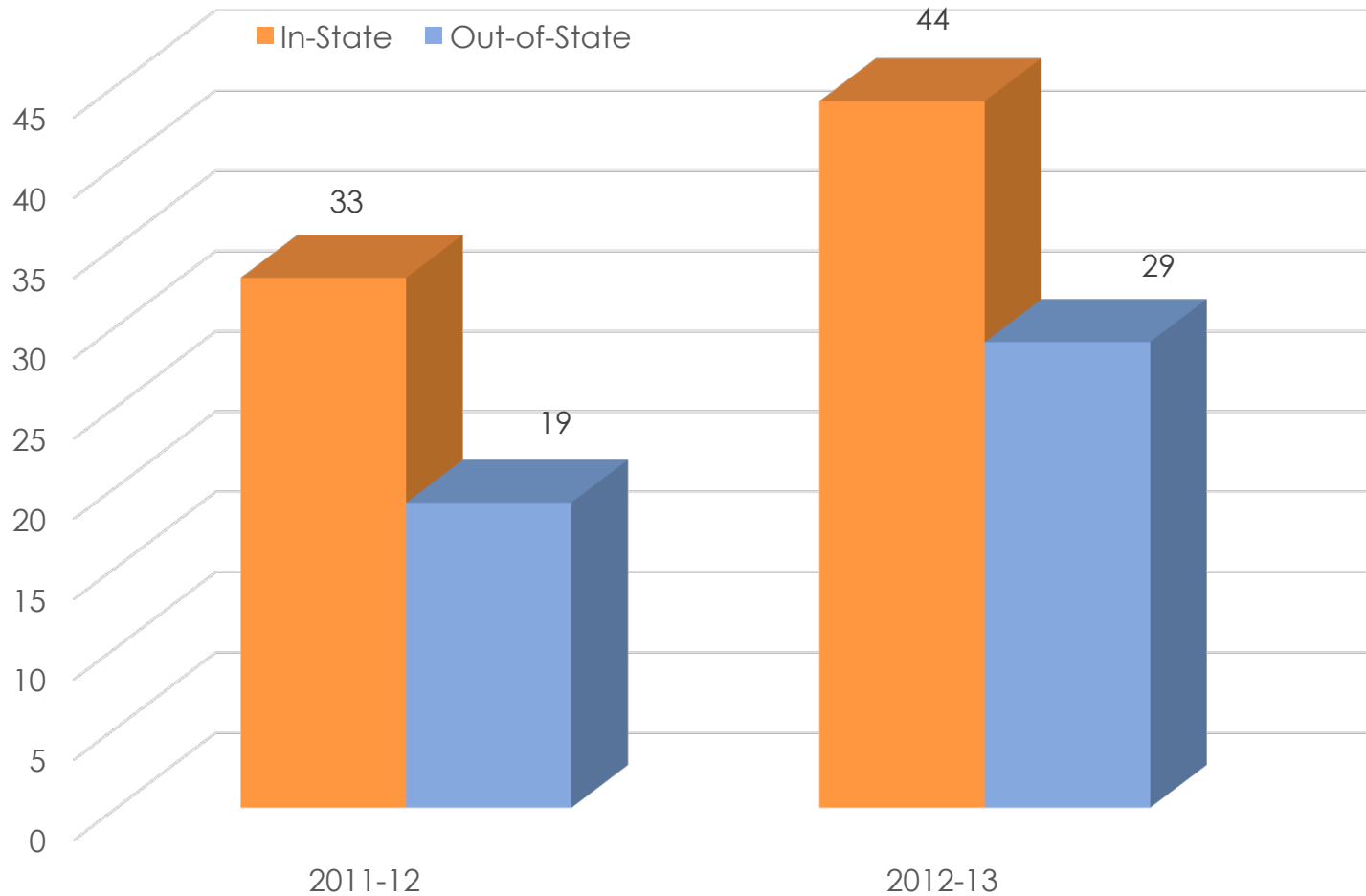
- Mission
 - Increase the awareness
 - Focus on transfer preparation
 - Ease the transfer process
- Transfer process
- New initiatives
 - SB1440
 - SB1456 – Student Success Initiatives
- Data

Transfer Data

- UC applicants increased by 16.85%
- TAG decreased by 13%
- Associate Degree for Transfer – increased by 115.39%
- 9 to 19 ADT degree Programs

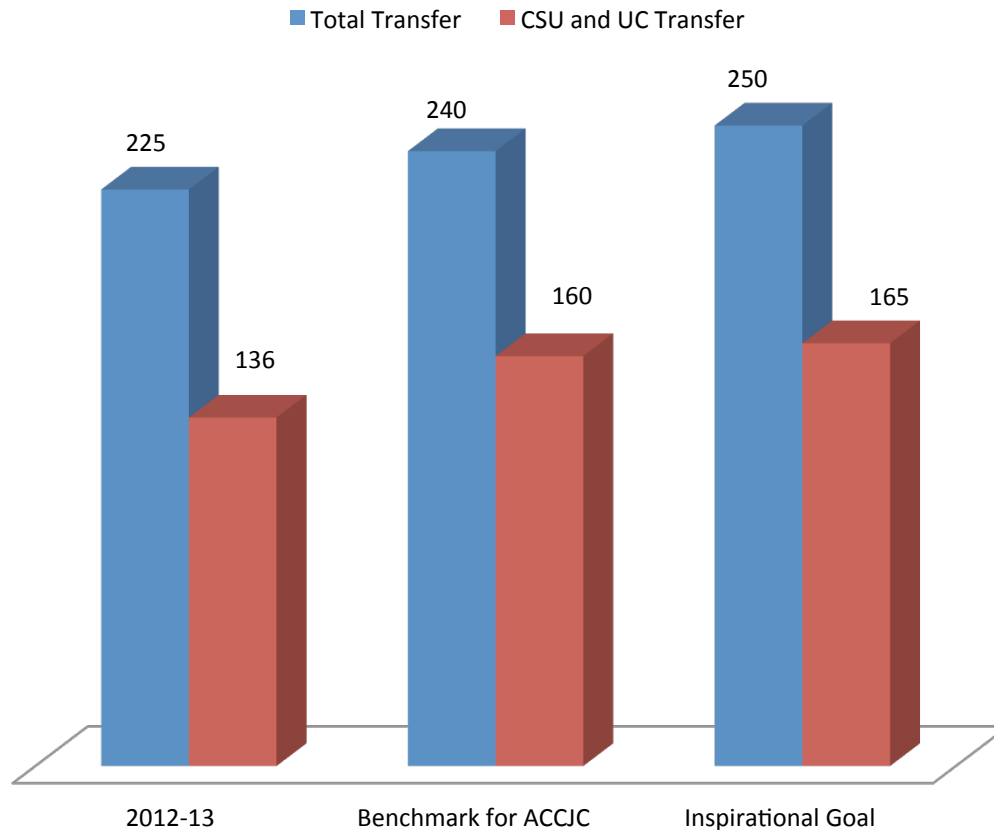


Private and Out-Of State Universities



Transfer Benchmarks and Goals for ACCJC

Benchmark for Accrediting Commission for Community and Junior Colleges



Current

- **Staffing:** Program Services Supervisor
- **OAll:** 10 hours a week

- **Activities** - Program Services Supervisor
 - Coordinating college fairs
 - Coordinate Transfer Achievement Ceremony
 - Coordinate the university representatives visits and their activities on campus
 - University Application reviews
 - Trouble shooting and advocating for students to appeal if needed
 - TAG review
 - AA-T/AS-T degree
 - Create and update the degree petitions
 - Review AA-T/AS-T degree
 - Follow up with students
 - Maintain the data
 - Scheduling appointments
 - scheduling workshops
 - workshops
 - Transfer Center Newsletter
 - Web page

- **Activities Continued.....**
 - Chairing Transfer Center Advisory Board
 - Classroom visits
 - Maintaining the Transfer Center Library of catalog and other transfer related publications
 - create and update transfer related flyers (electronically and hard copy)
 - Posting signs around campus
 - Program review
 - Budget
 - Data Collection
 - Emails and correspondence:
 - Students
 - universities, colleges and State
 - District, Administrators, Faculty, and Staff
 - Advising counseling and instructional faculty and collaborate with other departments in Students Services

- **Activities – OAll**
 - Collect and create transfer students database
 - Manage the Transfer Center Email account
 - Schedule appointments
 - Compile surveys
 - Clerical support

EMP Objective 2.11

Improve completion by enhancing the transfer Center outreach, activities, and articulation

Activity	Timeline	Responsible Individual(s)	Assessment
Increase Student Awareness of the transfer process through class presentations	On-going	Transfer Center Director	Classes visited
Increase number of TAG/ADT	On-going	Transfer Center Director	TAGs/ADT
Develop and implement effective ways to encourage students to use the transfer Center and attend workshops	On-going	Transfer Center Director	Number of students

Need:

Staff in support of the Transfer Center

- ✓ 100%
- ✓ Costs about \$56,100 per year
- ✓ Assisting with various tasks such as:
 - Compile data to identify the gap and increase retention among Transfer students
 - Track and maintain list of transfer students
 - In reach activities-promoting the events- announcements
 - Classroom Presentation
 - Assistance in Coordinating the events including field trips to universities
 - Coordinating the events with four-year universities
 - College Fairs
 - Provide information to students more effectively
 - Use database to enter, modify, retrieve online data to compose, format, and prepare correspondence, surveys, brochures, flyers, bulletins, reports, presentations, and other materials
 - Assistance with scheduling and coordinating the representatives visits
 - Compile supporting documents/data

Future Plans

In compliances with new Student Success initiatives (SB1456) plan to guide students to be become more focused with their transfer path:

- Increase students awareness of transfer options, and guide them through the process
- To create transfer guide for students based on their majors, academic levels, and transfer goal and provide targeted information