

# Transfer Counselor Transfer/Honors Transfer Program

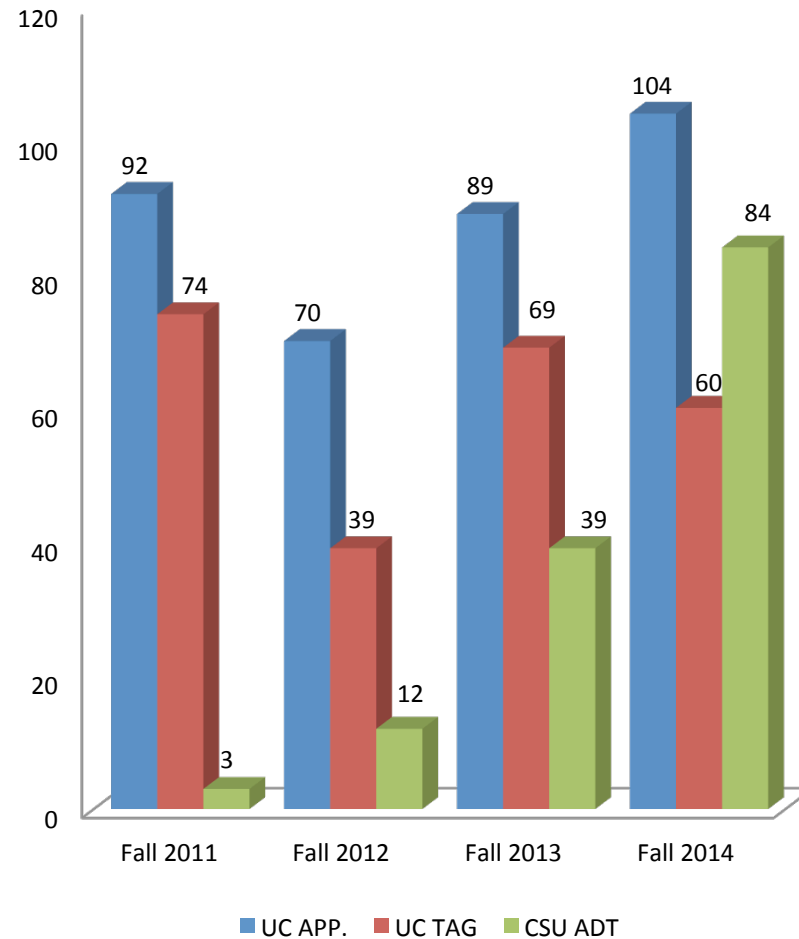
Hiring Justification  
2015-16

# Why a Transfer Counselor

- The interest in Transfer path is increasing
  - ADT
  - TAG
  - Private universities
  - Out of state universities
- complex selection criteria
- Additional evaluation requirements
  
- Limited staffing
  - 4 full-time tenure track general counselors

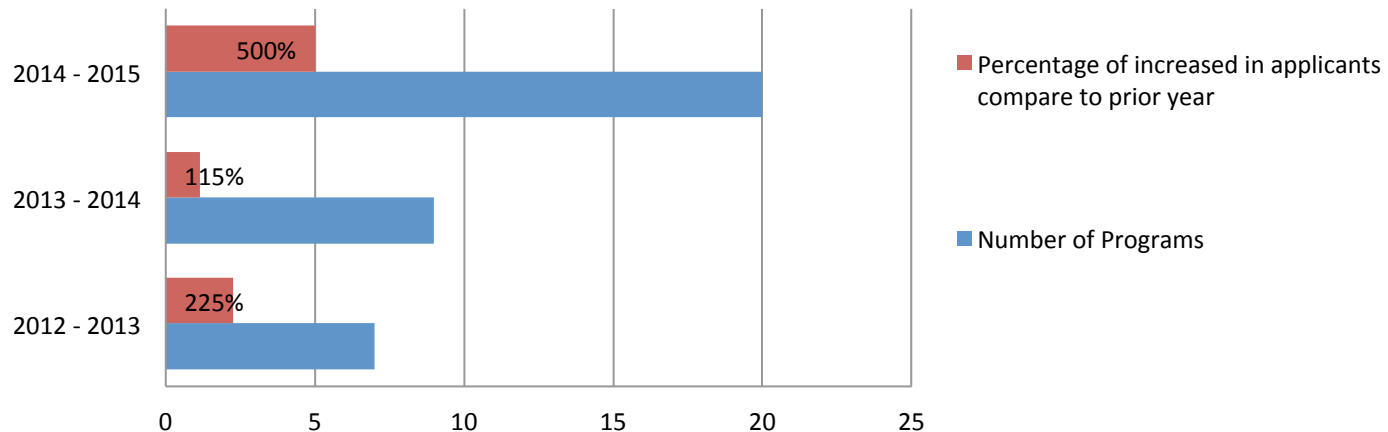
# Transfer Data

- UC applicants increased by 16.85%
- Associate Degree for Transfer – increased by 115.39%
- TAG decreased by 13% in fall 2013  
Compared to fall 2014



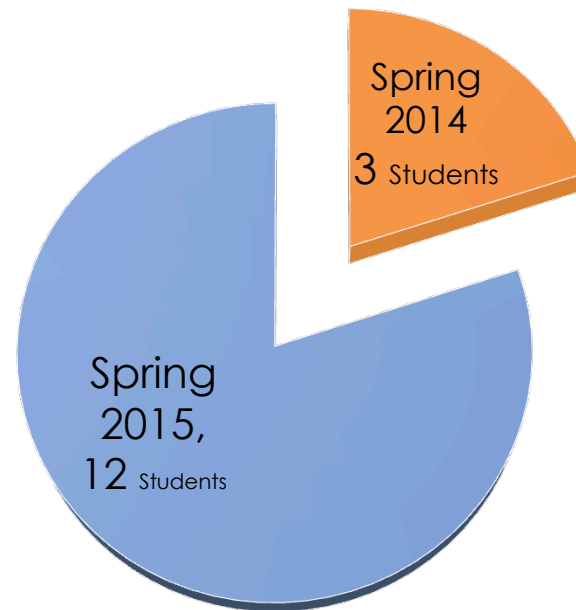
# The ADT Impact

Academic Year	Changes in ADT Offerings	% increased in Applicants
2012 - 2013	3 to 7 Programs	225%
2013 - 2014	7 to 9 Programs	115%
2014 - 2015	9 to 20 Programs	Estimate 500%



# The ADT Impact

CSU Spring Admission is available only to students with an ADT.



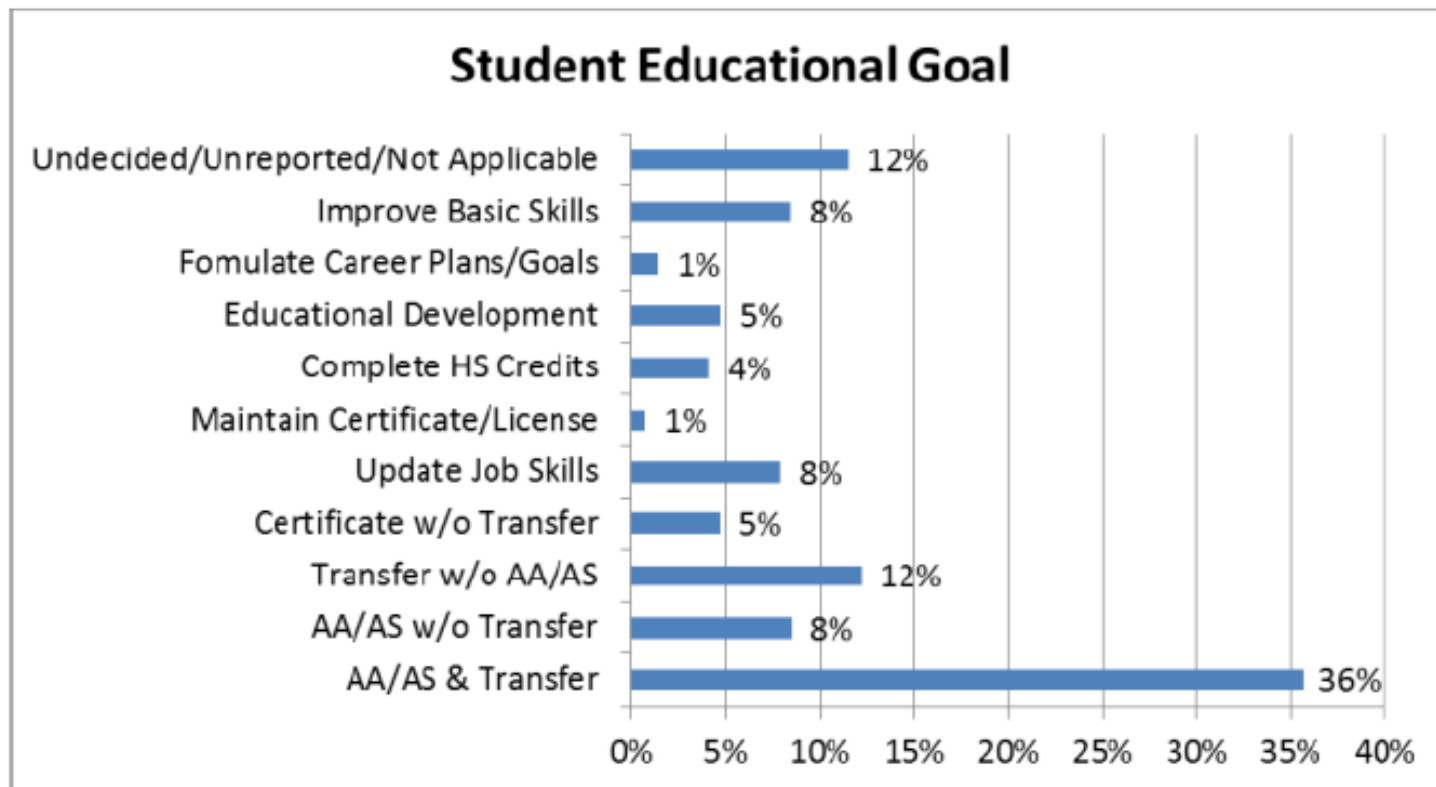
# Honors Transfer Program

Maintain the UCLA requirements for TAP program:

- Two primary positions are required for TAP affiliation – faculty member to serve as program Coordinator/Director and at least one Counselor to provide counseling and student support. These roles are separate and distinct and may not be assigned to the same individual.
- Review and evaluate applications for students eligibility
  - The recent data as of 10/24/2014 reflects: Spring 2014 there are 93 members, and 34 members added in fall 2014.
- Follow up with the students' academic performance to make sure they maintain the established performance and completion criteria

# Transfer Data

- Percentage of students with a transfer goal is 48% of the total enrollment.



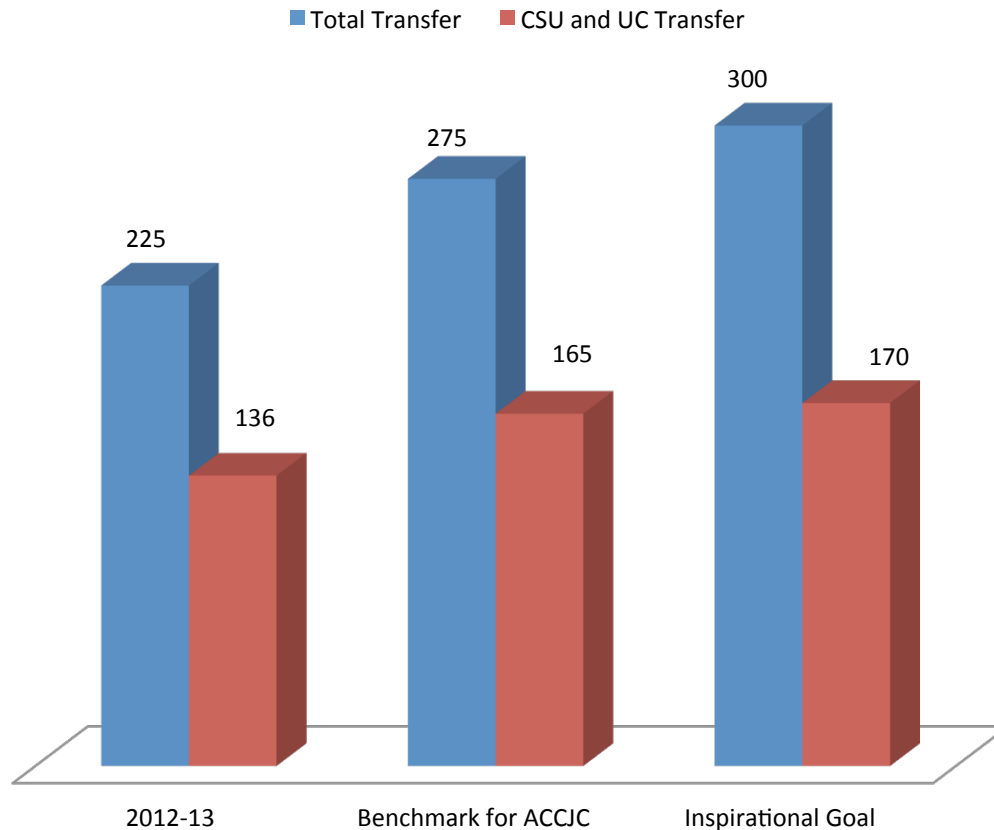
# Meeting the Criteria

- **To meet the benchmark and goals for ASCCJC accreditation standards**
- **EMP 2012-2017/College Strategic Plan:**  
*Completion: Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals.*
- **Student Equity Plan**
  - Transfer Data
  - HTP Goal #4 to Strengthen student support and outreach by securing an on-going commitment to dedicated Honors Transfer Program Counseling and Case Management
- **UCLA Standards**
- **State Recommended Guideline 2014 for Transfer Centers**



# Transfer Benchmarks and Goals for ACCJC

## Benchmark for Accrediting Commission for Community and Junior Colleges



# EMP Objective 2.11

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

<b>Activity</b>	<b>Timeline</b>	<b>Responsible Individual(s)</b>	<b>Assessment</b>
Increase Student Awareness of the transfer process through class presentations	On-going	Transfer Center Director	Classes visited
Increase number of TAG	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:

- ✓ A full-time tenure-track academic Transfer /Honors counselor in support of the Transfer Center and HTP
- ✓ The 50% of cost is budgeted through SSSP and requesting the other 50% from fund 1. Assisting with various tasks such as:
  - ADT
    - Promoting the ADT programs
      - Emails
      - Creating promotional materials
      - Web Page
      - Informational sessions
      - One-on-one communication
    - Review the ADT petitions
    - Transcript evaluations including incoming transcripts
    - Verification of the degree
    - Follow up with students and CSU Campuses
  - TAG review – includes transcript evaluations and follow-up
  - Provide workshops and classroom presentations that include information about university admission requirements, selection criteria, Transfer Admission Agreements, and application processes to baccalaureate-level campuses. These workshops and presentations should be provided for all students and include special programs that serve low-income, disabled and first-generation college students, veterans, and foster youth.
  - Provide transfer counseling that supplements the counseling that takes place within the Counseling Department
  - Develop Case Management
    - Develop SEP for Transfer students
    - Follow up with students to ensure they are on track
    - Identify any transfer barriers
    - Participate in campus-wide efforts to identify and remove barriers to the retention of diverse transfer students
    - Collaborate with other services on campus for students success
    - Advocate for students - Advocacy for students who believe their denial of admission from a baccalaureate-level university is unfair or incorrect
  - Review eligibility requirements for THP/follow up
  - Assist with organizing the college fairs
  - Keep up to date information on transfer requirements to independent or out-of-state universities as well as public institutions in California
  - Assist in the creation and operation of technology enhanced transfer counseling, i.e., online chats with university representatives
  - Data Collection – to identify transfer students by age, ethnicity, and gender

# Future Plans

- In compliance with new Student Success initiatives (SSSP) plan to guide students to focus on their goals including transfer goal.
- Increase student awareness of transfer options and the selection criteria
- Develop case management
- To create transfer pathways for all transfer students and students identified by the Student Equity Committee.