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Foothill College 2019-2020 Transfer Center Annual Report

Transfer Center Report has been certified on 10/19/2020 10:54 AM By Cleve Freeman

Title 5. Education Section 51027 Transfer Centers: Minimum Program Standards

Title 5 regulations require the governing board of each community college district to recognize transfer as one of its primary missions. The regulations describe program components that include transfer services, facilities, staffing, advisory committee, evaluation and reporting requirements for the transfer program.

This report is intended to collect information regarding your campus Transfer Center. The goal is to collect only those data that will be used in statewide reports. Your campus information is needed for accurate reporting; failure to submit this information will result in your campus not being represented in statewide reports and non-compliant with a regulatory reporting requirement.

I. STATUS & PLAN

Title 5 requires that each community college district governing board develop and adopt a Transfer Center Program Plan that minimally includes information for five components: Required Services, Facilities, Staffing, Advisory Committee, and Evaluation and Reporting.

1. Does your college have an active transfer center plan? Yes No
 - a. If yes, how frequently is the plan updated? More than annually Annually Every other year Every three years or more
 - b. If yes, who is responsible for drafting the plan? TCD Dean/VP Other
Transfer Center Director & Dean of Counseling
 - c. If yes, is it supported with dedicated funding? Yes No
2. Has the center undergone program review? Yes No
 - a. If yes, is it stand-alone program review? Yes No

From your 2019-2020 Transfer Center Plan, please list one goal for each of the required components and describe the outcome. *(Limited to 275 characters)*

1. Required Services

Work with the Evaluations Office, Transfer and Counseling Centers to streamline an efficient process for petitioning and tracking ADT

Goal 1: verification to the CSU system

Outcome 1: A formal and simple process was implemented for students to get an ADT verification in a timely manner. We worked alongside the Evaluations Office, Transfer and Counseling Centers to certify 407 out of 452 students on the CSU ADT verification list.

Collaborate with Marketing to promote the Transfer Center

Goal 2:

Outcome 2: As a result of collaborating with Marketing, Transfer Center events are now regularly posted on social media (i.e. Facebook, Twitter), on-campus TV monitors, Electronic billboard, sandwich board posters, flyers and our Transfer Center website.

Delete Goal & Outcome # 2

Add Additional Goal & Outcome

2. Facilities

To preserve the Transfer Center as a stand-alone and dedicated space for students with transfer needs.

Goal 1:

Outcome 1: The Foothill College Transfer Center has its own location on campus next door to our Counseling Center.

Add Additional Goal & Outcome

3. Staffing

Staffing Goals:

Goal 1:

- One full-time Transfer Center Director/Counselor (50% director/50% Counselor (faculty)
- One full-time Transfer Center Administrative Assistant (classified)

Outcome 1: Since the TC Director is only 50% Counselor, another counselor is necessary to provide more counselor appointments.

Add Additional Goal & Outcome

4. Advisory Committee

2019-2020

Maintain a Transfer Center related presence in a campus governance

Goal 1: group.

Outcome 1: Transfer Center Director was on Equity & Education Committee that includes classified, faculty, administration, and students. Transfer issues were assigned to this committee. Since transfer was one of many competing issues, TC Director withdrew from committee mid-year.

2020-2021

Recreate a TC Advisory Committee that solely focuses on Transfer

Goal 2: Center role and responsibilities.

Outcome 2: TC Director & Articulation Officer are the current Advisory Committee with intentions to grow and reconfigure.

Delete Goal & Outcome # 2

Add Additional Goal & Outcome

5. Evaluation and Reporting

2019-20

Collect (eSARS scheduler) data of students using the Transfer Center.

Goal 1: Work with IR to aggregate utilization of transfer services of disproportionately underrepresented students.

Outcome 1: Due to continued discussions about the campus-wide program review process, data analysis of transfer services utilization was suspended for 2019-20.

2020-21

Collect (eSARS scheduler) data of students using the Transfer Center.

Goal 2: Work with IR to aggregate utilization of transfer services of disproportionately underrepresented students.

Outcome 2: Due to continued discussions about the campus-wide program review process, TC has only requested basic data analysis of transfer services utilization for 2018-19 and 2019-20.

Delete Goal & Outcome # 2

Add Additional Goal & Outcome

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II. TRANSFER CENTER FACILITY

1. Our Transfer Center is...

- a. Dedicated (stand-alone)
- b. Co-located (shared) with: *(Check all that apply)*
 - General Counseling
 - Career Center
 - Admissions
 - Other location: (50 char. max.)
- c. No transfer center exists. (If checked, skip to Section III)

2. What best describes your college's Transfer Center?

Conveniently located next to the Counseling Center

3. Does your college have a transfer center satellite location? Yes No

4. How many months does your transfer center operate?

- a. less than 10 months/yr. 10 months/yr. 11 months/yr. 12 months/yr.
- b. On average, how many hours per week is the transfer center open? (Please enter a whole number.) 40
- c. Does the transfer center have evening hours (after 5 PM)? Yes #days/week: 1
 No
- d. Does the transfer center have weekend hours? Yes #days/week: 0 No

III. TRANSFER - STUDENT SERVICES

1. Transfer Center Information is provided to students through the following electronic methods (select all that apply)

<input checked="" type="checkbox"/>	Social media
<input checked="" type="checkbox"/>	Email (eg: direct, SARS, or other student tracking/notification system)
<input checked="" type="checkbox"/>	Transfer Center web page
<input checked="" type="checkbox"/>	Other (Please identify in space below)
Other types of <u>electronic media</u> contacts: Canvas (online student portal) 	

2. Approximately how many **in person** student contacts were made this year by the Transfer Center?

1148	Counseling appointments in the transfer center
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100	Classroom visits (in classroom or in TC)
115	University representative contacts (group and individual)
84	Workshops
347	Transfer day events (include assoc. panels, etc)
1	Trainings to faculty and staff
1132	Other (Please identify in space below)
Other types of <u>in person</u> contacts: Drop-in, Transfer Resources, transfer celebration	

3. How many transfer field trips were you able to schedule? (Please list only transfer center sponsored trips.)

4. How many students participated in trips to:?

UCs CSUs In State Private Out Of State

5. Did you host a fall College Nights/Transfer Day fair? Yes No

a. If yes, how many of the following participated? UCs CSUs In State Private Out Of State

b. If no, why not: Funding Low Student Participation Low Representation Participation Staffing availability Offer every other year Remote Location Campus Facility Challenges Other (50 char. max.)

b. If no, why not: Funding Low Student Participation Low Representation Participation Staffing availability Offer every other year Remote Location Campus Facility Challenges Other (50 char. max.)

6. How many institutions do you do Transfer Admission Agreements(TAA) with:

In State Private Out Of State (do not include HBCU guarantee)

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IV. ADMINISTRATION

1. Did your college have an assigned Transfer Center Director for the reporting year? Yes No

a. If no, has a Transfer Center Director been designated for the current year? Yes No

2. What percent of the full time equivalency is the TCD assignment? (e.g.: 1-100% whole number, do not include required general counseling hours) %

a. What percent of the job is actually devoted to the transfer center program? (The percentage may be the same, more, or less than response provided in question #1.) (e.g.: 1-100% whole number, do not include required general counseling hours) %

3. The reporting year Transfer Center Director is: Classified Administration/Management Certificated Faculty (if so, list discipline)

4. How many years of transfer center director experience did the reporting year Transfer Center Director have? Less than 1 1-2 3-4 5-9 10 or more

a. How many years did the reporting year Transfer Center Director serve in this capacity at this college? Less than 1 1-2 3-4 5-9 10 or more

5. The Transfer Center Director's contract is: Less than 10 months/yr. 10 months/yr. 11 months/yr. 12 months/yr.

6. What is the combined full-time equivalency for all transfer center support staff? (excluding counselors and the transfer center director) (e.g.: 0.5, 0.75, 1,2)

a. What portion of the FTE above includes student staff or intern?

7. What is the combined full time equivalency of counselors assigned to the transfer center? (excluding transfer center director) (e.g.: 0.5, 0.75, 1,2)

8. The person coordinating the transfer center program reports directly to: Chief Student Service Officer/VPSS Chief Instructional Officer Counseling Dean Counseling Dept Chair Other

9. Is the transfer center represented in district and college decision-making related to initiatives and programs affecting multiple departments across campus? Yes Occasionally No

10. Transfer Center Director/Designee Name for the reporting year:
Cleve Freeman

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V. CHALLENGES

1. Resources (rank order your transfer center needs): Among the following resources, rate each of the following:

(0 = Non-existent; 1 = Insufficient; 2 = Sufficient; 3 = More than sufficient)

Resources	0 Non-Existent	1 Insufficient	2 sufficient	3 More than Sufficient	Clear Row
Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clear
Personnel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear
Equipment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clear
Operating Expenses (e.g. supplies, printing, travel, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clear
Data Gathering Capabilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear

2. Barriers (rank order your transfer center barriers): The following chart identifies the barriers most frequently reported in prior year Transfer Center Annual Reports. Rank order the barriers to your transfer center program - the number 1 represents the most difficult barrier to overcome and the number 10 represents the least barrier.

Step 1: Rank each of the ten categories below, leaving attributes within each category blank during this step.

Step 2: Revisit each category and rank each attribute within each category.

Barriers	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9	Rank 10	Clear Row
1. Student Related (barriers to students transferring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr				
2. Instructional Related	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr				
3. Transfer Center Operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
4. Four-year Institutions - CSU	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
5. Four-year Institutions - UC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
6. Four-year Institutions - In State Private	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
7. Articulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr				
8. Counseling Access to professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clr				
9. Data/Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr

Representative visits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
5. Four-year Institutions - UC						
	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Clear Row
Geographic distance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clr
Admission process or policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr
Representative visits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
6. Four-year Institutions - In State Private						
	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Clear Row
Geographic distance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clr
Admission process or policies	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Representative visits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr
7. Articulation						
	Rank 1	Rank 2	Clear Row			
General articulation (volume)	<input checked="" type="radio"/>	<input type="radio"/>	clr			
Major preparation articulation	<input type="radio"/>	<input checked="" type="radio"/>	clr			
9. Data/Information						
	Rank 1	Rank 2	Clear Row			
IT reporting support	<input checked="" type="radio"/>	<input type="radio"/>	clr			
Collaboration with institutional research	<input type="radio"/>	<input checked="" type="radio"/>	clr			

Comments: *(Limited to 275 characters)*

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EXPENDITURES

Object	Total
1000 Academic Salaries	
<i>(Example: Transfer Center Director .5 x \$50,000 =)</i> <i>(\$25,000)</i>	
Transfer Center Director/ Counselor	\$ 112,842.00
	\$ 0.00
	\$ 0.00
2000 Classified Employees	
<i>(Example: Clerical \$12/hour x 200 hrs. =)</i> <i>(\$2,400)</i>	
Admin Assistant I	\$ 59,272.00
	\$ 0.00
	\$ 0.00
3000 Employees Benefits	
Total of all employee benefits	\$ 67,656.00
4000 Supplies and Materials	
Total of all supplies and materials	\$ 1,449.00
5000 Other Operating Expenses & Services	
Consultants	\$ 0.00
All Other Operating Expenses	\$ 0.00
6000 Capital Outlay	
Total of all capital outlay	\$ 0.00
<hr/>	
Grand Total	\$ 241,219.00

Note: The grand totals by object and by source must be the same

Source	Amount
General Fund	\$1,449.00
SSSP	\$239,770.00
Grants or Contracts	\$0.00
Other	\$0.00
	\$0.00
	\$0.00
	\$0.00
Grand Total	\$241,219.00

Note: The grand totals by object and by source must be the same

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CERTIFICATION

I certify that the information contained in this report is accurate and true to the best of my knowledge.

Transfer Director : Cleve Freeman

Date : 10/19/2020

Phone : 650 - 949 7744 **ext.**

E-Mail* : freemancleve@foothill.edu

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