

# PaRC: Transfer Work Group

## Meeting Minutes

October 27, 2015

### I. Call to order

Faculty Tri-Chair Bernie Day called to order the regular meeting of the Transfer Work Group at 1:30 pm on October 27, 2015 at ADM 1943, Foothill Campus.

### II. Roll call

The following persons attended the meeting: Bernie Day, Lan Truong, John DuBois, Elaine Piparo, Debra Lew, Karen Oeh, Cathy Denver, Voltaire Villanueva, Suzanne Yamada, Simon Pennington, Marshall Lott, Rachel Solvason, and Melody Ye.

### III. Approval of minutes from last meeting

The minutes from the last meeting were reviewed and approved by consensus.

### IV. Discussion items

- a) Transfer Celebration Dinner Spring 2015 (John) –Overall the event was well attended, had positive student feedback and brought the transfer community together successfully. Although successful, the dinner demanded a lot of extra volunteer work and was expensive to produce. The Transfer work group Graduation is so long as it is, adding transfers to the ceremony would make it longer. Some solutions include:
  - Discussion regarding the possibility of holding the transfer achievement celebration the night before graduation by utilizing the pre-existing graduation set up.
  - Discussion: adding transfers to the official graduation ceremony but not calling their names individually – acknowledging their transfer success by asking them to stand in a group.
  - Need to identify funds to support this event! This message was communicated to PARC last year. There is a need for additional resources.
- b) Transfer Center Update (Lan) – The Transfer Center is vibrant and thriving. She hired a new administrative assistant and the Transfer Center is becoming modernized and more inviting to students. Transfer Day was highly successful. The Transfer Report was submitted this week to the State identifying yearly outcomes, goals, and issues. Similarly, the Articulation office submitted its report to the CCCCCO.

- Staffing: A new 3SP- Faculty Transfer Director/Counselor will be hired as soon as possible. Lan reported that the new hire will be 50% Transfer Center Director and 50 % Counseling Faculty.
  - Transfer Center Plan: Mandated by Title 5. Foothill is currently 14 years behind in submitting the Plan, along with De Anza. The Plan needs to be done as soon as possible and needs to be a group effort. *The Goal is to assemble an ad hoc group in Winter 2016 and to be ready to present the Plan to the Board of Trustees in Spring 2016.* The Plan needs to address Transfer Equity (Low income students, Latino students, AA students) and ways to service online and off campus students. This includes: how to provide counseling, answer questions, and dealing with probation. One solution suggested was to incorporate the use of ZOOM when students cannot make it to campus.
  - Transfer Center Outreach –Workshops/Drop Ins provided for students FALL 2015 include: UC/CSU applications, Essay Review, Application Assistance, Drop In counseling with Victoria Taketa, continued work on Degree Works, and Student Lingo Workshops. Future Possible workshops include creating labs for students to work on their applications, offering online workshops for students who are not on campus, and hosting an Open House Transfer Day to get students ready for their UC/CSU application workshops (Issue: many students had not completed their Ed Plan before attending application workshops.)
  - Transfer Day – 637 students attended; 61 colleges participated; and 2 afternoon workshops were offered.
  - UC TAGS – 440 TAGS were submitted. Counselors reviewed 258 TAGS for UCSC & UCD. The numbers of TAGS submitted increased from last year.
- c) Associate Degree for Transfer Updates (Karen and Bernie) – The number of AA-T’s tripled in June 2015. In February, it is expected that Foothill will submit applications for five new ADTs: Nutrition, Public Health: Child Development, Global Studies, and Social Justice Studies. Biology was recently submitted. It is uncertain whether we will submit applications for Chemistry and Music.
- As of now, Chemistry exceeds the maximum allowable units by 2. There are concerns that reducing course units may require re-articulation of classes; therefore, this decision requires careful consideration. The College may have to decide between compliance with CCCCCO requirements and maintaining existing articulation.
  - Global Justice Studies has no “departmental home”. There is a meeting Thursday Oct 29<sup>th</sup> at 1:30 to discuss which department “owns” the degree. This degree is expected to

attract large numbers underrepresented groups including but not limited to LBGT, Latino, and African American students.

- The application for the Biology was submitted. It is hoped that this degree will be offered no later than Fall 2016. The Child Development department plans to submit an application when the CCCCO template becomes available on February 1<sup>st</sup>.
  - Foothill College is required to certify ADT students for the CSU Chancellor's Office by February 15<sup>st</sup>. The plan is to that the Transfer Center will support this process, with counselors providing back up support for certification (Lan and Karen). Last year was a challenge. A list of ADT students was sent to Lan who had the Student Ambassadors notify students. At issue is the fact that many transfer students incorrectly identified themselves as ADT or non-ADT on their CSU applications.
  - Simon offered to bring the issue of COMM 3 not being offered but being required for the ADT to his division.
  - Bernie will complete an ADT review this year, assessing which degrees should be revised and updated based upon student need, C-ID status, etc.
- d) Honors Updates (Rachel) – Offered several workshops to students Fall 2015 including: Applying to Selective Colleges, How to Write Your Essay, All You Need to Know about Transfer, ADTs, etc. Honors will present a workshop on the UCLA TAP process on Oct 28<sup>th</sup>.

## **V. New Business**

- a) Student Equity Plan
- b) Transfer Admission Guarantees and November application Cycle
- c) Transfer Center Update
- d) Professional Development Event: Spring
- e) Honors Update

## **VI. Adjournment**

Faculty Tri-Chair Bernie Day adjourned the meeting at 3:00pm.

Minutes submitted by: Rachel Solvason

Minutes approved by: Bernie Day