INSTRUCTIONS VIEW CERTIFIED DATA LOG OFF

Imperial Valley College 2008-2009 Transfer Center Annual Report

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. Please note that the report has been modified for the 2005-06 program year. 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.

I. TITLE 5 REGULATIONS

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. From your 2008-2009 Transfer Center Plan, please list one goal for each of the required components and describe the outcome.
(Limited to 275 characters)

1. Required Services

Goal: The Transfer Center & Articulation Services units will increase student awareness on new programs and/or transfer opportunties available in higher education (Instituitonal Goal 3; Program Goal 1).

Outcome: TC staff & campus representatives provided topic specific & generic classroom presentations. Information presented via flyers, newsletter, mailings, bulletin board postings & group preentations. New: Powerpoints, brochures & new col reps (private & out-of-state)

2. Facilities

Goal: The Transfer Center & Articulation Services units will increase marketing and public relations planning and provide more information about the services available to students. (Institutional Goal 2; Program Goal 1).

Outcome: Outreach services were provdied by TC counseling staff in the Fall & Spring 08-09 by participating in Higher Education Weeks I & II that reached high school seniors, juniors & parents; Parents event with GEARUP Prog; and, Col & Univ Day. Reached approx. 8,160 persons.

3. Staffing

Goal: All goals reflecting staffing desire, need and usage. Transfer Center and Articulation Services Report, Goals and Objects for 2008-09 (over 3,000 contacts).

Outcome: A request for a part-time counselor funding for the 2009-10 AY was submitted with the budget request and approved based on that data supplied on usage and need. State budgetary problems may removed the funding but the TC & Artic Servs units will continue to request funding.

4. Advisory Committee

Goal: The Transfer Center & Articulation Services units will increase the institutions awarness of higher education requirements. (Institutional Goal 1; Program Goal 2)

Outcome: On-going presentations covering tranfser & articulation take place at: ROP & HS Articulation(CTE)Mtgs W/IVC Faculty, C&I Mtgs, Academic Senate, Division, Academic & Student Services Counseling meetings, Student Services training sessions & many more campus & meeting venues.

5. Evaluation and Reporting

Goal: The Transfer Center & Articulation Services units will assit in the development and expansion of additional course offerings and/or majors and certificates appropriate for the community. (Institutional Goal 5; Program Goal 2)

Outcome: The TC/Artic Officer is Co-Chair of the Curriculum & Instruction Committee and serves as the resource person campus-wide on curriculum issues. Works closely with Instruction and Counseling in support of exising and establish new fields of study for the 08-09 AY and future.

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 _

Comments:*(Limited to 275 characters)*

2. Schedule
   a. ○ 10 months/yr. ○ 11 months/yr. ◉ 12 months/yr.
   b. Do you have evening hours? ◉ Yes ○ No
   c. Do you have weekend hours? ○ Yes ◉ No
3. Does your transfer center have counseling available in:
   a. Summer? ◉ Yes ○ No
   c. Evening? ◉ Yes ○ No
   c. Weekend? ○ Yes ◉ No

III. TRANSFER - STUDENT SERVICES

1. Approximately how many student contacts were made by your Transfer Center this year (such as counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)?
   3263

2. Approximately how many student contacts were made outside of the Transfer Center this year (include counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)?
   8160

3. We do Transfer Admission Agreements (TAA) or Transfer Admission Guarantees (TAG) with
   ◉ 0 ○ 1-3 ○ 4-6 ○ 7-10 ○ 11 or more independent colleges.

4. During 2008-2009, how many of your students signed a TAA or TAG with an independent college?
   0

5. Does your college offer transfer field trips? ○ Yes ◉ No

6. How many transfer field trips were you able to schedule? (fill in the blank) 0

7. How many students participated in trips to:
   CSUs 0 UCs 0 Independents 0 Out of State 0

IV. ADMINISTATION

1. What percent of the Transfer Center Director's contract is spent coordinating the Transfer Center function(For ex. 0.5, 0.75, 1)?
   0.80 FTE.

2. a. The Transfer Center Director is: ○ Classified ○ Management ◉ Faculty (if so, list discipline)
   Counseling
   b. How many years has the Transfer Center Director served in this capacity?
   ○ Less than 1 ○ 1-2 ○ 3-4 ◉ more than four

3. a. The Transfer Center Director's schedule is: ○ 10 months/yr. ○ 11 months/yr. ◉ 12 months/yr.
   b. What is the combined full time equivalency for all transfer support staff (excluding the transfer center director)? 2.00
   (For ex. 0.5, 0.75, 1).
   c. What is the combined full time equivalency of counselors assigned to the transfer center?
   1.00 (For ex. 0.5, 0.75, 1).

4. The Transfer Center Director reports directly to:

◉ Chief Student Service Officer ○ Chief Instructional Officer ○ Dean of Counseling ○ Other

5. Is the Transfer Center Director directly involved in campus collaboration regarding district and college strategic planning and student equity?

○ Yes ○ No ◉ Indirectly involved

6. Transfer Center Director's Name Carol E. Lee
Phone Number 760 - 355 - 6274 ext. __
Fax Number 760 - 355 - 6107 Email carol.lee@imperial.edu

V. CHALLENGES

A. Resources (rank order your transfer center needs): Among the following resources, rank order your priorities from 1 to 5. The number 1 represents your greatest need and the number 5 represents your lowest need for achieving your institutional transfer goals.

Resource	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5
Facilities	○	○	○	◉	○
Personnel	◉	○	○	○	○
Equipment	○	○	◉	○	○
Operating Expenses (e.g. supplies, printing, travel, ... etc.)	○	◉	○	○	○
Data Gathering Capabilities	○	○	○	○	◉

B. Barriers (Rank order your transfer center barriers): The following chart identifies the barriers most frequently reported in prior year Transfer Center Annual Reports. The nine broad categories are: Student Related, Academic, Transfer Center Operations, Four-year Institutions, Financial Aid, Articulation, Counseling, Data/Information and Administration. Rank order the barriers to your transfer center program – the number 1 represents your greatest barrier and the number 9 represents your lowest barrier.

Barriers	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9
Student Related Academic skills and/or preparation; Transportation, housing, child care, family support, lack of understanding, charging goals or majors indecision, missed deadlines, appointments, not seeking assistance	◉	○	○	○	○	○	○	○	○
Academic Insufficient course offerings (variety); insufficient course sections; lack of faculty involvement and/or need for training	○	○	○	○	○	◉	○	○	○
Transfer Center Operations Lack of adequate staffing; information (availability/accuracy of requirements, dissemination); inadequate budget; inadequate facilities and equipment	○	○	◉	○	○	○	○	○	○
Four-year Institutions Geographic distance; admission process or policies; insufficient representative visits; admission limits (capacity) or schedule (no winter/spring)	○	◉	○	○	○	○	○	○	○
Financial Aid Need; complex process, lack of information	○	○	○	◉	○	○	○	○	○
Articulation Lack of general articulation (volume); lack of major preparation articulation	○	○	○	○	○	○	○	◉	○
Counseling Training; access (insufficient number of appointments/inadequate staffing)	○	○	○	○	○	○	◉	○	○
Data/Information Lack of student tracking; transcription information (unavailable); collaboration with institutional research	○	○	○	○	◉	○	○	○	○
Administration Not high institutional priority	○	○	○	○	○	○	○	○	◉

C. Does the list above (both specific barrier and general category) continue to generally reflect the most significant barriers

to transfer? ◉ Yes ○ No

Comments:*(Limited to 275 characters)*

1. **Has your transfer center written student learning outcomes (SLOs)?** ◉ Yes ○ No
2. **Have you implemented your SLOs?** ◉ Yes ○ No
3. **Are you willing to share your SLOs?** ◉ Yes ○ No
4. **Has your transfer center undergone program review?** ◉ Yes ○ No
5. **Are you willing to share your program review?** ◉ Yes ○ No

2008-2009 Expenditures

Object	Total
1000 Academic Salaries	
Example: Transfer Center Director .5x $50,000 =	($25,000)
Transfer Center Director - 80%	$70,298.00
Transfer Center Counselor - 100%	$75,454.00
2000 Classified Employees	
Example: Clerical(hourly) $12/hour x 200 hrs. =	($2,400)
Clerical - 100%	$33,960.00
	$0.00
3000 Employees Benefits	
Total of all employee benefits	$54,255.00
4000 Supplies and Materials	
Total of all supplies and materials	$1,800.00
5000 Other Operating Expenses & Services	
Consultants	$0.00
All Other Operating Expenses	$5,890.00
6000 Capital Outlay	
Total of all capital outlay	$0.00
Grand Total	$241,657.00

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

Source	Amount
General Fund	$241,657.00
Matriculation	$0.00
Grants or Contracts	$0.00
Other	$0.00
Other	$0.00
Other	$0.00

Grand Total	$241,657.00

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

2008-2009 Certify

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

Transfer Director : Carol E. Lee

Certified Date: 07/30/2009 08:27 AM

Phone: 760 - 355 - 6274 ext.

Fax: 760 - 355 - 6107

E-Mail: carol.lee@imperial.edu

Print