

Santa Rosa Junior College

Program Resource Planning Process

Transfer Center 2018

1.1a Mission

It is the mission of the Santa Rosa Junior College Transfer Center to meet the needs of students preparing to transfer to baccalaureate institutions by providing up-to-date information to students, counseling faculty, and staff, as well as a set of coordinated resources, activities, and services that support the transfer process. In addition to making transfer-related information and services available to all students and increasing the college's overall transfer rate, the Transfer Center is specifically committed to increasing the rate of transfer among students from low-income, first-generation, and other traditionally underrepresented groups by supporting outreach efforts and targeted services to encourage these students to transfer.

1.1b Mission Alignment

The Transfer Center mission reflects the District's stated responsibility to provide "lower division academic education, to support transfer to four-year institutions "... and..."support services to improve student success". The Center's efforts relate to the general category of Enrollment Management & Retention, especially increasing student success and academic achievement. The Transfer Center Director has also worked with the Dean of Student Services on the Petaluma campus to insure that transfer students' needs are being met on the Petaluma campus. This partnership is in alignment with college initiative II, Multi-Campus Coordination. Enhanced transfer services will continue on the Petaluma campus during the 2014-15 academic year.

The Transfer Center will play a key role in helping to implement the recommendations outlined in the Student Success Task Force report -- specifically, those related to student success and retention as we provide assistance with major exploration, goal setting, and educational planning.

The Transfer Center's mission and efforts are guided primarily by the California Master Plan for Higher Education, the requirements of SB 121 (Hart, 1991), and the Minimum Program Standards for Transfer Centers adopted by the CCC Board of Governors in 1991. Specific

resources, activities, and services established to achieve this mission have been determined and refined based on a set of best practices resulting from experiences both at SRJC and at other CCCs. Those practices are contained in the document *Transfer: Recommended Guidelines* co-published by the System Office and the CCC Transfer Center Director's Association in 2006.

1.1c Description

The Transfer Center is responsible for serving as the district-wide locus for comprehensive coordination of transfer resources, services, and activities for students interested in transferring to a baccalaureate degree program. The Center, therefore, has a number of constituencies, students foremost among them.

Transfer information resources for students include college directories, catalogs, and other materials in binders and bins, as well as electronic information via the Internet and proprietary computer programs.

Services for students include counseling, admissions advising provided by university representatives, maintenance of transfer guarantee programs, assistance with university applications, and presentations offered through English and Math classes. All of these services are made available to students at the Petaluma campus through coordination with the Counseling Department and Dean of Student Services.

Organized transfer activities offered to students include workshops, seminars, and a fall semester university fair. Beginning in 2004-05, for the first time since the establishment of the Center, activities only included one field trip to a university campus (UC Davis); and resources to restore fieldtrips have not been returned to the budget. The one fieldtrip the Transfer Center did coordinate and sponsor was subsidized by UC Davis.

A central challenge to transfer success is student awareness of the transfer process and available support services. The Center maintains a Web site with a full range of information about transfer and transfer services. The site is updated annually.

The Transfer Center Director is the primary resource for counselor training and current information related to the complexities of university admissions requirements and programs. The Director maintains an extensive portion of the electronic "binder" in order to facilitate counselors' work with transfer students. Counselors frequently access and/or direct students to the Center's web site. Orientation to the Center is provided to several Counseling classes each semester upon request.

In Fall 2007 SRJC received a grant to establish a Teacher Academy with specific focus on preparing teachers for Career Technical Education. The grant funding ended in December 2009. Given the requirement for a bachelor's degree to become a teacher, this is essentially a transfer program; and the Teacher Academy folded into the Transfer Center after the completion of their grant. The physical inclusion of the Academy in the Transfer Center occurred when student support service programs moved into the new Bertolini Student Services Center in January 2010.

Given the Center's specific focus on low-income, first-generation transfer students, it engages in extensive collaboration with Student Services programs that target that population. Cal Works, College Skills, DRD, EOP&S, ESL, MESA, Puente, and Veterans' Services are on a special distribution list, and

students receiving services from those programs have priority for Center services, such as seats on the bus to UC Davis. The Center organizes workshops presented by Financial Aid and Scholarship staff.

Representation from all of these programs is included in major transfer events and the Director participates in other services' events. The Center provides information about all student services, program directors/managers serve on the Center's advisory committee, and transfer materials are distributed to their offices.

The Center also maintains a strong relationship with Articulation, that office providing coordinated information for the transfer function. The Transfer Center Director and Articulation Specialist attend university conferences and collaborate in disseminating information to students and counselors.

The Center serves as a link to other segments of the educational system. Universities depend on the Center's capacity to distribute admissions and program information to students and counselors, to facilitate their direct contact with transfer students, and to consult with them on transfer issues. The Center makes presentations to high school counselors and contributes to a newsletter for them, both activities in cooperation with the School Relations and Outreach office.

The Center serves discipline faculty by providing information about transfer major requirements, assisting in the development of Associate Degree majors, and consulting in the development of curriculum. The Director sits on the Curriculum Review and the Majors Review Committees by position.

The SRJC Transfer Center is also part of a network of transfer centers throughout the California Community College system, all connected to coordination in the System Office. The Transfer Center Director engages in exchanges of information and sharing of best practices, attends regional and statewide meetings, responds to inquiries from and provides consultation to the System Office; and submits an annual report to the System Office.

Last, as the primary Transfer Center for the District, the Santa Rosa Center coordinates transfer services for the Petaluma Campus and the Transfer Center Director works with the Dean of Student Services on the Petaluma campus to offer transfer services on that campus. A counselor from the Santa Rosa campus was re-assigned one day per week to provide additional transfer counseling and services on the Petaluma campus during the 2013-14 academic year. In developing the calendar of activities, planning services, and developing materials, the Transfer Center Director communicates with the Petaluma Counseling Department and Dean of Student Services to ensure that services are available on that campus to the extent feasible for Petaluma staff to execute. The Transfer Center Director will continue to work closely with the Dean of Student Services to ensure that transfer students' needs are being met on the Petaluma campus.

1.1d Hours of Office Operation and Service by Location

The Transfer Center is co-located with the Career Development Center, Student Employment, and Work Experience on the Santa Rosa campus. It is open Monday to Thursday 8:00 am until 5:00 pm, and Friday 8:00 am until Noon.

Staffing includes one full-time faculty Counselor/Director, one .90 FTE Administrative Assistant II, and one 20-hour student worker.

For the purposes of ensuring that staff is available to receive students at all hours of operation, the Transfer and Career Centers coordinate coverage.

In fall 2010, transfer resources were moved from a Resource Center shared by Career Development, Student Employment, Work Experience, and Financial Aid to a designated area within the Counseling Department on the Petaluma campus. The Transfer Center Director is involved in an ongoing process to supply the resource area with transfer-related materials. The Director coordinates with the Dean of Student Services and counselors to monitor the ongoing needs of the transfer area.

With the increase in the number of transfer students taking all of their classes on the Petaluma campus, there was a need for additional specialized transfer services. A reassigned transfer counselor has conducted counseling appointments and led transfer workshops, such as Transfer 101 and university application workshops, to help fill this need. In addition, there will be a district-wide promotion of Transfer Day, which will be held on the Santa Rosa campus on September 10, 2015.

1.2 Program/Unit Context and Environmental Scan

Because of deep budget cuts to the UC and CSU systems and continued economic struggles for families across California, the Transfer Center Director anticipates a large boom of students attending Santa Rosa Junior College with transfer as their stated goal. The University of California system increased student tuition by 32% in fall 2010 and then again by 8% in fall 2011. The UC system is committed to transfer students and announced a very slight admissions increase for transfer students for fall 2013.

The California State University system made an announcement in fall 2010 that they would need to reduce their total enrollment by 40,000 students, and an additional 10,000 eligible students would be denied admissions for fall 2011. The reduction would be for both freshman and transfer applicants. Tuition for the CSU campuses has also gone up significantly over the past couple of years.

Along with admissions reductions, many families are struggling with huge financial burdens due to unemployment or under-employment throughout the state of California. Many high school graduates who traditionally would have started at a university as freshman are now opting to complete their lower-division coursework at a community college before transferring to a university.

With the decrease in freshman admissions and an increase in financial hardship for students to pay for college, community colleges are seeing an influx of students wanting to save money before transferring as junior-level transfer students to a university. With the decrease in the Transfer Center's and the Counseling Department's budgets, it will be increasingly difficult to meet the needs of the influx of transfer students, despite the very complicated nature of counseling these students. They often need more intensive assistance to help them through the transfer process. Over the past few years transfer students have found it difficult to get the transfer courses they needed to meet university requirements. This has the potential of being a huge barrier for transfer students, possibly delaying their transfer by a whole academic year, because many universities require that all major and general education requirements are met before the student is admitted.

The Transfer Center has historically had strong partnerships with many local and not-so-local UC and CSU campuses, which is where the majority of our students transfer. These partnerships included weekly or monthly visits from university representatives and Transfer Admission Guarantee programs. Because of severe cuts to the UC's and CSU's many of these schools have had to greatly reduce or completely eliminate their outreach and visits to Santa Rosa Junior College. For example, Sonoma State University, the university where the largest number of our students transfer, greatly reduced their visits to our campus and also suspended their Transfer Admission Agreement program. The TAA program guaranteed admissions to students who met certain requirements.

Associate Degrees for Transfer:

SB 1440 established the Student Transfer Achievement Reform (STAR) Act. California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing to a CSU campus, and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to a specific CSU campus.

Sixteen SRJC AA-T/AS-T degrees have been created and approved by the California Community College Chancellor's Office: Administration of Justice, Art History, Business Administration, Communication Studies, Early Childhood Education, Elementary Teacher Education, English, History, Journalism, Kinesiology, Math, Physics, Political Science, Psychology, Sociology, and Studio Arts.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester units after transfer to a CSU campus.

AA-T and AS-T Goals and Continued Development:

On May 22, 2012, then Chancellor Jack Scott, issued a statewide memorandum indicating, "To spur progress toward this objective [AA-T and AS-T development], the California Community Colleges Board of Governors has adopted a goal of each college having AA-T and AS-T degrees approved by Fall of 2013 in 80 percent of the majors they offer in which there is a Transfer Model Curriculum (TMC) and in 100 percent by Fall of 2014. While this goal is ambitious, it is imperative that we move rapidly to help more students move efficiently through our two systems because too many students are being shut out by California's current budget situation."

As we move forward, it is critical that community colleges continue to develop AA-T and AS-T degrees in all 60-unit majors in which their students seek to transfer. This effort will ensure that community college students have a viable transfer pathway to CSU campuses across the state. In turn, the Chancellor's Office is requiring colleges to meet the 100 percent goal and the California State University (CSU) has

committed to designate at least one AA-T or AS-T degree pathway for each major at each campus where it is offered.

SRJC met the 80% requirement by the fall 2013 deadline and is working towards meeting the 100% goal by fall 2014. Academic departments and the Majors Review Committee have been working hard to create and approve these new degrees to meet the 100% requirement by fall 2014.

2.1a Budget Needs

According to the Core Data provided the Transfer Center has:

- Total expenditures of \$400,797.51 which is 0.27% of the District total
- Unrestricted funds of \$10,214.86 for Supplies and Services in Santa Rosa and \$576.59 for Supplies in Petaluma
- Restricted funds of \$5241.02 for Services in Santa Rosa

The Transfer Center budget is very small in comparison to the overall district budget. The priorities for non-personnel budget allocations for the Transfer Center are disseminating transfer information directly to students, increasing their awareness of the services available to support transfer success, and facilitating their individual transfer progress. All resources, services, and activities revolve around that core set of purposes.

Many years ago the Transfer Center provided a celebration in May for students transferring the following fall semester. The Transfer Center would like to bring this celebration back to SRJC. The staff in the Transfer Center, as well as counselors, feel it is important to recognize the effort of our transfer students. These students have worked extremely hard to reach their goals and should be celebrated by faculty, staff and the administration. Not all transfer students earn a degree and therefore do not participate in graduation. This celebration would allow transfer students to feel valued by the college. To provide such an event additional funding of \$3000 would be required. The funding would provide food, drinks, decorations and a small memorabilia gift for each student.

Field trips to local universities have been offered for the last two years, and funding has primarily been obtained through Student Equity. However, at this time it is unclear if Student Equity will be able to provide funding for field trips in the future. If no funding is available for field trips from Student Equity the

Transfer Center would need an additional \$5000 to continue to offer this opportunity to students.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	01	02	\$83,766.00	With the increase in the number of students being served in the Transfer Center, there is a need to have an adjunct counselor so more counseling appointments can be offered to students.
0002	Santa Rosa	01	02	\$4,000.00	Increase the non-Federal Work Study Student Employment budget to assist in serving students in the Transfer Center.
0003	ALL	01	02	\$3,000.00	To provide a celebration for students who are transferring to a four year university.
0004	ALL	01	02	\$5,000.00	Funds to provide field trips to university campuses.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II	40.00	11.00	Provides general support to Transfer Center Director. Greets students in person and by telephone and directs them to informational resources; makes appointments for counseling and university advising; answers factual transfer questions; refers students to other support services. Supervises student workers. Maintains schedule of university visits and serves as contact for university representatives. Executes arrangements for seminars, workshops, and other events. Produces flyers, relays information to campus publications, counselors, and other Student Services offices. Executes purchase orders and maintains budget in ESCAPE.
Student Services Specialist	40.00	12.00	Provides outreach by visiting SRJC classes and talking with students about the transfer process and services provided in the Transfer Center. Plans and coordinates field trips, updates website, and assists in application review sessions. Conducts workshops to current and potential students. Participates in campus wide events to promote Transfer Center, especially those targeted to special populations. Creates online newsletter and answers "Quick Questions" submitted by students through website.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
none	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	12.00	10.00	Greets students and directs them to appropriate resources, makes appointments, answers phones, files transfer information, prepares mailings, posts marketing material, makes photocopies.
Student Worker	12.00	10.00	Greets students and directs them to appropriate resources, makes appointments, answers phones, files transfer information, prepares mailings, posts marketing material, makes photocopies.
Student Worker	10.00	10.00	Greets students and directs them to appropriate resources, makes appointments, answers phones, files transfer information, prepares mailings, posts marketing material, makes photocopies.

2.2d Adequacy and Effectiveness of Staffing

In Fall 2016, the Transfer Center gained one faculty and one classified position, which had a huge impact on the services provided. However, it has also increased the volume of students we serve and the expectations of students to be able to meet with a counselor in the Transfer Center. Below is a breakdown of the number of students served in the Transfer Center from Fall 2015 through March 20, 2018. Please note that in Spring 2018, the counselor assigned to the Transfer Center is out on leave and there was no backfill for that assignment.

	F15	F16	F17
Appt	119	372	359
Event, Workshop, Rep, Class Visit	709	917	1942
QQ, Lab, Phone, Online Wksp	178	364	716
Total	1006	1653	3017

	Sp16	Sp17	Sp18*
Appt	131	350	117
Event, Workshop, Rep, Class Visit	414	2027	1303
QQ, Lab, Phone, Online Wksp	290	189	249
Total	835	2566	1669

* to 3/20

With the increase in the number of students being served, it is necessary to have an adjunct counselor assigned to the Transfer Center to meet student demand. The Transfer Center is also anticipating an increase in student contacts when the center is relocated to the second floor of Bertolini Spring 2019. The new location will be adjacent to the Counseling Department and more visible to students.

The Transfer Center Budget includes \$4500 for Federal Work Study (FWS) Student Employees and \$4403 for non-FWS Student Employees. This budget allocation has mostly gone untouched besides small increases due to State minimum wage raises. Again, with the increase to the number of students being served in the Transfer Center, an increase in the number of hours Student Employees work in the Transfer Center is necessary. Increasing the non-FWS Student Employee budget is needed in order to maintain and increase services being offered in the Transfer Center.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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2.3a Current Contract Faculty Positions

Position	Description
Transfer Center Counselor/Director (1.0 FTE)	One full-time counseling faculty director is the minimum requirement for effective coordination of transfer services, given the role of the Transfer Center as described in 1.1c above. The Director provides direct counseling for students, especially those who present particularly complicated transfer situations and are referred by general counselors, and teaches Counseling courses for transfer students. The Director serves as a resource to all faculty, but primarily to the Counseling faculty. Counseling faculty often reach out to the Transfer Center Director with specific transfer related questions that must be researched. The Director must also be able to serve as a hub of information exchange, program planning, and decision-making involving the multitude of players that participate in facilitating the transfer mission of the college.
Counselor (1.0 FTE)	Meets 1:1 with students to assist them through the transfer process. Develops educational plans, contacts university representatives to clarify information, conducts research on university requirements. Creates and conducts workshops for students. Teaches Coun 80, Understanding the Transfer Process. Serves as a liaison to general counselors who have questions regarding the transfer process.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Counseling	2.0000	100.0000	0.0000	0.0000	The Transfer Center only has two full-time faculty members, no adjunct are currently assigned to the Transfer Center.

2.3c Faculty Within Retirement Range

No faculty in the Transfer Center are currently within retirement range.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

The Transfer Center is not requesting any full time faculty or classified staff at this time.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The Transfer Center will be moving to a new space in Spring 2019, which includes a room to offer workshops. In order to utilize the room for various purposes, the Transfer Center is requesting 20 laptops with a charging station cart. By using laptops the space can easily be converted to a computer lab when necessary. In Fall 2016, the Transfer Center assisted 329 students with their applications to a four-year university and in Fall 2017 that number increased to 776. Students are becoming more aware of the assistance in the Transfer Center due to our continued outreach efforts, and are seeking help. We anticipate this number to continue to grow, especially when we move into the new space which will be on the second floor of Bertolini and more visible to students. The workshop room will have six desktop computers to allow for students to conduct individual research when needed without having to access the laptop cart all of the time.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	02	Laptop Computers	20	\$1,096.00	\$21,920.00	Amy Merkel	Transfer Center	Amy Merkel
0001	Santa Rosa	01	02	Laptop Charging Cart	1	\$2,283.29	\$2,283.29	Amy Merkel	Transfer Center	Amy Merkel

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

After many years of reporting the current facilities for the Transfer Center are not adequate, the Transfer Center will be relocating to the 2nd floor of Bertolini in Spring 2019. Being located on the 2nd floor of Bertolini adjacent to the Counseling and EOPS Offices will be convenient for students. The Transfer Center will also be more visible which will draw more students in to learn about the services provided. The new space will include four offices, which includes two offices for full-time faculty, one for adjunct faculty and one for university representatives, two cubicles for classified staff, one student work station and a storage closet. There will also be a workshop space which will include 20 laptops and 6 desktops.

3.1 Develop Financial Resources

Transfer Achievement Program

The Transfer Achievement Program is a comprehensive support program designed to assist under-represented students who are planning to transfer to a four-year college or university. The goal is to facilitate a smooth transition from SRJC to a four-year institution and increase the number and proportion of

underrepresented students who commit to transfer as their educational goal and achieve this goal. Through coordinated efforts with the Transfer Center, SRJC campus community, and 4-year universities, students will receive intensive services to help them succeed. Some of these services include monthly meetings with a counselor dedicated to this program, participation in a learning community, workshops, fieldtrips, and possibly a monetary stipend for participation in the program.

Transfer Academy

Participation in Santa Rosa Junior College's Transfer Academy assures students of transfer in a timely manner. Students will have access to a number of campus resources to ensure student success and facilitate a smooth transfer process. Through their engagement with the program, faculty and staff, Transfer Academy participants will utilize the knowledge and skills to ensure their success at Santa Rosa Junior College and fast track their transfer to the college/university of their choice.

As part of the Transfer Academy students will receive the following benefits:

- Personalized updates on transfer activities – be the first to receive updates from colleges/universities that they are interested in and be in the loop on SRJC Transfer Center events.
- Guaranteed classes students' first year- students will be a member of a learning community.
- Transfer agreements with partner institutions – Counselors will set students up with an educational plan to secure their transfer to the college/university of their choice.
- Academic, Personal & Career Counseling – through their participation in the Transfer Academy, students will have their own Counselor assisting them through the transfer process.
- Financial Aid and Scholarship Assistance – attend workshops to learn about applying for financial aid and find out how to apply for transfer scholarships.
- Transfer Workshops – attend monthly workshops by SRJC and partner college/universities.
- Priority registration for college/university tours –fieldtrips to public and private universities.
- Assistance with the application process – receive personalized counseling in preparing applications for university admissions.

- University Representative Appointments – visit one-on-one with college/university representatives to learn about prospective transfer institutions.
- Receive personalized mentoring and support – via students’ participation in the Transfer Academy, students will make a host of contacts with faculty and staff to support their successful transfer.

3.2 Serve our Diverse Communities



The Transfer Center actively encourages the hiring of a diverse classified and student staff. In recruiting student workers the Center has successfully sought those who are representative of diverse populations---ethnically underrepresented, disabled, and re-entry students. During the hiring process, every effort is made to hire staff who represent the academic, ethnic, cultural, socio-economic, disability, gender, age and sexual orientation of the SRJC student population as a whole.

It is the mission and practice of the Center to specifically target those socioeconomic groups of students who are underrepresented at the university level. It is a consistent priority to continuously assess the needs of those students and provide services designed to address those needs.

3.3 Cultivate a Healthy Organization



Classified staff are encouraged to attend Staff Development activities and are provided with time during the regular work day to participate in classes, workshops, or other learning experiences.

The Transfer Center Director attends regular trainings offered through the Staff Development office, in addition to yearly conferences related to transfer and counseling.

3.4 Safety and Emergency Preparedness

With the move to the Bertolini Student Center in January 2010, there is a pressing need for injury/illness prevention and safety and evacuation trainings for staff members.

Building	BSC Area	ASC Area	Name	Department	Responsible Area	Management Support
Bertolini Student Center	Bertolini Student Center	3rd Floor	JoAnn Olsen	Disability Resources	3rd floor, East	Lauralyn Larsen

3.5 Establish a Culture of Sustainability

The Career/Transfer Center recycles all office materials -- paper, cans, ink cartridges, etc. We are located in the Bertolini Student Center which was built to maximize energy efficiency and conservation.

4.1a Course Student Learning Outcomes Assessment



N/A

4.1b Program Student Learning Outcomes Assessment

As a result of their experience with the Transfer Center, students will be able to:

- * Gain knowledge about the transfer process and potential transfer institutions.
- * Identify transfer services available on campus and utilize the services to help them achieve their transfer goals.
- * Demonstrate an understanding of the transfer admissions requirements.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Transfer Center SLOs	Spring 2011	Spring 2016	Fall 2016

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Transfer Center (service)		X		X	X		X	X	X	X	X	X		X		X

4.2b Narrative (Optional)

The following SLO was assessed this year:

- Gain knowledge about the transfer process and potential transfer institutions.

A survey was sent to students who visited the Transfer Center during the 2015-16 academic year. The students surveyed had attended a workshop in the Transfer Center, met with a university representative and/or had an appointment with the Transfer Center Director.

Out of the respondents, 81% of students had visited the Transfer Center 1-3 times during the academic year.

Students were asked to indicate which services they have used in the Transfer Center, and how useful those services were in enhancing their understanding of the transfer process. Following is a breakdown of the top three responses.

- 68% reported attending a transfer workshop was "very useful" and 25% stated it was "somewhat useful" in enhancing their understanding of the transfer process
- 76% reported meeting with a university representative was "very useful" and 17% stated it was "somewhat useful" in enhancing their understanding of the transfer process
- 76% reported meeting with the Transfer Center Director was "very useful" and 19% stated it was "somewhat useful" in enhancing their understanding of the transfer process

5.0 Performance Measures

As part of a Student Services project to report demographic characteristics and selected outcomes for discreet groups of enrolled students as compared to the total district population, students who visited the Transfer Center (Transfer Center Cohort) during AY 2013-14 were chosen as a comparison group.

The table that follows shows the data with the following notable highlights about how the Transfer Center Cohort compare to the general district population:

- 42.59% of the Transfer Center Cohort were between the ages of 20 - 24
- 64.82% of the cohort were recipients of financial aid.
- 90.92% of the Transfer Center Cohort persisted from F13 to Sp14 compared to 69.10% for the general student population

	Transfer Center 2013-14	Unit totals	Unit %	District Total	District %
GENERAL DATA					
	Total Students	796	100	39,232	100
	Enrolled in CREDIT	793	99.62	32,675	83.29
	Is English Primary Language?				
	YES	719	90.33	31,488	80.26
	NO	77	9.67	7744	19.74
	Unknown			293	.78
Enrollment Location					
	Online Courses Only	2	.25	1426	3.63
	Santa Rosa Campus only	495	62.19	18344	46.76
	Petaluma Campus ONLY	8	1.01	3006	7.66
	Other Only			6550	16.70
	Santa Rosa & Petaluma	225	28.27	6666	16.99
	Santa Rosa and Other	65	8.17	2869	7.31
	Pet &RP, Pet & Sonoma	0	0	0	0
	SR, Petaluma, Other	1	.13	371	0.95
ACCESS					
Gender					
	Female	424	53.27	21118	53.83
	Male	369	46.36	17308	44.12
	Unknown	3	.38	806	2.05
Age Group					
	< 20	265	33.29	8028	20.46
	20 - 24	339	42.59	11362	28.96
	25 - 29	83	10.43	5676	14.47
	30 - 34	37	4.65	3477	8.86
	35 - 39	18	2.26	2238	5.70
	40 - 49	26	3.27	3315	8.45
	50 +	28	3.52	5136	13.09
	Unknown	0	0	0	0
Race/Ethnicity					
	African-American	29	3.64	957	2.44
	Asian	48	6.03	1412	3.60
	Filipino	10	1.26	290	.74

	Hispanic	274	34.42	12232	31.18
	Native American	3	.38	269	.69
	Other Non-White	0	0.00	0	0
	Pacific Islander	7	.88	141	.36
	White	379	47.61	20470	52.18
	Multiple Ethnicities	39	4.90	1594	4.06
	Unknown	7	.88	1867	4.76
	Disability				
	Primary Disability	96	12.06	2496	6.36
	Secondary Disability	40	5.03	847	2.16
	Dept of Rehabilitation	3	0.38	71	0.18
ACCESS - continued					
	Financial Aid				
	Not Received	280	35.18	25795	65.75
	Received	516	64.82	13437	34.25
	BOG Waiver	493	61.93	13066	33.30
	PELL Grant	255	32.04	4671	11.91
	Other	131	16.46	1886	4.81
PROGRESS					
	Persistence				
	Enrolled in Fall	749	94.10	26824	68.37
	Persisted to Spring	681	90.92	18536	69.10
	Course Completion				
	Degree Applicable				
	Attempted	6179	81.09	128919	78.42
	Successful	5090	82.38	94034	72.94
	Basic Skills				
	ESL				
	Attempted	33	.43	1832	1.11
	Successful	26	78.79	1476	80.57
	English				
	Attempted	69	0.91	1591	0.97
	Successful	51	73.91	1000	62.85
	Math				

	Attempted	86	1.13	2359	1.44
	Successful	57	66.28	1503	63.71
ACADEMIC SUCCESS					
	Degree	131	16.46	1484	3.78
	Certificate	9	1.13	574	1.46
Workforce Development					
	Apprenticeship (SAM- A)				
	Attempted	0		191	0.21
	Successful	0	0	176	92.15
	Adv. Occupational(SAM- B)				
	Attempted	35	0.46	1330	0.81
	Successful	28	80.00	1092	82.11
	Clearly Occ. (SAM-C)				
	Attempted	533	6.99	31098	18.92
	Successful	428	80.30	23769	76.43

**The Transfer Center is an integral component of the Counseling Department and therefore transfer success is a process that is facilitated by both departments. Data outcomes are also affected by services provided by the general Counseling Department as a whole. It's hard to accurately interpret data since results are dependent on all student service groups working towards student and transfer success.

SRJC Transfer Rates

Flow of Transfer Students from Santa Rosa Junior College to the UC, CSU, and Independent Colleges and Universities 1990-91 through 2013-14.

	University of California	California State University	Total UC/CSU	California Independent Schools	TOTAL
	Full Year	Full Year		Fall	
1990-91	212	856	1,068	23	1,091
1991-92	186	916	1,102	26	1,128
1992-93	186	690	876	46	922

1993-94	182	845	1,027	35	1,062
1994-95	182	894	1,076	32	1,108
1995-96	181	940	1,121	21	1,142
1996-97	176	812	988	29	1,017
1997-98	186	775	961	92	1,053
1998-99	197	817	1,014	45	1,059
1999-00	207	940	1,147	60	1,207
2000-01	225	846	1,071	79	1,150
2001-02	211	880	1,091	59	1,150
2002-03	193	830	1,023	17	1,040
2003-04	194	829	1,023	20	1,043
2004-05	217	895	1,112	24	1,136
2005-06	193	884	1,077	35	1,112
2006-07	222	911	1,132	39	1,171
2007-08	194	975	1,169	32	1,201
2008-09	183	758	941	42	983
2009-10	215	581	796	No data available	796*
2010-11	294	894	1,188	No data available	1188*
2011-12	261	801	1,062	No data available	1062*
2012-13	255	722	977	No data available	977*
2013-14	249	925	1,174	138	1312

*2009 – 2013 Data for independent colleges were incomplete as not all schools responded and supplied data. There is no reliable means of determining the number of transfer students to out-of-state colleges and universities.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	01	02	Have a larger, designated space for the Transfer Center.	Find a location for the Transfer Center that allows for more office space.	Spring 2019	The Transfer Center will be relocating Spring 2019 to the 2nd floor of Bertolini.
0002	ALL	01	02	Increase the number of transfer students identified through Student Equity data	Make personal contact with students who have 30+ transferable units enrolled in F2017 to work with them on their transfer goals.	Fall 2017- Spring 2018	This will be done Summer/Fall 2018.
0003	Santa Rosa	01	02	Increase student appointments in Transfer Center	Provide more appointments for students with a goal to transfer to a four year university.	Fall 2017- Spring 2018	As of April 30, 2018 580 students have been seen in the Transfer Center for an appointment. The overall number of students seen will be less than last academic year due to the fact that the full time counselor assigned to the Transfer Center is on leave Spring 2018. In Fall 2017 the college closed for two weeks due to the fires, which resulted in cancelled appointments.
0004	ALL	01	02	Take students on field trips to four-year universities	Allow students to experience four year campuses through organized field trips with the Transfer Center.	Fall 2017- Spring 2018	140 students participated in a field trip this academic year. One field trip was cancelled in October due to the fires.
0005	ALL	01	02	Hold a celebration for students who are transferring to a four year university	Recognize students who have worked hard to reach their goal of transfer.	Spring 2018	Funding was not provided for this event, however the STEM Dean partnered with MESA and is offering a SRJC STEM Transfer Honors Reception.
0006	ALL	01	02	Increase marketing of Transfer Center and events	Bring in more students to the Transfer Center and the events provided.	Fall 2017- Spring 2018	The Transfer Center created an online newsletter in October 2017 to inform students of events and provide them with transfer tips. Currently there are 234 students signed up to receive the monthly newsletter.
0007	ALL	01	01	Rewrite SLO 2	Rewrite SLO 2 to be more relevant and measureable in order to assess.	Fall 2017- Spring 2018	SLO #2 will be rewritten Summer 2018.
0008	ALL	01	02	Create videos to be posted on the Transfer Center website for all workshops we provide in the Transfer Center	Provide videos of workshops for students who are unable to attend a workshop in person.	Fall 2017- Spring 2018	Five videos are currently online, with plans to add at least three more summer 2018. The videos have been viewed 199 times since inception.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0009	Santa Rosa	01	02	Reach students where they are by visiting specific English and Math classes as well as specific clubs and programs (BSU, MeCHa, Puente, Umoja, Athletics, Vets, Chem/Bio/Engr Clubs, etc.)	Have more informed students by visiting classrooms and club meetings for a short introduction to the transfer process.	Fall 2017- Spring 2018	To date, 2167 students have been informed of the transfer process through classroom visits in 2017-18, compared to 1779 students in 2016-17 and 175 in 2015-16.
0010	ALL	01	02	Reach out to high school concurrent enrolled students who plan on attending SRJC after HS graduation	Ensure these students start early with planning for transfer.	Fall 2017- Spring 2018	An email was sent to 1442 students concurrently enrolled at SRJC in Spring 2018. The email informed the students of the Transfer Center and invited them to connect with us if they enroll at SRJC in Fall 2018.
0011	ALL	01	02	Create new workshops	Offer new workshops on such topics as Financing Your Education, Majors and Careers in the Helping Fields, UC Application Prep, Exploring CA Independent Colleges.	Fall 2017- Spring 2018	New workshops were created and offered: Financing Your Education, Exploring Your Transfer Major (3 different one's) and Creating Your College List.
0012	Santa Rosa	01	02	Offer Transfer Check-Ups on the Santa Rosa Campus in the Bertolini Dining Hall	Set up a table during the lunch hour to answer questions and provide a quick check on transfer progress. Set up appointment for counseling session to follow up.	Fall 2017- Spring 2018	Two Transfer Check-Ups have been offered and they have been very successful. The Transfer Center Staff decided this would be a spring outreach event since fall is so busy for our department.
0013	ALL	01	02	Visit AVID programs in high schools to inform students of transfer options through SRJC.	Reach out to potential SRJC students who are likely to utilize the Transfer Center once they enroll at SRJC.	Fall 2017- Spring 2018	Presentations on the Transfer Process were conducted at Analy (3 classes) and Elsie Allen (2 classes) High Schools to a total of 119 students.
0014	Santa Rosa	01	02	Offer faculty "Don't Cancel Class" option	Conduct a Transfer Center presentation to a class when a faculty member needs to cancel class.	Fall 2017- Spring 2018	This was not done this year and will remain a goal for next year.

6.2b PRPP Editor Feedback - Optional

Below is the chart.

	12-13	13-14	14-15	15-16	16-17	17-18*
Class Visit	99	103	64	175	1779	2167
Univ Rep	544	439	309	426	323	298
Event	768	71	332	225	334	390
Wrkshop	103	75	177	489	521	1142
Appt	0	8	78	260	722	580
Total	1514	696	960	1575	3679	4579

*As of April 30, 2018

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	Set up appointments for students on the Petaluma Campus to meet with university representatives on the Santa Rosa Campus through Zoom.	The majority of university representatives do not visit the Petaluma Campus. Setting up Zoom appointments will allow students on the Petaluma Campus to speak with reps without having to physically visit the Santa Rosa Campus.	Fall 2018-Spring 2019	TC Specialist and Administrative Assistant in Petaluma will work on this process. A space with a computer on the Petaluma Campus will need to be utilized.
0002	ALL	01	02	Increase the number of transfer students identified through Student Equity data	Make personal contact with students who have 30+ transferable units enrolled in F2017 to work with them on their transfer goals.	Fall 2018-Spring 2019	Program Specialist, Counselor, TC Director time
0003	Santa Rosa	01	02	Increase student appointments in Transfer Center	Provide more appointments for students with a goal to transfer to a four year university.	Fall 2018-Spring 2019	Additional appointments in Transfer Center
0004	ALL	01	02	Take students on field trips to four-year universities	Allow students to experience four year campuses through organized field trips with the Transfer Center.	Fall 2018-Spring 2019	Funding for field trips is being provided by Student Equity. The Transfer Center is also partnering with Puente, MESA, APASS, International Students, and Connections to split the cost of transportation.
0005	ALL	01	02	Hold a celebration for students who are transferring to a four year university	Recognize students who have worked hard to reach their goal of transfer.	Spring 2019	Offer cake and drinks to students and guests and a certificate or other memento. (Researching what other campuses do)
0006	ALL	01	01	Rewrite SLO 2	Rewrite SLO 2 to be more relevant and measureable in order to assess.	Summer 2018	TC Director's time to rewrite and assess.
0007	ALL	01	02	Create videos to be posted on the Transfer Center website for all workshops we provide in the Transfer Center	Provide videos of workshops for students who are unable to attend a workshop in person.	Fall 2018-Spring 2019	Time to create and film videos
0008	Santa Rosa	01	02	Reach students where they are by visiting specific English and Math classes as well as specific clubs and programs (BSU, MeCHA, Puente, Umoja, Athletics, Vets, Chem/Bio/Engr Clubs, etc.)	Have more informed students by visiting classrooms and club meetings for a short introduction to the transfer process.	Fall 2018-Spring 2019	TC Director, Counselor and Program Specialist will work on reaching more students
0009	ALL	01	02	Reach out to high school concurrent enrolled students who plan on attending SRJC after HS graduation	Ensure these students start early with planning for transfer.	Fall 2018-Spring 2019	Transfer Director, Counselor and staff time/resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0010	Santa Rosa	01	02	Offer Transfer Check-Ups on the Santa Rosa Campus in the Bertolini Dining Hall	Set up a table during the lunch hour to answer questions and provide a quick check on transfer progress. Set up appointment for counseling session to follow up.	Spring 2019	Laptop will be needed to conduct this service as well as counselor and staff time.
0011	ALL	01	02	Visit AVID programs in high schools to inform students of transfer options through SRJC.	Reach out to potential SRJC students who are likely to utilize the Transfer Center once they enroll at SRJC.	Fall 2018- Spring 2019	Counselor and staff time/resources
0012	Santa Rosa	01	02	Offer faculty "Don't Cancel Class" option	Conduct a Transfer Center presentation to a class when a faculty member needs to cancel class.	Fall 2018- Spring 2019	Transfer Director and Counselor's time
0013	ALL	01	02	Increase faculty awareness and participation regarding transfer	The Transfer Center Director will be creating a "Transfer Plan" to share with various constituents, including the Academic Senate, Department Chairs Council, and Petaluma Faculty Forum. We will also begin to deliver posters to various departments on campus so they are aware of our activities.	Fall 2018- Spring 2019	Transfer Director's time. Student employees will deliver marketing materials to departments.
0014	Santa Rosa	01	02	Invite SSU's Business Department to present at SRJC	Business is one of the most sought after majors, but most students do not know what they want to do with the major. This opportunity will allow students a better understanding of the concentrations offered at a university and what careers they could enter with a bachelors degree in business. This would also create better relationships between SRJC and SSU.	Fall 2018- Spring 2019	Transfer Director's time
0015	Santa Rosa	04	07	Move Transfer Center to 2nd floor of Bertolini Center to create synergy with general counseling	Complete the remodeling of affected rooms in Bertolini to ensure functions of Transfer Center in its new location	Completion by Spring 2019	Funds for remodeling and associated moving; time from faculty/staff/Administrators for design, moving, and communication

