

Santa Rosa Junior College

Program Resource Planning Process

Transfer Center 2019

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 a bachelor degree program by providing accurate, up-to-date information and a set of coordinated resources, activities, and services.

1.1b Mission Alignment

The first statement within the District's mission is to "focus on student learning by preparing students for transfer" and the second is "provide a comprehensive range of student development programs and services that support student success and enrich student lives". Alignment with the mission statement is apparent as the goal of the Transfer Center is to increase student success and academic achievement. The Transfer Center also is focused on assisting all students prepare and successfully enroll at a four year university to move toward obtaining a bachelor's degree, which is consistent with the strategic goal of Student Success.

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.

Services for students include counseling, admissions advising provided by university representatives, maintenance of transfer guarantee programs, assistance with university applications, and class presentations. 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, a fall semester university fair and spring transfer celebration. The Center also organizes six field trips to four year universities each year. We hold a field trip planning meeting each spring to collaborate with programs on campus serving low-income, first generation students, which includes Puente, Umoja, APASS, MESA, DRD, EOPS,

Connections, Veteran Services and Our House. Students in these programs have priority registration to sign-up for the field trips.

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.

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 also provides outreach to local high school students, typically through AVID classes within the high school.

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.

1.1d Hours of Office Operation and Service by Location

The Transfer Center is being relocated to the 2nd floor of Bertolini at the end of the spring 2019 semester. The office is open Monday - Thursday 8am - 5pm and Friday 8am - 12pm.

Staffing includes one full-time director/counselor, one full-time counselor, one full-time administrative assistant and one full-time student support specialist. We also have funding for student workers to provide front desk coverage.

1.2 Program/Unit Context and Environmental Scan

Transfer is a major focus in the Chancellor’s Vision for Success and new funding formula. The Vision for Success has a statewide goal to “increase the number of students who transfer by 35%”. A segment of the funding formula includes district’s being funded by the number of Associate and Associate’s Degree for Transfer earned by students, with ADT’s having a higher weight than local AA/AS degrees. Districts will also receive funding according to the number of students who transfer to a four year university.

Increasing the number of transfer student as well as those who earn Associate degrees needs to be the responsibility of the entire district and not just that of the Transfer Center. At the same time, students should not be “encouraged” to earn an ADT if it will increase their time at SRJC or is not beneficial to the student.

2.1a Budget Needs

According to the Core Data provided the Transfer Center has:

- Total expenditures of \$420,634.08 which is 0.27% of the District total
- Unrestricted funds of \$10,214.86 for Supplies and Services in Santa Rosa and \$335.76 for Supplies in Petaluma
- Restricted funds of \$4872.34 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 will be bringing this celebration back to SRJC in May 2019 even though we received no additional funding to support this important event. The Transfer Center made sacrifices in order to support the cost of this event and also requested funding support from other programs on campus (EOPS, Student Affairs, Student Equity).

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, entertainment, and thank you cards for students to write a note of appreciation to someone on campus who have supported their efforts.

Field trips to local universities have been offered for the last three 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 inreach to SRJC students by conducting class visits and conducts outreach to local high schools and community events. Promotes transfer by speaking with students and community members about the transfer process and services provided in the Transfer Center. Also, participates in campus wide events to promote Transfer Center, especially those targeted to special populations. Plans and coordinates field trips, updates website, including accessibility, and assists in application review sessions. Conducts workshops to current and potential students. Creates online newsletter and answers "Quick Questions" submitted by students through website. Supervises student employees. Answers more detailed questions from students. Creates marketing materials for special events. Works closely with Transfer Center Director to bring ideas to fruition.

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
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Student Worker	17.00	10.00	Greets students and directs them to appropriate resources, makes appointments, answers phones, files transfer information, prepares mailings, posts marketing material, prepares materials for outreach/inreach events, 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, prepares materials for outreach/inreach events, makes photocopies.
Student Worker	7.00	10.00	Greets students and directs them to appropriate resources, makes appointments, answers phones, files transfer information, prepares mailings, posts marketing material, prepares materials for outreach/inreach events, 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. The addition of an adjunct counselor assigned to the Transfer Center would help to meet the student demand. The Transfer Center is also anticipating an increase in student contacts when the Center is relocated to the second floor of Bertolini. 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.

We are also anticipating that the Administrative Assistant II assigned to the Transfer Center will be opting in for the District's early retirement incentive, if the AAll retires it will be critical to have this position filled. With the increase in the number of students we are serving and the expectation of more students coming in for services when the Transfer Center relocates to the second floor of Bertolini it will be imperative that classified support not be reduced. The primary role of the Student Success Specialist is to conduct outreach, which is apparent with the increase in the number of students who participated in a class visit by the Transfer Center. If the AAll is not filled this will impact the availability of the SSS to reach students and educate them on the transfer process as well as the support offered through the Transfer Center. In Title 5 Regulations, §51027 Transfer Centers: Minimum Program Standards (3) Staffing it states, "Each district governing board shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel."

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02	Administrative Assistant II	Administrative Assistant II	Classified

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 a course designated 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 the pivot 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 individually with students to provide support through the transfer process. Develops educational plans, contacts university representatives to clarify information, conducts research on university requirements. Creates and conducts workshops for students and faculty/staff. 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 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

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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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

The Transfer Center does not develop financial resources at this time.

3.2 Serve our Diverse Communities

The Transfer Center receives funding through Student Equity for the Equity Transfer Program. The goal of the project is to increase the number of students who access the Transfer Center by providing direct outreach to student target populations and increasing counseling services in the Transfer Center. The largest student population the Transfer Center served in 2017-18 was the Latino population at 43.9% whereas the district participation rate was 37.7% (Unduplicated by term). The Transfer Center partnered with Puente and Connections for several events, including workshops and field trips. Our project continues to target underrepresented populations in our outreach efforts, and has shown notable success. Our program participation rates are higher than the district's in most of the target groups. Additionally, we have strengthened relationships with campus programs which work with underrepresented populations. Our long term vision is to increase the number of underrepresented students who transfer from SRJC to four-year universities. We are working to increase their transfer rates by providing targeted outreach through classroom visits, district and program events, and tabling as well as offering additional counseling appointments to assist students through the transfer process. We aim to create strong relationships with staff/faculty who work with the target populations so that we can create a more seamless pathway for the students to our services, whether by going to where they are or creating incentives for them to come to the Transfer Center.

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 and Transfer Center Counselor attend regular trainings offered through the Staff Development office, in addition to yearly conferences related to transfer and counseling provided by the CSU, UC and Chancellor's Office.

3.4 Safety and Emergency Preparedness

With the upcoming move to the 2nd floor of Bertolini Student Center and into a space that is only designated only for the Transfer Center, the staff will need to discuss and develop procedures that correspond to the Safety and Emergency Preparedness requirements.

Building	BSC Area	ASC Area	Name	Department	Responsible Area	Management Support
Bertolini Student Center	Bertolini Student Center	2nd Floor		Transfer Center	Transfer Center	Li Collier

3.5 Establish a Culture of Sustainability

The Transfer Center recycles all office materials -- paper, cans, ink cartridges, etc. The staff limits the amount of printing we do and utilize online resources when possible. 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 resources available at Santa Rosa Junior College, online and/or desired transfer campus to assist in achieving 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)

5.0 Performance Measures

The following table shows the number of students served in the Transfer Center over the last 5 years.

	2014-15	2015-16	2016-17	2017-18	2018-19*
Class Visit	64	175	1779	2167	3920
Coll Rep	309	426	323	298	457

Event (w/SID)	332	225	334	390	338
In person Workshop	177	489	504	971	691
Online Workshop			17	171	279
Appt (attended)	78	260	722	580	695
Total	960	1575	3679	4579	6380

*As of May 1, 2019

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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	Zoom appointments have been set up and advertised to students on the Petaluma Campus.
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	To date we have called 214 students with less than 30 units who indicated transfer as a goal, specifically populations with equity gaps. This project is still ongoing.
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	As of April 8, 2019 there has been an increase of 30 more appointments offered compared to last year. This was partly accomplished because we had an intern working with us who was able to provide additional 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 2018- Spring 2019	The Transfer Center was able to take students on five field trips this year. One field trip was cancelled in fall due to the air quality from the Butt County fires. The trip was rescheduled for spring but unfortunately had to be cancelled again due to very little interest from our partnering groups – Umoja and Santa Rosa Puente.
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	Transfer Celebration will be occurring May 9th on the Santa Rosa Campus.
0006	ALL	01	01	Rewrite SLO 2	Rewrite SLO 2 to be more relevant and measureable in order to assess.	Summer 2018	SLO #2 was rewritten in summer 2018.
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	We currently have six workshop videos posted on Transfer Center website, as well as four videos covering general information (GE, ASSIST, etc.).
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	To date, 3,774 students have heard a Transfer Center presentation in their class or club.
0009	ALL	01	02	Reach out to high school dual enrolled students who plan on attending SRJC after HS graduation	Ensure these students start early with planning for transfer.	Fall 2018- Spring 2019	1,427 students were contacted via email to inform them of the services available in the Transfer Center.
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	We were able to offer a few Check-Ups in the fall and in the spring we concentrated our efforts in the Student Success Center on the Petaluma Campus.
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	We were able to visit two AVID classes this year at Anly and Rancho Cotati high school. We also visited Sonoma Academy and the Summerfield Waldorf School and did a transfer presentation but it wasn't specifically to an AVID class.
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	This did not occur this year.
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	The Transfer Plan has been started but not finished, this project will continue in the next academic year.
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	Fall 2018- Spring 2019	This event will be occurring April 23, 2019.

					with a bachelors degree in business. This would also create better relationships between SRJC and SSU.		
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	Our new space will be completed April 12 and we will be moving the week of finals.

6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	Provide a presentation to the SRJC Board of Directors.	Highlight the work being done in the Transfer Center to the Board and campus community.	Fall 2019	TC Director's time
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 F2019 to work with them on their transfer goals.	Fall 2019- Spring 2020	Student Success Specialist, Counselor, TC Director's 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 2019- Spring 2020	Additional counselor (full time or adjunct) assigned to the 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 2019- Spring 2020	Funding for field trips is being provided by Student Equity. The Transfer Center is also partnering with Puente, MESA, APASS, International Students, and Umoja 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 2020	Need additional funding to support this event and to provide food, drinks, certificate, entertainment, etc.
0006	ALL	01	01	Create marketing campaign around "Done with year 1, visit the Transfer Center"	Provide support to students who have completed their first year at SRJC and are progressing toward transferring.	Summer 2019	Student Success Specialist and TC Director's time
0007	ALL	01	02	Create new and update existing videos posted on the Transfer Center website	Provide web content in various formats for students to grasp information	Fall 2019- Spring 2020	Time to create and/or update as well as 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 2019- Spring 2020	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 2019- Spring 2020	Transfer Director, Counselor and staff time/resources
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 2020	Laptop will be needed to conduct this service as well as counselor and staff time.
0011	ALL	01	02	Visit high school AVID programs or college prep classes 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 2019- Spring 2020	Counselor and staff time/resources
0012	Petaluma	01	02	Provide more services to students attending the Petaluma Campus	Provide workshops and/or counseling to students in the Student Success Center and/or Our House to inform them of the transfer process and resources	Fall 2019- Spring 2020	Student Success Specialist, Transfer Director and Counselor's time
0013	ALL	01	02	Increase faculty awareness and participation regarding transfer	The Transfer Center Director will finish writing the "Transfer Plan" to share with various constituents, including the Academic Senate, Department Chairs Council, and Petaluma Faculty Forum. We will also begin	Fall 2019- Spring 2020	Transfer Director's time. Student employees will deliver marketing materials to departments.

					to deliver posters to various departments on campus so they are aware of our activities.		
0014	ALL	01	02	Invite SSU's Criminal Justice Department to present at SRJC	Criminal Justice is a very popular major for students transferring to SSU from SRJC. This presentation would give an overview of the CJ program at SSU and what students can expect. This would also create better relationships between SRJC and SSU.	Fall 2019-Spring 2020	Student Success Specialist and Transfer Director's time
0015	Santa Rosa	04	02	Conduct a Transfer Boot Camp	Support students applying to transfer fall 2019 by offering a four week workshop session covering the various aspects of the application process (College list, financial aid, essays, application procedures)	Summer 2019	Counselor and Transfer Director's time
0016	ALL	01	02	Visit Learning Community classes two times during the academic year	Ensure the students in APASS, Puente and Umoja feel supported and know the resources available in the Transfer Center.	Fall 2019-Spring 2020	Student Success Specialist and Transfer Director's time