



DEPARTMENT/PROGRAM	Transfer, Articulation and University Partnerships
DESCRIPTION/PURPOSE academic transfer information	<p>The Transfer Center and Articulation Services Area is to provide quality and professional services that are responsive to students' individual needs for transfer and articulation information [REDACTED] to date and resources through coordinated Transfer Center activities. The Transfer Center and Articulation Services are responsible disseminating information to students, administrators, faculty, and staff at Valley College students to achieve their educational goals.</p>
SUBMITTED BY:	Veronica Soto
AREA DEAN/DIRECTOR	Ted Ceasar
AREA VICE PRESIDENT	Todd Finnell

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL 1	INSTITUTIONAL GOAL 2	INSTITUTIONAL GOAL 3	INSTITUTIONAL GOAL 4
<p>INSTITUTIONAL MISSION AND EFFECTIVENESS – The College will maintain programs and services that focus on the mission of the College supported by data driven assessments to measure student learning and student success.</p> <p><u>1.1</u> Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.</p> <p><u>1.2</u> Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.</p> <p><u>1.3</u> Develop systems and procedures to ensure that the college maintains a collegial and self reflective dialogue that improves effectiveness.</p> <p><u>1.4</u> Develop systems that are inclusive, cyclical, and understood by all stakeholders.</p>	<p>STUDENT LEARNING PROGRAMS AND SERVICES – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.</p> <p><u>2.1</u> Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p><u>2.2</u> Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.</p> <p><u>2.3</u> Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p><u>2.4</u> Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, and annual Program Review.</p> <p><u>2.5</u> Ensure that the Library meets as closely as possible that “Standards of Practice for California Community College Library Faculty and Programs” of the Academic Senate for California Community Colleges.</p> <p><u>2.6</u> Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.</p>	<p>RESOURCES – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment.</p> <p><u>3.1</u> Develop and implement a resource allocation plan that leads to fiscal stability.</p> <p><u>3.2</u> Implement a robust technological infrastructure and the enterprise software to support the college process.</p> <p><u>3.3</u> Build new facilities and modernize existing ones as prioritized in the facility master plan.</p> <p><u>3.4</u> Design and commit to a long term professional development plan.</p>	

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
	Identify Program Goal and Budget request, if any, from the Program Review completed in 2013 2014 (Section II C): Increase Transfer Center Access	<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input checked="" type="checkbox"/> 2 Student Learning Outcomes <input checked="" type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources

2	PAST PROGRAM GOAL #2	INSTITUTIONAL GOAL(S) (Select one primary goal.)
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013 2014 (Section II C): Update/Create Articulation Website from Transfer Center's Existing Website		<input checked="" type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input checked="" type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<input type="checkbox"/> Met <input checked="" type="checkbox"/> Partially Met <input type="checkbox"/> Not Met		<input checked="" type="checkbox"/> 2 Student Learning Outcomes
Describe how this program goal increased student achievement and/or program effectiveness in 2014 2015: This goal was partially met by hiring a Student Services Technician part time to assist in the Transfer Center/Articulation Services area and was able to have available time to make some updates to the TC website. <small>Was not available to update 300030000003JET190.92266.815TC</small>		<input checked="" type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input checked="" type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input checked="" type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013 2014 (Section II C): Add Articulation Funding to Transfer Center Budget		<input checked="" type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4

Met
 Partially Met
 Not Met

- 2 Student Learning Outcomes**
- 2.1 2.4
- 2.2 2.5
- 2.3 2.6
- 3 Resources**
- 3.1 3.4
- 3.2 3.5
- 3.3
- 4 Leadership & Governance**
- 4.1 4.4
- 4.2 4.5
- 4.3

B. PRESENT – DATA ANALYSIS

budget is definitely a weakness which poses an obstacle to hire a full time Student Services Technician and full time Counselor. The Transfer, Articulation and University Partnership Coordinator is divided into three positions and student advising has been minimal to split duties three ways which limits Transfer Students, ASPIRE and IVUP appointments with TAUP Coordinator. Developing a comprehensive Transfer Center Plan for the next three years is also needed to review internally program effectiveness.

Insufficient monetary in budget to facilitate travel to Universities/Colleges are always a weakness because it is very limited in Transfer Budget to cover to have at least two campus visits per semester.

c. Opportunities

Discuss opportunities for program improvement.

Using "Campus Hour" on IVC campus to have informational tables in campus events for students and initiate "Transfer Awareness" and initiating more Transfer Training for all Counselors to promote Transfer Awareness and increase Transfer rates from IVC to four year institutions.

Making Transfer Center Accessible for all students is also an opportunity to increase access and awareness on Transfer practices so utilizing Campus Hour to host more workshops and/or allowing University Representatives to host workshops or informational sessions that are for Counselor in service training or for all IVC students.

Attending community educational and all IVC student events would assist in transfer awareness and in dominating information about transfer practices and updates.

Another way of taking advantage of free hosted events is to use the advertising free events for students by universities/colleges hosting such events. In addition, providing innovative ways to have Transfer Center accessible to all students is by having other counseling programs host events in transfer center or thinking outside the box to provide all day access to Transfer Center lab and library.

d. Challenges

Discuss obstacles/barriers that may influence program improvement.

Challenges that might be obstacles/barriers in influencing program improvement are having insufficient staff and insufficient budget to be able to afford staffing and for activities like campus tour/visits new updated transfer center facility and technology to assist with activities like tabling/recruiting during "Campus Hour" and other IVC events.

e. Program changes

What program changes, if any, do you expect to have a positive effect on students?

Having a detailed Transfer Plan that meets all the Title 5, §Section 51027. Transfer Centers: Minimum Program Standards. In addition, the program needs to find other ways to disseminate information to increase IVC's Mission to increase Transfer rates. Adding two more to the existing fourteen Associate Degrees for Transfer would benefit students in acquiring more opportunities to transfer to CSU's after earning their degree at IVC. Adding full time staff will affect positively in open access of Transfer Center and more opportunities for transfer advising to all students. Creating/updating Transfer Center website with online tutorials on "how to transfers" Workshops, Admission Application, and TAG workshops online would assist all access to all students wanting information that currently cannot visit the Transfer Center during operational hours.

2. Summarize revisions, additions, deletions, and alternate delivery methods to your program based on the last program review.

The addition of ½ time Student Services Technician has allotted for updating Transfer Center Website on all up to date events happening and being hosted by Transfer Center. Initiating workshops to learn about the application process to a CSU/UC has assisted with students coming in prepared to submit after review their admission application workshops held in Transfer Center lab. This allowed for having served same 138 students that attended the 33 offered application workshops during fall 2013 as compared to fall 2012 having served 134 students with 79 application workshops offered. Having the "how to apply" workshops allowed students to come in for a review of applications and submissions which we were able to take in walk in appointments in Transfer Center Computer lab.

ExpenseType	FundingType	BudgetRequest
<input type="checkbox"/> OneTime <input checked="" type="checkbox"/> Recurring	<input checked="" type="checkbox"/> GeneralDistrict <input type="checkbox"/> Categorical(Specify)	\$ 80,000

B. Describe task and select the resource committee that will review your enhanced budget request (if applicable)

TASK: To hire full time Student Services Technician would assist with updating the Online Transfer Center website/assisting with Articulation data entry clerical duties to allow TAUP Coordinator with coordination activities/counselling. In addition, will assist in providing open door access to "Transfer Center" for all IVCI 1 TMC/VC

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<input type="checkbox"/> One Time <input checked="" type="checkbox"/> Recurring	<input checked="" type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ <u>2750.00</u>	
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B. Describe task and select the

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
3	2015 2016 PROGRAM GOAL #3 Budget Priority #1	INSTITUTIONAL GOAL(S)
Identify Future Global Goal: Increase Transfer Rates of IVC students to four year institutions		<input type="checkbox"/> 1 Mission & Effectiveness
Objective: Increase our number of transferred students to four year universities.		<input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
RESOURCE PLAN (Check all that apply.)		<input checked="" type="checkbox"/> 2 Student Learning Outcomes
<input type="checkbox"/> Facilities <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		<input type="checkbox"/> 2.1 <input checked="" type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> 2.3 <input type="checkbox"/> 2.6
Task(s) A. Describe task and select the q		<input checked="" type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3
		<input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

Timeline:		
Expense Type	Funding Type	Budget Request
<input type="checkbox"/> One Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____
<p>C. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p>		
Timeline:		
Expense Type	Funding Type	Budget Request
<input type="checkbox"/> One Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____
<p>How will this objective be measured? By tracking number of yearly activities of workshops, campus visits and materials given to all IVC participants and compare Transfer Students Rates to previous year.</p>		

How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success? This will improve transfer student success rates with seamless transition.