CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Imperial Valley College 2007-2008 Transfer Center Annual Report

I. Which of the following characterizes the current status of your transfer center?

- ○ Fully funded, staffed and supported
- ○ Would benefit from additional resources
- ○ Needs specific resources
- ○ Significant resources and improvement are needed
- ○ Fundamental infrastructure and resources are needed

Comments: *(Limited to 100 characters)*

II. Title V requires that your Transfer Plan include the following five components. From your 2007-2008 Transfer Center Plan, please list one goal for each of the required components and describe the outcome. *(Limited to 275 characters)*

1. Required Services	
Goal:	The Transfer Center & Articulation Services units wlll increase student awareness on new programs and/or transfer opportunities available in higher education (Institutional Goal 3; Program Goal 1).
Outcome:	TC staff & campus representatives provide topic specific & generic classroom presentations. Information presented via flyers, newsletter, mailings, bulletin board postings & group presentations. New Media: Powerpoints & Short Brochures.
2. Facilities	
Goal:	The Transfer Center & Articulation Services units will increase marketing and public relations planning and provide more information about the services available to students. (Institutional Goal 2; Program Goal 1)
Outcome:	Outreach services were provided by TC Counseling staff in the Fall & Spring 07-08 by participating in Higher Education Weeks I & II that reached high school seniors, juniors & parents. Events included 7-8 CSU's, 7 UC's, 4 private, IVC & AZ West., 1 MX Inst & 8 high schools.
3. Staffing	
Goal:	All goals relfecting staffing desire, need and usage. Transfer Center and Articualtion Services Report, Goals and Objectives for 2007-08 (over 2,000 contacts).
Outcome:	The 2007-08 AY was staffed with 1 FT counselor, one 80% Transfer Cntr Dir/20% Articulation Ofcr & 1 FT secretary. A Title V, 2+2 Grant, allowed for a, grant funded, part-time counselor for 07-08 AY, to counsel nursing & computer sci majors primarily for transfer to SDSU/IV.
4. Advisory Committee	
Goal:	The Transfer Center & Articulation Services units will increase the institutions awareness of higher education requirements. (Institutional Goal 1; Program Goal 2)
Outcome:	On-going presentations covering transfer & articulation take place at: Curriculum & Instruction, Academic Senate, Division, Academic & Student Services Counseling meetings, Student Services training sessions and many more campus and meeting venues.
5. Evaluation and Reporting	
Goal:	The Transfer Center & Articulation Services units will assist in the development and expansion of additional course offerings and/or majors and certificates appropriate for the community. (Institutional Goal 5; Program Goal 2)
Outcome:	The TC/Artic Officer is Co-Chair of the Curriculum & Instruction Committee and serves as the resource person campus-wide on curriculum issues. Works closely with Instuction and Counseling in support of existing and establishing new fields of study for the 07-08 AY.

III.

1. Our Transfer Center is...

a. ○ Dedicated (stand-alone)

b. ◉ Co-located (shared) with: *(Check all that apply)*

☑ General Counseling ☑ Career Center ☐ Admissions ☐ Other _

2. Schedule

a. ○ 10 months/yr. ○ 11 months/yr. ◉ 12 months/yr.
b. Do you have evening hours? ◉ Yes ○ No
c. Do you have weekend hours? ○ Yes ◉ No

3. How many computer are available in the transfer center for student to access transfer information ?
○ 0 ○ 1-3 ○ 4-6 ○ 7-10 ○ more than 10

IV. STUDENT TRANSFER SERVICES

1. Approximately how many student contacts were make by your Transfer Center this year (such as counseling appointments in the transfer cente, classroom visits, university representative contacts, workshops, etc.)?
2,119.00

2. Are you able to determine an unduplicated count of students served? ○ Yes ○ No
If Yes, how many students were served(unduplicated count)? **0.00**

3. We do Transfer Admission Agreements (TAA) or Transfer Admission Guarantees (TAG) with
○ 0-3 ○ 4-6 ○ 7-10 ○ 11 or more CSU campuses.

4. We do Transfer Admission Agreements (TAA) or Transfer Admission Guarantees (TAG) with
○ 0-3 ○ 4-6 ○ 7-9 UC campuses.

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

6. During 2008-2009, how many of your students signed a TAA or TAG with CSU? **0.00**

7. During 2008-2009, how many of your students signed a TAA or TAG with a UC? **0.00**

8. During 2008-2009, how many of your students signed a TAA or TAG with a independent college? **0.00**

9. How many students participated in trips to:
CSUs **1.00** UCs **0.00** Independents **0.00** Out of State **3.00**

V. ADMINISTATION

1. What percent of the Transfer Dircetor's contract is spent coordinating the Transfer Center function? **0.80** FTE.

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

3. a. The Transfer Center Director's schedule is: ○ 10 months/yr. ○ 11 months/yr. ◉ 12 months/yr.
b. What is the combined full time equivalency for all transfer support staff (excluding the transfer center dirctor)? **2.00** FTE.

4. The Transfer Center Director reports directly to:
◉ Chief Student Service Officer ○ Chief Instructional Officer ○ Dean of Counseling ○ Other
–

5. Is the Transfer Center Director directly involved in campus collaboration regarding PFE goals, plans and funding decisions?
○ Yes ○ No ◉ Indirectly involved

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

VI. CAPACITY

Among the following resources, rank order your top tow priorities for achieving your institutional transfer goals (mark "1" for your first priority and "2" for your second priority).

A. Resources (Rank Order First Two Only)

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

B. The following chart identifies the barriers most frequently cited in the previous Transfer Center Annual Report.
In your opinion, please indicate any change over the past year for each specific barrier listed below:

Student Related	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Academic skills and/or preparation	○	○	○	○	●	○
Transportation, housing, child care, family support	○	○	○	○	○	○
Lack of understanding	○	○	○	○	○	○
Changing goals or majors indecision	○	○	○	○	○	○
Missed deadlines, appointments, not seeking assistance	○	○	○	○	○	○
Academic	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Insufficient course offerings (variety)	○	○	○	○	○	○
Insufficient course sections	○	○	○	○	○	○
Lack of faculty involvement and /or need for training	○	○	○	○	○	○
Transfer Center Operations	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Lack of adequate staffing	○	○	●	○	○	○
Information (availability/accuracy of requirements, dissemination)	○	○	○	○	○	○
Inadequate budget	○	○	○	○	○	○
Inadequate facilities/equipment	○	○	○	○	○	○
Four-year Institutions	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Geographic distance	○	○	○	●	○	○
Admission process or policies	○	○	○	○	○	○
Insufficient representative visits	○	○	○	○	○	○
Admission limits (capacity) or schedule (no winter/spring)	○	○	○	○	○	○
Financial Aid	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Need	○	●	○	○	○	○
Complex process	○	○	○	○	○	○
Lack of information	○	○	○	○	○	○
Articulation	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Lack of general articulation (volume)	○	○	○	○	○	○
Lack of major preparation articulation	○	○	○	○	○	○
Counseling	Greatly Improved	Somewhat Improved	Same	Somewhat worse	Significantly worse	Not applicable
Training						

	○	○	○	○	○	○
Access (not enough available appointments/inadequate staffing)	○	○	○	○	○	○
Data/Information	**Greatly Improved**	**Somewhat Improved**	**Same**	**Somewhat worse**	**Significantly worse**	**Not applicable**
Lack of student tracking	◉	○	○	○	○	○
Transcript information (unavailable)	○	○	○	○	○	○
Collaboration with institutional research	○	○	○	○	○	○
Administration	**Greatly Improved**	**Somewhat Improved**	**Same**	**Somewhat worse**	**Significantly worse**	**Not applicable**
Not high institutional priority	○	○	○	○	○	○

C. Does the list above (both specific barrier and general category) continue to generally reflect the most significant barriers to transfer? ◉ Yes ○ No

Comments:*(Limited to 275 characters)*

Title 5 Minimum Standards Compliance Checklist 2007-2008

This chart identifies all of the minimum standards for Transfer Centers as contained in California Code of Regulations, Part VI, Title 5, Section 51027. Please note the current status of your effort to implement your Transfer Center in relation to these standards.

*Instructions: Please select the appropriate button. Where "partially achieved" or "not achieved" button is selected, you **MUST** include an action plan with time frame to facilitate full achievement.*

These are the minimum standards.

Board Recognition, Priorities, Direction, Adoption	**Achieved**	**Partially Achieved**	**Not Achieved**
(a) Transfer recognized by Board of Trustees as one of the district's primary missions.	○	○	○
Action Plans to Facilitate Achievement *(Limited to 275 Characters)*			
(b) Development of Transfer Plan and adoption of such plan by the Board of Trustees.	○	○	○
Action Plans to Facilitate Achievement *(Limited to 275 Characters)*			

(1) Required services as provided by colleges	**Achieved**	**Partially Achieved**	**Not Achieved**
(a) Identify, contact and provide transfer support services to students.	○	○	○
Action Plans to Facilitate Achievement *(Limited to 275 Characters)*			
(b) Ensure provision of academic planning for transfer, the development and use of TAA's, course-to-course articulation and major articulation agreements.	○	○	○
Action Plans to Facilitate Achievement *(Limited to 275 Characters)*			

(c) Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(d) Monitor the progress of transfer students to the point of transfer

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(e) Support the progress of transfer students through referral, as necessary, to instructional and student support services.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(f) Assist students in the transition process, including timely completion and submittal of necessary forms and applications.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(g) In cooperation with baccalaureate institution personnel, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(h) Provide a resource library of college catalogs, transfer guides, articulation information and agreements, application to baccalaureate institutions, and related transfer information.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(2) Facilities	**Achieved**	**Partially Achieved**	**Not Achieved**
Space and facilities adequate to support the transfer center and its activities. This location should be readily identifiable and accessible to students, faculty and staff.			

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(3) Staffing	**Achieved**	**Partially Achieved**	**Not Achieved**
Clerical support shall be provided for the transfer center and college staff shall be assigned			

to coordinate the activities of the transfer center, and to serve as a liaison to articulation, student services, instructional programs and personnel from baccalaureate institutions.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(4) Advisory Committee	**Achieved**	**Partially Achieved**	**Not Achieved**
An Advisory Committee shall be designated to plan the development, implementation and ongoing operations of the transfer center(s). Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.			

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

(5) Evaluation and Reporting	**Achieved**	**Partially Achieved**	**Not Achieved**
The transfer plan shall include a plan of institutional research for ongoing internal evaluation of the effectiveness of transfer efforts and achievement of Transfer Center Plan.			

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

An Annual report shall be submitted to California Community Colleges Chancellor's Office describing the status of the district's efforts to implement its transfer centers, achievement of Transfer Plan goals, and expenditures supporting transfer center operations.

Action Plans to Facilitate Achievement *(Limited to 275 Characters)*

2007-2008 Expenditures

Object	Total
1000 Academic Salaries	
Example: Transfer Center Director .5x $50,000 =	($25,000)
Transfer Center Director - 80%	$68,250.59
Transfer Center Counselor - 1.0	$73,257.55
2000 Classified Employees	
Example: Clerical(hourly) $12/hour x 200 hrs. =	($2,400)
Clerical - 1.0	$31,407.84
	$0.00
3000 Employees Benefits	
Total of all employee benefits	$32,117.77
4000 Supplies and Materials	
Total of all supplies and materials	$1,809.26
5000 Other Operating Expenses & Services	
Consultants	$0.00

All Other Operating Expenses	$6,831.66
6000 Capital Outlay	
Total of all capital outlay	$0.00
Grand Total	$213,674.67

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

Source	Amount
General Fund	$213,674.67
PFE	$0.00
Matriculation	$0.00
Grants or Contracts	$0.00
Other	$0.00
Other	$0.00
Other	$0.00
Grand Total	$213,674.67

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

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