Program Review

Section 1: Current Projects

This Program Review contains an evaluation of all projects that overlap the window between 01-Sep-12 and 30-Oct-13.

Project Assessment

<table>
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<tr>
<th>Outcome Supported</th>
<th>Knowledge of Transfer Process</th>
<th>Identify and provide appropriate support for transfer students.</th>
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**Project Title**: Update Transfer Center (TC) website

**Project Description**: Enhance the TC website by providing more detailed info regarding Transfer.

**How is Outcome Supported**: The update of the TC website will provide students with the opportunity to access transfer-related links to the CSU and/or UC.

**Project Start**: 12-Aug-13  
**Project End**: 20-May-14  
**Status**: In Progress

**Project Outcomes**

- Students will be provided the opportunity to quickly and easily access transfer-related links.

**Evaluation Results**

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**Project Title**: Rehire-Articulation/Transfer Center (TC) Specialist

**Project Description**: The rehire of an Articulation/TC Specialist will allow the TC hours of operation to be expanded thereby increasing the opportunity for students to gain more knowledge about the transfer process.

**Project Start**: 12-Aug-13  
**Project End**: 20-May-14  
**Status**: In Progress

**Project Outcomes**

- Once a Specialist is hired, the TC hours of operation will double from 8.5 hours per week to 16 h.

**Evaluation Results**

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Major Accomplishments

1. Fall 2012-Present: Provide Transfer Center Student Services to Vallejo & Vacaville students via webcam.

2. Feb 28, 2013: Provided an In-Service Transfer Training Day for Counselors—Presenters were 4-Year College Representatives and/or Program Representatives from: CSU East Bay, Brandman University, Sonoma State, Kaiser Allied Health School, and DeVry University.
Section 2: Outcomes Assessment

This Program Review contains assessment activities that occurred between 01-Sep-12 and 30-Oct-13

Areas of Concern

1. General transfer advising via webcam is available to students at the Vallejo and Vacaville campuses. Even though this virtual service is widely advertised, it is not utilized by students. As a result, Transfer Center services will be an in-person activity at branch campuses.

2. No concerns were identified. Verbal feedback from counselors regarding In-Service Transfer Training was very positive. Counselors indicated they obtained relevant, updated information from Reps.

3. The March 2013 Mini CSU/UC Transfer Fair was well attended (200 students). One area of concern was the start time for the fair. The event was scheduled from 9am-12pm and attendance was very light between 9am-10am. The vast majority of students attended between 10am-12pm. Future fairs will be held during the hours of 10am-1pm.

Section 3: Planned Work

Possible Future Projects

1. Beginning January 2014, rather than offer a webcam contact for transfer services at branch campuses, a counselor will host an information table, in high student traffic areas, one hour per week. At the information table, the counselor will distribute transfer-related materials and answer general transfer-related questions. In addition, Counselors will track number of contacts.

2. College representatives will provide in-service training to Counselors each year. This will provide an opportunity for counselors to gain detailed information regarding transfer trends as well as updates and changes in policies or programs. In the future, in-service trainings will be incorporated into Counseling Division meetings. Counselors will be asked to provide feedback regarding the trainings.

3. The Spring CSU/UC transfer fair will become an annual event. Student participation will be tracked.

Future Project Start

Outcome Supported: Knowledge of Transfer Process

> Identify and provide appropriate support for transfer students.

Project Title: Transfer Student--Frequently Asked Questions (FAQ’s)

Project Description: Develop a list of transfer-related FAQ’s and their answers and post on TC website

How is Outcome Supported: By accessing FAQ’s, students will obtain answers to basic transfer questions prior to visiting the TC or meeting with a Counselor

Project Start: 01-Aug-14  Project End: 30-Aug-14  Status: In Progress

Project Outcomes

- Students who view the FAQ’s will increase their knowledge regarding transfer prior to visiting th...
Faculty will consistently refer students to the TC, identifying it as the location on campus that students can obtain detailed and timely information regarding transfer.

Project Title: **Update Transfer Center (TC) website**

Project Description: Enhance the TC website by providing more detailed info regarding Transfer.

How is Outcome Supported: The update of the TC website will provide students with the opportunity to access transfer-related links to the CSU and/or UC.

Project Start: 12-Aug-13  Project End: 20-May-14  Status: In Progress

Project Outcomes:
- Students will be provided the opportunity to quickly and easily access transfer-related links.

Project Title: **Rehire-Articulation/Transfer Center (TC) Specialist**

Project Description: The rehire of an Articulation/TC Specialist will allow the TC hours of operation to be expanded thereby increasing the opportunity for students to gain more knowledge about the transfer process.

Project Start: 12-Aug-13  Project End: 20-May-14  Status: In Progress

Project Outcomes:
- Once a Specialist is hired, the TC hours of operation will double from 8.5 hours per week to 16 hours.

Project Title: **Successfully Transitioning from Community College to University**

Project Description: After students apply to transfer to a 4-year institution (typically in October/November), many are unsure of what happens next. The Successfully Transitioning workshop will provide students with information regarding “Next Steps”.

How is Outcome Supported: Students who have applied to transfer will learn what is expected of them from 4-year colleges after they have applied for admissions.

Project Start: 12-Jan-15  Project End: 15-Jan-30  Status: Overdue

Project Outcomes:
- Students will be more confident and knowledgeable of the next steps they need to take to be admitted.

Other Notes: