



**I. A. Reflect upon and provide an analysis of the four years of data above**

Student contacts have steadily risen each year as the demand for transfer services continues to grow. In Fall 2013 we installed a SARS tracking system, that had been removed in Fall 2011, when the Career Center moved to another location . The student contact number almost doubled because we were able to capture student data of those using Transfer Center services. Many more students are not assisted at times when we have to close the center to provide workshops, tours, or other activities that require the 3 staff members.

- In 2011 the TAG pipeline for UCSD brought in students for a one time opportunity for acceptance with a 3.0 instead of the 3.5 TAG; which resulted in many students signing up for informational workshops regarding this program.

**I. B. Please summarize the findings of SAO assessments conducted.**

Students are satisfied with workshop topics and are learning information to help their transition to universities. A major component of our workshops is assistance with the CSU and UC application process. The Transfer Center uses SAO's for feedback on every workshop and transfer activity delivered. 100% of participants would recommend the activity, whether it was a workshop, college tour or college fair to other students. SAOs have been instrumental in changes made to workshops and services offered by the Transfer Center. From SAO feedback we have added more time to our workshops, have included yearly university tours and have changed how services are offered in the Transfer Center.

**I. C. Reflect upon the SAO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**

Continued funding for university fieldtrips would help the Transfer Center continue to provide Palomar students options to visit universities both in and out of our service area. Campus fieldtrips taken in 11/12 with GRAD funding resulted in university visits to CSULB and UCI and UCR. SAOs completed indicated it made a significant difference to students to visit campuses. Some commented that their attitude and motivation had changed in a positive way.

In 12/13 with GRAD funds the Transfer Center was able to provide University visits to CSUDH, CSUF and UCLA. Students were able to talk directly to admissions personnel and some actually applied while they were at the campus of Dominguez Hills that year.

In 2013 the Transfer Center collaborated with ASG to provide a tour to UCLA's STOMP Conference, in which 50 students participated. Again students responded in SAOs how it influenced their motivation to achieve the desired gpa for admissions to UCLA.

In many of the SAO's completed in Fall 13 students addressed the need for more staff during the CSU application workshops, this is an area where under the Transfer director special student ambassadors can be trained to help.

Adequate staffing is of utmost importance to accomplish our transfer work. Title 5 Regulations requires that each community college district recognize transfer as one of its primary missions; included in the regulations are program components that include transfer staffing.

There is a need to have a computer lab dedicated to the Transfer Center with room for a minimum of 20 students, for the many workshops that are offered during the Fall for the application period. Currently the Transfer Center shares the Career Center space, which makes scheduling difficult. The Transfer Center also uses the labs in the library, but they are not always available.

**STEP II. PLANNING**

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2016, describe/discuss the discipline planning related to the following:

**II. A. Programs changes and improvements (consider changes due to growth in FTES and Headcount, CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)**

The Transfer Center has been active in providing services that are critical for transfer students. We have gone from offering 4 total CSU workshops in Fall 2011 to 19, and from 3 UC application workshops to 10. In addition we have more Personal Statement and Personal statement critique workshops. We added workshops at the Escondido Center, which were well attended. Transfer topic workshops are also offered to assist students with the intricacies of the transfer process, as well as to provide the different transfer options for private and out-of-state (WUE) options. Our workshops serve diverse student populations, we are seeing more latino and veteran students participating than in previous years.

**II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)**

Counselors are not exclusively assigned to the Transfer Center; therefore it is crucial, that they get the most updated transfer information in a timely manner. There are important conferences for counselors like; ETU (Ensuring Transfer Success by the UC system) held in spring, the CSU annual conference, the UC Conference (both in Fall) and the WACAC (Western Assoc. for College Admission Counseling) conference that addresses the Private Schools and legislation that affects CC's. It is important that counselors have the opportunity to attend conferences and to return to help train the department faculty. The responsibility for dissemination of crucial transfer information is one of the Transfer Center Director's responsibilities, but general counselors who attend get opportunities to get first- hand information, to network and troubleshoot with colleagues and feeder institutions and to assist in some of the training.

As the college looks to change the calendar, it is critical to remember that the final week in November is a time that the Center needs to be able to provide services to students. The students who are least prepared and need the most help often are the last to apply and are affected by a shortened calendar year.

**STEP III. RESOURCE REQUESTS FOR DISCIPLINE:**

**III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SAO assessment results in Step I and/or to any other evidence not apparent in the data or SAO Assessment results.**

**a. Equipment (per unit cost is >\$500) Enter requests on lines below.**

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| a1.      |                             |                                       |   |   |                                       |  |  |
| a2.      |                             |                                       |   |   |                                       |  |  |
| a3.      |                             |                                       |   |   |                                       |  |  |
| a4.      |                             |                                       |   |   |                                       |  |  |
| a5.      |                             |                                       |   |   |                                       |  |  |

**b. Technology (computers, data projectors, document readers, etc.) Enter requests on lines below.**

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| b1.      |                             |                                       |   |   |                                       |  |  |
| b2.      |                             |                                       |   |   |                                       |  |  |
| b3.      |                             |                                       |   |   |                                       |  |  |
| b4.      |                             |                                       |   |   |                                       |  |  |
| b5.      |                             |                                       |   |   |                                       |  |  |

**c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.**

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| c1.      |                             |                                       |   |   |                                       |  |  |
| c2.      |                             |                                       |   |   |                                       |  |  |
| c3.      |                             |                                       |   |   |                                       |  |  |
| c4.      |                             |                                       |   |   |                                       |  |  |
| c5.      |                             |                                       |   |   |                                       |  |  |

**d. Budget for 5000s (printing, maintenance agreements, software license etc.) Enter requests on lines below.**

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan   | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?                                 |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| d1.      | Conference Fees             | 1                                     | 1.7   | Strengthen programs and services for our students in order to support their educational goals." There are 3 critical conferences every year; the CSU, UC and Ensuring Transfer Success conference. We send counselors when there is money, but would like to have funds to provide this opportunity to counselors on a yearly | \$2500                                | On-going                                   | The Transfer Center budget that would cover this expense was reduced by \$1,000, leaving us with 4000 for all expenses that we have to incur for the year. |

**d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.***

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
|          |                             |                                       |   | basis.  |                                       |  |  |
| d2.      |                             |                                       |   |   |                                       |  |  |
| d3.      |                             |                                       |   |   |                                       |  |  |
| d4.      |                             |                                       |   |   |                                       |  |  |
| d5.      |                             |                                       |   |   |                                       |  |  |

**e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.***

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| e1.      |                             |                                       |   |   |                                       |  |  |
| e2.      |                             |                                       |   |   |                                       |  |  |
| e3.      |                             |                                       |   |   |                                       |  |  |
| e4.      |                             |                                       |   |   |                                       |  |  |
| e5.      |                             |                                       |   |   |                                       |  |  |

**f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.***

| Resource | Describe Resource Requested | Prioritize these requests 1,2,3, etc. | Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link) | Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan | Estimated Amount of Funding Requested | Will this be one-time or on-going funding? | Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding? |
|----------|-----------------------------|---------------------------------------|---|---|---------------------------------------|--|--|
| f1.      |                             |                                       |   |   |                                       |  |  |
| f2.      |                             |                                       |   |   |                                       |  |  |
| f3.      |                             |                                       |   |   |                                       |  |  |
| f4.      |                             |                                       |   |   |                                       |  |  |
| f5.      |                             |                                       |   |   |                                       |  |  |

**III. B. Are there other resources (including data) that you need to complete your discipline review and planning?**

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**STEP IV. SHARE YOUR ACCOMPLISHMENTS** Please include at least one discipline accomplishment that you'd like to share with the college community.

The Transfer Center Director was able to remove a Palomar requirement of requiring a "Certificate of Insurance on file" for all visiting representatives to Palomar. This has facilitated better relations with Universities and has made the organization of the College Fair and college rep visits run smoothly. In the 2013/14 year, the Transfer Center made a push to increase ULink contracts to UCSD and increased student contracts to accommodate as many students as possible (transfer with a 3.0 gpa if first year student), because new program changes for Fall 14 students will only accommodate those with incomes under \$40,000.

**Other Stats:**

UCSD admitted 52% of applicants (149)

UCLA admitted 27% of applicants (37 )

UCB admitted 22% of applicants (28)

SDSU admitted 19% of applicants (138)

1400 students were admitted to CSUSM.

From Data Mart: Fall 13 (Data is a year behind)

318 to In-State Private Institutions

405 to Out-of -state universities.

The Average in the years 2011-2013: In State private:300 and Out-of-state:438

**STEP V. ACCREDITATION** For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

**STEP VI. COMMENTS** Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

The colleges transfer function will become more critical as new ADTs (Associate Degree for Transfer) are developed and the requirements of the Student Success Act are implemented.

Please identify faculty and staff who participated in the development of the plan for this department:

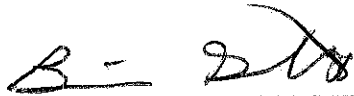
|                                   |                             |                              |
|-----------------------------------|-----------------------------|------------------------------|
| Elvia Nuñez-Riebel<br><i>Name</i> | Lisa Douglas<br><i>Name</i> | Brittany Wong<br><i>Name</i> |
|-----------------------------------|-----------------------------|------------------------------|

|      |      |      |
|------|------|------|
| Name | Name | Name |
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Department Chair/Designee Signature

Date



1/21/15

Division Dean Signature



1/21/15

Division Vice President Signature

Date

- Provide a hard copy to the Vice President Vernoy no later than September 14, 2013
- Email an electronic copy to [jpettit@palomar.edu](mailto:jpettit@palomar.edu) by September 28, 2013
- Email an electronic copy to [jdecker@palomar.edu](mailto:jdecker@palomar.edu) by September 28, 2013