

Required Services to Students:

The following grid details how College of Marin's Transfer Center Plan will provide students with all Title 5 required services. This plan will guide the development and growth of the Transfer and Career Center and will be updated as needed.

All objectives and activities of the required services support the Student Services Student Learning Outcomes:

1. Identify and use college resources that support student success.
2. Identify and commit to educational goals.
3. Develop effective planning skills that support educational goals and lifelong success.
4. Demonstrate self-advocacy/ self-initiative.

The specific SLOs supported by the objectives and activities will be listed as numbered above.

Required Service #1: Identify and serve target populations

As stipulated in Title 5, priority emphasis of transfer services should be placed on African-American, Chicano/Latino, American Indian, disabled, low-income and other underrepresented students.

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Identify underrepresented groups	Use Banner to identify students eligible for BOG waiver (economically disadvantaged), age, gender, disability status, ethnicity, veteran/active military, and former foster youth. Compare with Transfer Center use data from SARS	Properly identify all underrepresented groups and ensure they are receiving equitable services from Transfer Center	1	Compare # of underrepresented students' center drop in usage and center activities with general population	Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
Facilitate and promote the transfer of underrepresented students	Outreach to students in existing programs EOPS, CARE, SAS, Puente, Veterans, Umoja. Provide basic transfer information presentations to groups. Share current transfer information with coordinators of programs	Students introduced to transfer information, increased use of center by groups, increased transfer velocity and increased transfer cohort for groups	1, 3, 4	# of presentations and # of students at presentations	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Special program coordinators and staff members

Required Service #2: Provide students with academic planning for transfer including providing transfer admission agreements and articulation agreements

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Provide academic planning resources to transfer students	Guides and tutorials on website and in center	All students, including Distance Learning and IVC, will have easy access to transfer specific information and planning resources	1, 2, 3	# of hits on website, # of students taking online tutorials, # drop in students in center	Ongoing Data will be gathered and evaluated at conclusion of academic year	Transfer and Career Center Coordinator

	Application and personal statement workshops	Increase in number of students who complete applications to UC, CSU, and TAG	1, 2, 3, 4	Workshop attendance, number of UC and TAG applications submitted (CSU system does not publish that data)	Fall semester Data will be gathered and evaluated at the conclusion of the academic year	Counselors Transfer and Career Center Coordinator
Increase number of articulation agreements and major articulation	Advocate for an articulation officer for the campus to update and create agreements	Increase # of current articulation agreements	1, 2, 3	All 18 artic agreements will be updated, new agreements created, and information updated on assist.org	Ongoing Progress updates will be included in this report	Transfer and Career Center Coordinator Counseling Dept. Chair

Required Service #3: Provide students with accurate transfer information

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Provide students with accurate transfer information	Create informative workshops, flyers, and handouts for students	Students will have accurate information readily available, in easy to understand formats	1, 3	Workshop attendance, transfer center drop in usage, website hits	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counselors
	Send all student emails and post to the portal, conduct classroom visits, have faculty post to Moodle pages to disseminate important time sensitive transfer information	Students will receive pertinent transfer information in a timely manner allowing for better advanced transfer planning	1, 2, 3	Workshop attendance, # of UC applications submitted (CSU system does not publish this data)	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counselors
Maintain current knowledge of changing transfer trends and requirements	Attend relevant conferences and trainings: New Transfer Center Directors' Training, Ensuring Transfer Success, CSU Counselors' Conference, UC Counselors' Conference, WACAC, Regional Transfer Center Directors Meetings	Counselors and technician will be better informed and better at advising students	1, 2, 3, 4	Number of counselors and staff who attend conferences and trainings related to transfer	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counselors

Disseminate information to key faculty and staff at appropriate times	Share important updates and new knowledge at bi-monthly counseling meetings	All counselors will maintain current knowledge of transfer requirements and will be knowledgeable of current activities to assist students	1, 3	Counseling meeting minutes and agendas	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counselors
Disseminate information to key faculty and staff at appropriate times	Send flyers/emails and encourage faculty to share time sensitive transfer information on their Moodle pages	Students will receive pertinent transfer information in a timely manner allowing for better transfer planning. Faculty will be aware of the process and able to contribute to transfer culture.	1, 3	Number of applications submitted, workshop attendance	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator

Required Service #4: Monitor progress of transfer students

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Target high transferable unit students and provide pertinent transfer information	Work with IT to identify students with 40+ transferable units. Communicate transfer information to population, encourage students to meet with a counselor to create or update educational plan.	Students will receive pertinent transfer information in a timely manner allowing for better transfer planning	1, 3	Number of students contacted, number who open email	Will begin planning phase with IT during Spring 2015 Progress updates will be included in this report	Transfer and Career Center Coordinator IT Department
Outreach to incoming potential transfer students	Work with IT to identify students who indicate transfer as a goal on CCC apply. Send welcome letter explaining services and support available.	Students will arrive at College of Marin aware of the resources available to assist them in their transfer goals	1, 2, 3	Number of students contacted, number who open email	Will begin planning phase with IT during Spring 2015 Progress updates will be included in this report	Transfer and Career Center Coordinator IT Department
Ensure students receive timely	Coordinate with Outreach to present transfer information to incoming students	Students will arrive at College of Marin aware of the resources available to assist them in their transfer goals	1, 3	Number of events coordinated with outreach, number of participants at events	Ongoing Data will be gathered and evaluated at the	Transfer and Career Center Coordinator Outreach Office

transfer information					conclusion of the academic year	
	Make presentations to transfer level courses.	Students will receive pertinent transfer information in a timely manner allowing for better advanced transfer planning	1, 2, 3	Number of presentations, approx. # of students present	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counselors
	Workshops and presentations (scholarships, how to choose a major, career exploration, transfer specific) to pre-transfer level courses or other support courses such as Counseling.	Students who may have not thought about transfer as a goal will be exposed to transfer and encouraged to consider it	1, 2, 3	Number of workshops and participants	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator

Required Service #5: Refer transfer students to other support services as needed

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Refer transfer students to other support services	Co-locate center with Job Placement	Students will be exposed to and hence more aware of the social services coordinated through that program	1, 2	Number of students who visit larger center	Merge in progress, updates will be included in this report	Administration
Provide career/major exploration resources to students to facilitate transfer	Kuder Journey career exploration online program	Students will be able to identify a major area of interest and or career interest	1, 2, 3, 4	Number of logins and assessments taken in Kuder Journey	Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator

Required Service #6: Provide students with transition services

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
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Provide students with transition services	Transfer Recognition Reception	Students will be formally recognized as successful transfer students and will feel prepared to transfer	1, 2	Number of students participating	Annually in Spring Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
	Offer transition help to those transferring as identified by RSVP'ing for Reception or referred by counselors	Students will be better prepared to transfer and feel more confident though their transition	1, 3, 4	Number of students who RSVP for Transfer Recognition Reception	Annually in Spring Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator

Required Service #7: Coordinate services with four-year institutions

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Coordinate services with four year institutions	Transfer Day	Students will be exposed to and learn more about the plethora of transfer options	1, 2, 3, 4	Number of students attending, surveys	Annually in Fall Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
	Representative visits	Increase the number of representative visits from a variety of four year intuitions	1, 2, 3, 4	Number of representative visits	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
	Regular representative visits from UC Berkeley	Students will be better prepared to successfully apply to UC Berkeley	1, 2, 3, 4	Acceptance rate to UC Berkeley	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
	Campus tours	Students will be exposed to and learn about local campuses, their resources,	1, 2, 3	Number of campus tours annually, number of students attending	Ongoing	Transfer and Career Center Coordinator

		and how to apply; students will be encouraged to pursue transfer			Data will be gathered and evaluated at the conclusion of the academic year	
	Ensure a member of the Transfer Advisory Committee is a representative from UC Berkeley - an institution many COM students transfer to	Receive relevant advice and guidance regarding coordinating with four year institutions to increase transfer rates	1	Meeting minutes listing attendees	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator Counseling Department Chair

Required Service #8: Maintain a resource library

Objectives	Activities	Expected Outcomes	SLOs	Measures/ Instruments	Timeline/Frequency of Activity	Responsible Personnel
Maintain a resource library	Provide up to date print collateral in the center	Provide a greater depth of resources to students on specific topics related to career and transfer. Students will be able to utilize these resources with or without the assistance of staff.	1, 2, 3, 4	Use of drop in services in center	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator
	Provide guides and tutorials on website	All students, including Distance Learning and IVC, will have easy access to transfer specific information and planning resources	1, 2, 3, 4	# of hits on website, # of students taking online tutorials	Ongoing Data will be gathered and evaluated at the conclusion of the academic year	Transfer and Career Center Coordinator

Evaluation and Reporting

Evaluation and reporting included in this report are that of the title 5 required services, the student learning outcomes for the Transfer and Career Center, as well as transfer velocity and transfer volume. Other evaluation and reporting for the Transfer and Career Center include the CCCCCO Transfer Center Annual report, the Student Equity Plan, and Program Review. Copies of the Student Equity Plan and Program Review can be found on the college’s website, copies of the CCCCCO Transfer Center Annual Report are available upon request to the Transfer and Career Center staff.

Evaluation of Required Services:

Required Service #1: Identify and serve target populations

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years																																	
<p>Identify underrepresented groups</p>	<p>Use Banner to identify students eligible for BOG waiver (economically disadvantaged), age, gender, disability status, ethnicity, veteran/active military, and former foster youth. Compare with Transfer Center use data from SARS</p>	<p>Compare # of underrepresented students’ center drop in usage and center activities with general population</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Goal developed; SARS is used to track drop in students beginning 9/24/13 and through 6/30/14 • Data from that time period: <table border="1" data-bbox="1171 980 1860 1130"> <thead> <tr> <th>Gender</th> <th>COM</th> <th>T&CC</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>41.3%</td> <td>37.6%</td> </tr> <tr> <td>Female</td> <td>57.4%</td> <td>61.8%</td> </tr> <tr> <td>Unknown</td> <td>1.3%</td> <td>0.6%</td> </tr> </tbody> </table> <table border="1" data-bbox="1171 1162 1860 1421"> <thead> <tr> <th>Ethnicity</th> <th>COM</th> <th>T&CC</th> </tr> </thead> <tbody> <tr> <td>Asian</td> <td>7.4%</td> <td>9.4%</td> </tr> <tr> <td>African American</td> <td>6.4%</td> <td>7.7%</td> </tr> <tr> <td>Filipino/Pacific Islander</td> <td>0.2%</td> <td>1.7%</td> </tr> <tr> <td>Hispanic/Latin@</td> <td>28.1%</td> <td>17.7%</td> </tr> <tr> <td>Two or more races</td> <td>4.2%</td> <td>15.6%</td> </tr> <tr> <td>White</td> <td>45.3%</td> <td>45.1%</td> </tr> </tbody> </table>	Gender	COM	T&CC	Male	41.3%	37.6%	Female	57.4%	61.8%	Unknown	1.3%	0.6%	Ethnicity	COM	T&CC	Asian	7.4%	9.4%	African American	6.4%	7.7%	Filipino/Pacific Islander	0.2%	1.7%	Hispanic/Latin@	28.1%	17.7%	Two or more races	4.2%	15.6%	White	45.3%	45.1%
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<p>Facilitate and promote the transfer of underrepresented students</p>	<p>Outreach to students in existing programs EOPS, CARE, SAS, Puente, Veterans, Umoja. Provide basic transfer information presentations to groups. Share current transfer information with coordinators of programs</p>	<p># of presentations and # of students at presentations</p>	<p>2013-2014</p> <ul data-bbox="1171 971 1692 1065" style="list-style-type: none"> • 2 EOPS orientations, approx. 40 students • Puente students touring center , approx. 20 • Approximate Total: 60 students <p>2014-2015</p> <ul data-bbox="1171 1138 1686 1232" style="list-style-type: none"> • 4 EOPS Presentations, approx. 80 students • Puente students touring center, approx. 20 • Approximate Total: 100 students <p>Veteran, SAS, and EOPS counselors regularly attend counseling meetings, transfer information is shared there</p>																																	

Required Service #2: Provide students with academic planning for transfer including providing transfer admission agreements and articulation agreements

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
<p>Provide academic planning resources to transfer students</p>	<p>Guides and tutorials on website and in center</p>	<p># of hits on website, # of students taking online tutorials, # drop in students in center</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • 1,500 hits on website since new site launched (May to June 2014) • Online tutorial in development • 737 drop in students in center tracked in SARS (tracked from 9/24/13 to 6/30/14) <p>2014-2015</p> <ul style="list-style-type: none"> • 4,152 Transfer and Career Center homepage hits • 11,990 total hits on all Transfer and Career Center webpages • Online tutorial live on website beginning 6/9/15 • 1041 drop in students
	<p>Application and personal statement workshops</p>	<p>Workshop attendance, number of UC and TAG applications submitted (CSU system does not publish this data)</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) *UC TAG – 8 workshops, approx. 44 students attended *UC Application – 14 offered, approx. 38 students attended *UC Personal Statement – 11 offered, approx. 33 attended *CSU Application – 14 offered, approx. 60 attended • # of UC applications submitted for Fall 2014: 150 • # of TAG applications submitted: 68 • # of TAG applicants applying to UC: 57 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG application to be valid. 11 students failed to do this and therefore had their TAG application revoked.) <p>2014-2015</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) *UC TAG - 7 offered, approx. 47 attended *UC Application – 12 offered, approx. 40 attended *UC Personal Statement – 9 offered, approx. 61 attended *CSU Application - 7 offered, approx. 54 attended • # of UC applications submitted for Fall 2015: data currently unavailable • # of TAG applications submitted for Fall 2015: 70 • # of TAG applicants applying to UC: 53 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG

			application to be valid. 17 students failed to do this and therefore had their TAG application revoked.)
Increase number of articulation agreements and major articulation	Advocate for an articulation officer for the campus to update and create agreements	All 18 artic agreements will be updated, new agreements created, and information updated on assist.org	<p>2013-2014</p> <ul style="list-style-type: none"> Discussed need for articulation officer <p>2014-2015</p> <ul style="list-style-type: none"> Completed job description for 50/50 articulation officer and transfer counselor position, forwarded to HR for review In pursuit of funding for articulation officer portion of position

Required Service #3: Provide students with accurate transfer information

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Provide students with accurate transfer information	Create informative workshops, flyers, and handouts for students	Workshop attendance, transfer center drop in usage, website hits	<p>2013-2014</p> <ul style="list-style-type: none"> Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG – 8 workshops, approx. 44 students attended *UC Application – 14 offered, approx. 38 students attended *UC Personal Statement – 11 offered, approx. 33 attended *CSU Application – 14 offered, approx. 60 attended 737 drop in students in center tracked in SARS from 9/24/13 to 6/30/14 1,500 hits on website since new site launched (May to June 2014) <p>2014-2015</p> <ul style="list-style-type: none"> Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG - 7 offered, approx. 47 attended *UC Application – 12 offered, approx. 40 attended *UC Personal Statement – 9 offered, approx. 61 attended *CSU Application - 7 offered, approx. 54 attended 1041 drop in students 4,152 Transfer and Career Center homepage hits 11,990 total hits on all Transfer and Career Center webpages

	<p>Send all student emails and post to the portal, conduct classroom visits, have faculty post to Moodle pages to disseminate important time sensitive transfer information</p>	<p>Workshop attendance, Number of UC applications submitted (CSU system does not publish this data)</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG – 8 workshops, approx. 44 students attended *UC Application – 14 offered, approx. 38 students attended *UC Personal Statement – 11 offered, approx. 33 attended *CSU Application – 14 offered, approx. 60 attended • # of UC applications submitted for Fall 2014: 150 • # of TAG applications submitted: 68 • # of TAG applicants applying to UC: 57 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG application to be valid. 11 students failed to do this and therefor had their TAG application revoked.) <p>2014-2015</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG - 7 offered, approx. 47 attended *UC Application – 12 offered, approx. 40 attended *UC Personal Statement – 9 offered, approx. 61 attended *CSU Application - 7 offered, approx. 54 attended • # of UC applications submitted for Fall 2015: data currently unavailable • # of TAG applications submitted for Fall 2015: 70 • # of TAG applicants applying to UC: 53 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG application to be valid. 17 students failed to do this and therefor had their TAG application revoked.)
<p>Maintain current knowledge of changing transfer trends and requirements</p>	<p>Attend relevant conferences and trainings: New Transfer Center Directors’ Training, Ensuring Transfer Success, CSU Counselors’ Conference, UC Counselors’ Conference, WACAC, Regional Transfer Center Directors Meetings</p>	<p>Number of counselors and staff who attend conferences and trainings related to transfer</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Ensuring Transfer Success 4 counselors and 1 staff • CSU Counselors Conference 2 counselors • New TCD 1 counselor and 1 staff • Staff attended 1 Regional Transfer Center Directors Meeting <p>2014-2015</p> <ul style="list-style-type: none"> • Ensuring Transfer Success 1 staff • CSU Counselor’s Conference 2 counselors • WACAC Conference 1 staff • Staff attended 1 Regional Transfer Center Directors Meeting

<p>Disseminate information to key faculty and staff at appropriate times</p>	<p>Share important updates and new knowledge at bi-monthly counseling meetings</p>	<p>Counseling meeting minutes and agendas</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Transfer and Career Center Coordinator attended 9/10 counseling meetings and shared information with all counselors <p>2014-2015</p> <ul style="list-style-type: none"> • Transfer and Career Center Coordinator attended 9/14 counseling meetings and shared information with all counselors
	<p>Send flyers/emails and encourage faculty to share time sensitive transfer information on their Moodle pages</p>	<p>Workshop attendance, Number of applications submitted</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG – 8 workshops, approx. 44 students attended *UC Application – 14 offered, approx. 38 students attended *UC Personal Statement – 11 offered, approx. 33 attended *CSU Application – 14 offered, approx. 60 attended • # of UC applications submitted for Fall 2014: 150 • # of TAG applications submitted: 68 • # of TAG applicants applying to UC: 57 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG application to be valid. 11 students failed to do this and therefor had their TAG application revoked.) <p>2014-2015</p> <ul style="list-style-type: none"> • Workshop attendance (estimates) <ul style="list-style-type: none"> *UC TAG - 7 offered, approx. 47 attended *UC Application – 12 offered, approx. 40 attended *UC Personal Statement – 9 offered, approx. 61 attended *CSU Application - 7 offered, approx. 54 attended • # of UC applications submitted for Fall 2015: data currently unavailable • # of TAG applications submitted for Fall 2015: 70 • # of TAG applicants applying to UC: 53 (**Note: students must have applied for both TAG and to the UC campus in order for their TAG application to be valid. 17 students failed to do this and therefor had their TAG application revoked.)

Required Service #4: Monitor progress of transfer students

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Target high transferable unit students and provide pertinent transfer information	Work with IT to identify students with 40+ transferable units. Communicate transfer information to population, encourage students to meet with a counselor to create or update educational plan.	Number of students contacted, number who open email	2013-2014 <ul style="list-style-type: none"> • Goal developed 2014-2015 <ul style="list-style-type: none"> • Working with IT to implement this for future academic years
Outreach to incoming potential transfer students	Work with IT to identify students who indicate transfer as a goal on CCC apply. Send welcome letter explaining services and support available.	Number of students contacted, number who open email	2013-2014 <ul style="list-style-type: none"> • Goal developed 2014-2015 <ul style="list-style-type: none"> • Working with IT to implement this for future academic years
Ensure students receive timely transfer information	Coordinate with Outreach to present transfer information to incoming students.	Number of events coordinated with outreach, number of participants at events	2013-2014 <ul style="list-style-type: none"> • Express Transfer Pathway presentation, approx. 20 high school students and 40 parents • Huckleberry Youth presentation, approx. 25 students • High school counselors luncheon, approx. 30 counselors • 10KD orientation, approx. 20 students • College Success Saturday, approx. 20 students visited center • Total: 85 students and 70 parents & HS counselors 2014-2015 <ul style="list-style-type: none"> • Summer Bridge July, approx. 30 students • Athletics orientation, approx. 100 students • Road to Success, approx. 150 students • San Marin HS presentation, approx. 15 students and 35 parents • Express Transfer Pathway, approx. 25 students and 25 parents • College Success Saturday, approx. 20 students came to information table, approx. 60 parents at info session • Summer Bridge June, approx. 35 students • Approximate Total: 375 students and 120 parents
	Make presentations to transfer level courses.	Number of presentations, approx. # of students present	2013-2014 <ul style="list-style-type: none"> • Presentations in Fall semester announcing UC and CSU application information: 44 class visits with approx. 20 students each class = 880 students

			<p>2014-2015</p> <ul style="list-style-type: none"> • Presentations in Fall semester announcing UC and CSU application information: 42 class visits with approx. 20 students each class = 840 students
	Workshops and presentations excluding UC and CSU application workshops (scholarships, how to choose a major, career exploration, transfer specific) to pre-transfer level courses or other support courses such as Counseling.	Number of workshops and participants	<p>2013-2014</p> <ul style="list-style-type: none"> • 1 scholarship workshop to a Basic Skills English class, approx. 25 students in attendance <p>2014-2015</p> <ul style="list-style-type: none"> • No additional workshops were offered this year

Required Service #5: Refer transfer students to other support services as needed

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Refer transfer students to other support services	Co-locate center with Job Placement	Number of students who visit larger center	<p>2013-2014</p> <ul style="list-style-type: none"> • Proposal to merge included in program review, approved <p>2014-2015</p> <ul style="list-style-type: none"> • Planning, including possibility of light construction, underway
Provide career/major exploration resources to students to facilitate transfer	Kuder Journey career exploration online program	Number of logins wherein a student completed an assessment	<p>2013-2014</p> <ul style="list-style-type: none"> • Eureka program used; Kuder Journey adopted Sept 2014 • Total student logins for Eureka was 253; assessment data unavailable <p>2014-2015</p> <ul style="list-style-type: none"> • 106 logins where in students completed assessments • 242 total logins to the Kuder Journey program

Required Service #6: Provide students with transition services

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Provide students with transition services	Transfer Recognition Reception	Number of students participating	<p>2013-2014</p> <ul style="list-style-type: none"> • 47 students attended <p>2014-2015</p>

			<ul style="list-style-type: none"> • 49 students attended
	Offer transition workshops and handouts to those transferring as identified by RSVP'ing for Reception or referred by counselors	<p>Number of students who RSVP for Transfer Recognition Reception</p> <p>Number of students participating in workshops</p>	<p>2013-2014</p> <ul style="list-style-type: none"> • 49 students RSVP'd • Workshops and handouts had not been developed <p>2014-2015</p> <ul style="list-style-type: none"> • 56 students RSVP'd • All students who registered or were referred by a counselor received a handout; one student participated in a workshop, approximately 12 students received assistance in understanding financial aid package

Required Service #7: Coordinate services with four-year institutions

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Coordinate services with four year institutions	Transfer Day	Number of students attending, surveys	<p>2013-2014</p> <ul style="list-style-type: none"> • Approx. 350 students attended • 56 surveys returned • Based on survey responses, all in attendance found the representatives either somewhat helpful or very helpful <p>2014-2015</p> <ul style="list-style-type: none"> • Approx. 400 students attended • 95 surveys returned • Based on survey responses, most in attendance found the representatives either somewhat helpful or very helpful; 6 reported they were only a little helpful and 1 responded they were not helpful at all
	Representative visits	Track number of representative visits	<p>2013-2014</p> <ul style="list-style-type: none"> • 41 representative visits not including Transfer Day <p>2014-2015</p> <ul style="list-style-type: none"> • 43 representative visits not including Transfer Day
	Regular representative visits from UC Berkeley	Acceptance rate to UC Berkeley	<p>2013-2014</p> <p>COM's Fall 2014 UC Berkeley acceptance rate: 34.82% CCC system Fall 2014 UC Berkeley acceptance rate: 22.09%</p> <p>2014-2015</p>

			Data will be collected once posted on the UC Information Center
	Campus tours	Number of tours annually, number of students attending	<p>2013-2014</p> <ul style="list-style-type: none"> • 4 campus tours: • UC Berkeley Fall 2013, 17 students attended • SFSU Spring 2014, 21 students attended • UC Davis Spring 2014, 31 students attended • University of San Francisco Spring 2014, 7 students attended • Total Students: 76 <p>2014-2015</p> <ul style="list-style-type: none"> • 4 campus tours: • CSU East Bay Fall 2014, 16 students attended • Sonoma State Fall 2014, 18 students attended • SFSU Spring 2015, 33 students attended • UC Berkeley Spring 2015, 38 students attended • Total Students: 105
	Ensure a member of the Transfer Advisory Committee is a representative from UC Berkeley - an institution many COM students transfer to	Meeting minutes listing attendees	<p>2013-2014</p> <ul style="list-style-type: none"> • Committee included Keith Schoon, Director of Transfer at UC Berkeley. He attended all 4 meetings. <p>2014-2015</p> <ul style="list-style-type: none"> • Committee included Keith Schoon, Director of Transfer at UC Berkeley. He attended all 3 meetings.

Required Service #8: Maintain a resource library

Objectives	Activities	Measures/ Instruments	Evidence or Progress from 2013-2014 and 2014-2015 Academic Years
Maintain a resource library	Provide up to date print collateral in the center	Use of drop in services in center	<p>2013-2014</p> <ul style="list-style-type: none"> • 737 drop in students in center tracked in SARS from 9/24/13 to 6/30/14 <p>2014-2015</p> <ul style="list-style-type: none"> • 1041 drop in students in center tracked in SARS for entire academic year

	Provide guides and tutorials on website	# of hits on website, # of students taking online tutorials	<p>2013-2014</p> <ul style="list-style-type: none">• 1,500 hits on website since new site launched (May to June 2014)• Online tutorial in development <p>2014-2015</p> <ul style="list-style-type: none">• 4,152 Transfer and Career Center homepage hits• 11,990 total hits on all Transfer and Career Center webpages• Online tutorial launched on Transfer and Career Center website 6/9/15
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