

**THINK TRANSFER**

**Saddleback College Transfer Center**

"Helping Students Get from Here to There"



## **TRANSFER CENTER NEEDS ASSESSMENT**

### **PROGRAM REVIEW 2009-2010**

#### **I HUMAN RESOURCE NEEDS**

**A.** The Saddleback College (SC) Transfer Center (TC) has participated in the University of California (UC) Student Success Pilot Project for the past three years. The UC Pilot Project requires participants to engage in three counseling contacts each semester. All California Community Colleges (CCC) who participate in this program receive UC transfer data. Two additional groups of students who require counseling contacts with TC counselors are students participating in the Honors and Transfer Admission Guarantee (TAG) programs. Honors students are required to meet with a TC counselor each semester and TAG students meet with a TC counselor to complete their TAG contracts for every University of California. In order to meet the needs of students from these programs, the following additional staff/faculty are needed:

- Additional 20 hour/week counselor for fall & spring, for UC Pilot, Honors and TAG (40 OSH)
- 6 more weeks of summer counseling (12 OSH)
- Office Assistant to Transfer Center Specialist
- Project Specialist for fall & spring for UC Pilot, TAG, Honors and document scanning – 11 hours

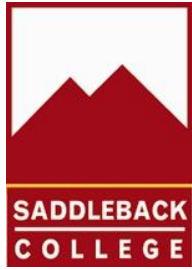
**B.** SC is proud to receive their third year of funding from the CCC Chancellor's office for the Teacher Preparation Pipeline (TPP) program which prepares students to become teachers in Career Technical Education (CTE). California is currently experiencing a shortage of CTE teachers and one of the goals of SC is to serve students pursuing CTE pathways. Current TPP students are required to meet with a TPP counselor each semester. SC will need to institutionalize the TPP program in order to continue to serve these CTE students:

- Institutionalize TPP
  - TPP counseling (60 OSH)
  - TPP Program Technician to Transfer Center Specialist

**C.** The TC is committed to meeting the technological needs of SC students. As a result, the TC will need counselors to provide online counseling:

Online TC counselor for fall & spring (20 OSH)

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- D. Title 5 regulations recommend that each CCC designate a particular location on campus that is readily identifiable and accessible to students, faculty, and staff as a focal point of transfer functions. The following staff will be necessary to coordinate activities of the new stand-alone TC:

Counseling Office Assistant – 29 hours  
Transfer Center Specialist for Outreach - 29 hours

## II INSTRUCTIONAL/SERVICE NEEDS

In order to meet the instructional/service needs of TC students, the TC would need to incorporate the following TC activities:

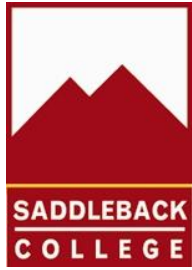
- Rewrite curriculum of special topics class to make it a regular stand alone course
- Additional cross training of TC staff
- Computer lab for workshops, transfer applications and individual student web based research
- ESARS scheduling for workshops and campus tours
- Implement call back system for workshops, campus tours and appointments
- Staff development classes
- Reinstate central/northern California tours to 4-year universities to assist students in reviewing transfer options

## III RESEARCH NEEDS

In order to meet Title 5 regulations minimum standards, the TC would need to implement the following TC research, evaluation, and reporting systems:

- Month designated on college research calendar (February) for transfer report card
- Monitor TPP students – research on TPP cohorts
- Monitor TAG students – verify admitted and enrolled in UC for fall term
- Research teacher credential requirement changes
- Research Preparing for a Career in Teaching (PACT) career/job outlook for teachers

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#### **IV TECHNICAL, EQUIPMENT & OTHER RESOURCE NEEDS**

In anticipation of the new stand-alone TC, the TC will need the following technical and equipment resources:

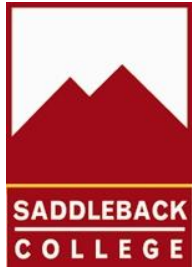
- Computers and printers for lab in stand-alone TC
- Label peeler, envelope sealer, laminator, and color/black & white photo copiers for stand alone TC
- Catalogs and educational directories for stand-alone TC
- Bookshelves and office furniture for stand-alone TC
- Two overhead projectors for both sides of stand-alone TC
- Wall white board for stand-alone TC
- PA system for stand-alone TC
- Fax machine for stand-alone TC
- Scanner for stand-alone TC
- Carts for transporting large items for stand-alone TC
- TV monitor/computer to display TC events in stand-alone TC
- Computer for presentations

#### **V FACILITIES NEEDS**

In anticipation of the new stand-alone TC, the TC will need the following resources:

- Stand-alone Transfer Center offices for: Transfer Center Coordinator, 4 staff, 3 counselors and 2 college representatives
- Conference room, storage room, workroom, library, computer lab and resource area for presentations/workshops
- Wireless access
- Covered storage for golf cart with access to electrical outlet
- Large canopies with lights with access to electrical outlets

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## **VI MARKETING & OUTREACH NEEDS**

The TC wants to make every SC student aware of the transfer process. In order to meet this goal, the TC would need to expand their marketing and outreach needs to include the following:

- Junior Gauchos- market to elementary, middle schools, high schools and college community
- Coordinate transfer outreach with Saddleback College Outreach department
- Update marketing materials for Transfer Center, PACT and TPP activities and events
- Market workshops for "Bridge to Transfer", PACT, TPP, TAG, APSY 164 and Honors
- Community/off campus marketing
- College fairs
- Revisit marketing for Transfer Celebration
- Website
- "Got Certified?" and TAG t-shirts and activities
- Re-visit placement of Transfer Center on Saddleback home page
- Access to posting on MySite
- Quad sits in May and first week of school

## **VII RETENTION NEEDS**

Title 5 regulations minimum conditions states that each CCC TC will monitor progress of transfer students. SC would need to implement the following systems in order to comply with this Title 5 regulation:

- Tracking on APSY 164 class – follow up on enrollment, grades and if students eventually transfer
- Follow up on TAG students
- Follow up on TPP students
- Follow up on PACT students

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