Napa College 2008-2009 Transfer Center Annual Report

Title 5. Education
Section 51027 Transfer Centers: Minimum Program Standards

Title 5 regulations require the governing board of each community college district to recognize transfer as one of its primary missions. The regulations describe program components that include transfer services, facilities, staffing, advisory committee, evaluation and reporting requirements for the transfer program.

This report is intended to collect information regarding your campus Transfer Center. Please note that the report has been modified for the 2005-06 program year. The goal is to collect only those data that will be used in statewide reports. Your campus information is needed for accurate reporting; failure to submit this information will result in your campus not being represented in statewide reports.

I. TITLE 5 REGULATIONS

Title 5 requires that each community college district governing board develop and adopt a Transfer Center Program Plan that minimally includes information for five components: Required services, Facilities, Staffing, Advisory Committee, and Evaluation and Reporting. From your 2008-2009 Transfer Center Plan, please list one goal for each of the required components and describe the outcome.

(Limited to 275 characters)

1. Required Services

<table>
<thead>
<tr>
<th>Goal: Maintain our ability to have a counselor or &quot;specialist&quot; available for student &quot;drop-ins&quot; at any time during our hours of operation (along with appointments as deemed necessary) and maintain our visiting univ representative schedule, striving to fill all appointments offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome: We will continue to have counseling/advising available to students that &quot;drop-in&quot; for help anytime that we are open and we will continue to have a full schedule for visiting university representatives one on one in our TC or at a table in a more centralized area of campus.</td>
</tr>
</tbody>
</table>

2. Facilities

<table>
<thead>
<tr>
<th>Goal: Replace our antiquated copy machine and hang onto our space as we anticipate a move when the new NVC library (we are housed in the old library)is completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome: Have a new copy machine in the TC (for staff and student use) and continue to have private offices for our counselors and adviser, an office for our visiting university representatives and adequate workspace for our secretary and student workers.</td>
</tr>
</tbody>
</table>

3. Staffing

<table>
<thead>
<tr>
<th>Goal: Provide front desk coverage during all hours of TC operation.</th>
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<tbody>
<tr>
<td>Outcome: We lost our new, permanent, part-time secretary to a full-time position we couldn't offer and</td>
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</tbody>
</table>
have a new, temporary, part-time secretary at the moment, working with 3 student workers, who bring us close to full-time coverage. This remains to be our biggest concern.

4. Advisory Committee

Goal: Continue to consider forming an advisory committee.

Outcome: Talk with TC staff and Student Services Council to see if other student services on campus have advisory committees, who we might include in a committee and what our goals and outcomes would be. Will also have consulted with fellow TC Directors at our next meeting.

5. Evaluation and Reporting

Goal: Complete a Transfer Center Annual Report again next year, continue to turn in monthly SSC (Student Service Council) Reports to our NVC VP of Student Services as well as a piece on the TC for the NVC Student Services Annual Report and finalize TC assessments for our SLOs.

Outcome: Be able to pull up this year's TC Annual Report next year, access our monthly and yearly report turned in to our VP of Student Services, and begin putting assessments in place for our TC SLOs.

II. TRANSFER CENTER FACILITY

1. Our Transfer Center is...
   a. [ ] Dedicated (stand-alone)
   b. [ ] Co-located (shared) with: (Check all that apply)
      □ General Counseling □ Career Center □ Admissions □ Other __
   Comments: (Limited to 275 characters)

   We have 5 offices within our Center for our "specialist", our counselor (also is Veterans Counselor), our coordinator/counselor, our articulation officer and visiting university representatives.

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. Does your transfer center have counseling available in:
   a. Summer? [ ] Yes [ ] No
   b. Evening? [ ] Yes [ ] No
   c. Weekend? [ ] Yes [ ] No

III. TRANSFER STUDENT SERVICES

1. Approximately how many student contacts were made by your Transfer Center this year (such as counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)?
   7015

2. Approximately how many student contacts were made outside of the Transfer Center this year (include counseling
appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)?

840

3. We do Transfer Admission Agreements (TAA) or Transfer Admission Guarantees (TAG) with
   0 1-3 4-6 7-10 11 or more independent colleges.

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

   1

5. Does your college offer transfer field trips?  Yes  No

6. How many transfer field trips were you able to schedule? (fill in the blank)

   2

7. How many students participated in trips to:
   CSUs   UCs   Independents   Out of State
   8   34   0   0

IV. ADMINISTRATION

1. What percent of the Transfer Center Director's contract is spent coordinating the Transfer Center function (For ex. 0.5, 0.75, 1)?  0.30 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 director)?  1.50 (For ex. 0.5, 0.75, 1).
   c. What is the combined full time equivalency of counselors assigned to the transfer center?
      2.00 (For ex. 0.5, 0.75, 1).

4. The Transfer Center Director reports directly to:
   Chief Student Service Officer  Chief Instructional Officer  Dean of Counseling  Other
   VP of Student Services

5. Is the Transfer Center Director directly involved in campus collaboration regarding district and college strategic planning and student equity?
   Yes  No  Indirectly involved

6. Transfer Center Director's Name  Gwen Kell
   Phone Number  707 - 253 - 3328 ext._
V. CHALLENGES

A. Resources (rank order your transfer center needs): Among the following resources, rank order your priorities from 1 to 5. The number 1 represents your greatest need and the number 5 represents your lowest need for achieving your institutional transfer goals.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Rank 1</th>
<th>Rank 2</th>
<th>Rank 3</th>
<th>Rank 4</th>
<th>Rank 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Operating Expenses (e.g. supplies, printing, travel, ... etc.)</td>
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<tr>
<td>Data Gathering Capabilities</td>
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B. Barriers (Rank order your transfer center barriers): The following chart identifies the barriers most frequently reported in prior year Transfer Center Annual Reports. The nine broad categories are: Student Related, Academic, Transfer Center Operations, Four-year Institutions, Financial Aid, Articulation, Counseling, Data/Information and Administration. Rank order the barriers to your transfer center program – the number 1 represents your greatest barrier and the number 9 represents your lowest barrier.

<table>
<thead>
<tr>
<th>Barriers</th>
<th>Rank 1</th>
<th>Rank 2</th>
<th>Rank 3</th>
<th>Rank 4</th>
<th>Rank 5</th>
<th>Rank 6</th>
<th>Rank 7</th>
<th>Rank 8</th>
<th>Rank 9</th>
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<tbody>
<tr>
<td>Student Related</td>
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<td>Academic skills and/or preparation; Transportation, housing, child care, family support, lack of understanding, charging goals or majors indecision, missed deadlines, appointments, not seeking assistance</td>
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<td>Academic</td>
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<td>Insufficient course offerings (variety); insufficient course sections; lack of faculty involvement and/or need for training</td>
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<td>Transfer Center Operations</td>
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<td>Lack of adequate staffing; information (availability/accuracy of requirements, dissemination); inadequate budget; inadequate facilities and equipment</td>
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<td>Four-year Institutions</td>
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<td>Geographic distance; admission process or policies; insufficient representative visits; admission limits (capacity) or schedule (no winter/spring)</td>
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<td>Financial Aid</td>
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<td>Need; complex process, lack of information</td>
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<tr>
<td>Articulation</td>
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<tr>
<td>Lack of general articulation (volume); lack of major preparation articulation</td>
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</table>
Counseling
Training; access (insufficient number of appointments/inadequate staffing)

Data/Information
Lack of student tracking; transcription information (unavailable); collaboration with institutional research

Administration
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)
We expect to have to share our facilities and our secretarial support in the near future. We feel that our Transfer Center staff is key to student transfer, the barrier is getting to us and our resources early. We need more help from a larger transfer community on campus.

1. Has your transfer center written student learning outcomes (SLOs)?  Yes ☐ No ☐
2. Have you implemented your SLOs?  Yes ☐ No ☐
3. Are you willing to share your SLOs?  Yes ☐ No ☐
4. Has your transfer center undergone program review?  Yes ☐ No ☐
5. Are you willing to share your program review?  Yes ☐ No ☐

2008-2009 Expenditures

<table>
<thead>
<tr>
<th>Object</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Academic Salaries</td>
<td></td>
</tr>
<tr>
<td>Example: Transfer Center Director .5x $50,000 =</td>
<td>($25,000)</td>
</tr>
<tr>
<td>Transfer Center Coordinator</td>
<td>$86,848.00</td>
</tr>
<tr>
<td>Counselor</td>
<td>$91,932.00</td>
</tr>
<tr>
<td>2000 Classified Employees</td>
<td></td>
</tr>
<tr>
<td>Example: Clerical(hourly) $12/hour x 200 hrs. =</td>
<td>($2,400)</td>
</tr>
<tr>
<td>Student Support Specialist</td>
<td>$49,412.00</td>
</tr>
<tr>
<td>Clerical Support</td>
<td>$18,501.00</td>
</tr>
<tr>
<td>3000 Employees Benefits</td>
<td></td>
</tr>
<tr>
<td>Total of all employee benefits</td>
<td>$68,157.00</td>
</tr>
</tbody>
</table>
4000 Supplies and Materials
   Total of all supplies and materials $1,824.00

5000 Other Operating Expenses & Services
   Consultants $3,850.00
   All Other Operating Expenses $1,960.00

6000 Capital Outlay
   Total of all capital outlay $0.00

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**Grand Total** $322,484.00

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

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$304,208.00</td>
</tr>
<tr>
<td>Matriculation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grants or Contracts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other DSPS</td>
<td>$16,537.00</td>
</tr>
<tr>
<td>Other</td>
<td>$1,739.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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**Grand Total** $322,484.00

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

**2008-2009 Certify**

☑️ *I certify that the information contained in this report is accurate and true to the best of my knowledge.*

Transfer Director: **Gwen Kell**

Certified Date: **10/22/2009 04:02 PM**

Phone: **707 - 253 - 3328** ext.

Fax: **707 - 253 - 3116**

E-Mail: **gkell@napavalley.edu**