2010-11
Annual Program Review Update

PROGRAM NAME:

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De Anza College Transfer Center

</div>

Name of person or persons that filled out this form:

Patricia Gibson

I. PROGRAM DESCRIPTION

A. What is the primary mission/purpose of your program?:

The mission of the Transfer Center is to facilitate transfer by providing services to students in collaboration with on-campus, and univesity partners. Priority emphasis is placed on students historically and currently underrepresented in the transfer process.

B. What is your Program Level Outcome (PLO) statement?:

As a result of Transfer Center counseling and advising sessions and workshops students will be able to identify their academic goals, complete a Student Educational Plan (SEP), navigate and utilize Assist.org transfer resource website, understand the online UC/CSU application process, and submit a completed UC/CSU application.

1. Describe the processes by which your PLO is assessed:

	Analysis of SLOAC results (refer to Part III)
X	Analysis of SSLOAC results (refer to Part III)

Other:

2. How does your PLO directly or indirectly support the: Mission, Institutional Core Competencies (ICC), and/or Strategic Initiatives

(Attach "PLO to Mission, ICC, and/ SI matching sheet(s)."
Comments:

See attached.

C. Program Demographics

1. How many people does your program/department serve?

2497	# Students	Source:	SARS
30	# Faculty	Source:	estimate
Unknown	# Staff	Source:	
Unknown	# Community	Source:	

Comments: Describe the typical characteristics of the people your program serves - i.e. What are their goals, majors, reasons for coming to your program, etc.
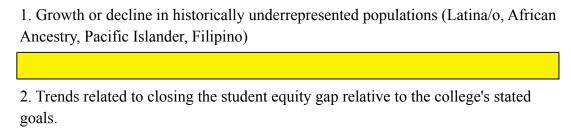
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The TC serves DAC students who identify as wanting to transfer or are exploring transfer as a goal. The students served in the TC are a representation of the campus as a whole (basic skills, first generation, undecided on a major, on academic probation, in crisis, working full time, unemployed, EDC, international students, English language learners, adults of all ages, DSS, single parents, AB540, athletes, on financial aid, and many others. They come to the TC to understand the transfer process, schedule visits with college representatives, ask transfer questions, to be reassured that the courses they are taking will transfer to the college of their choice. They utilize our drop in time where they can ask their questions as well as set appointments with the TC Counselor and Advisor for educational planning and words of encouragement.

2. Number of employees associated with the program?

2	# FT staff	48	Total hrs per wk combined
0	# PT staff	0	Total hrs per wk combined
1	# FT Faculty	22	(FTEF)
0	# PT faculty		(FTEF)
0	# Students		Total hrs per wk combined

II. SIGNIFICANT CHANGES and TRENDS

A. **If your program offers instruction**, attach your Program Review Data Sheet (from IR). Briefly, address any significant changes and how they have effected your **curriculum / instruction** relative to:

> 1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

> 2. Trends related to closing the student equity gap relative to the college's stated goals.

> 3. Overall enrollment growth or decline of all student populations

B. Briefly, address any significant changes and how they have effected your program's **services** relative to:

> 1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

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<div style="background:yellow">Data unavailable</div>

2. Trends related to closing the student equity gap relative to the college's stated goals.

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3. Overall enrollment growth or decline of all student populations

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C. Make any modifications, deletions, additions, edits, etc. to your 2008-09 Comprehensive Program Review (CPR). Use the spaces below to explain what changes you are making to your CPR and the reasons for those changes (i.e. College/District policies, state or fedeal laws and regulations, external agencies regulations or requirements, budget cuts, personnel decisions, etc.).

<div style="background:yellow">Due to numerous changes the information could not be listed here. Please see attached Program Review document. Changes are in red.</div>

D. Use this space to explain anything else about your program that was not included in your 2008-09 Comprehensive Program Review (CPR) or under II.C.   What should be known about your program that hasn't been asked?

<div style="background:yellow">Please see attached Program Review document.</div>

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III. OUTCOMES ASSESSMENT

If your program offers both instruction and services, complete all of Part III.
If your program does not offer instruction, skip to III. E.

A. **If your program offers instruction**, describe the number of **SLOAC** that have been completed or will be completed in 2010-11.

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B. **If your program offers instruction**, describe the level of engagement in the 2010-11 **SLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SLOAC process?)

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C. **If your program offers instruction,** what program enhancements are you implementing as a result of the 2010-11 **SLOAC** process? (Only describe planned enhancements that **do not require additional resources.** Enhancements that require new resources will be addressed in Part V.)

D. **If your program offers instruction,** what are your **SLOAC** plans for 2011-12?

E. Describe the number of **SSLOAC** that have been completed or will be completed in 2010-11.

F. Describe the level of engagement in the 2010-11 **SSLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SSLOAC process?)

The TC staff involved in the SSLOAC process were one Academic Advisor and one Counselor. Both worked closely to develop the SLO and the SSLOAC. No administrators were involved.

G. What program enhancements are you implementing as a result of the 2010-11 **SSLOAC** process? (Only describe planned enhancements that **do not require additional resources.** Enhancements that require new resources will be addressed in Part V.)

With the feed back from the Assist.org workshop we will make modifications for example lengthing the amount of time for the workshop. Because of limited staffing,workshops will need to increase if we are to reach as many of our students as possible. If given the time this is an effective way to impart transfer information. The TC staff plans to also meet student where they are at. By having a table in the Campus Center or outslide in the Quad we can again reach more students and empower them with the information they need for transfer. We plan in 2011-12 to assess our Transfer Day and see where we can improve.

H. What are your **SSLOAC** plans for 2011-12?

We plan in 2011-12 to assess our Transfer Day and see where we can improve.

IV. PROGRAM BUDGET DATA

	2009-10 Actual	2010-11 Projected
'A' budget		$164,841

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'B' budget		not listed
'C' Budget		
TOTALS	**$0**	**$164,841** (automatically calculated)

If your program is <u>NOT</u> requesting any new resources - your 2010-11 Annual Program Review Update is finished

If your program <u>IS</u> requesting any new resources - Continue to Part V.

V. RESOURCE REQUESTS

Department/Program Summary

A. Human Resources: Please submit up to three faculty and/or staff choices below in department/program ranked order:

Program Position Priority #1:

Faculty		Staff	X
Full-Time		Part-Time	X

Position Name:

Administrative Assistant

Brief description:

The program's administrative assistant (currently on leave) is expected to provide full time support to the Counseling Center upon her return. The absence of administrative support in the TC will have significant impact on the ability of the TC to carry out the college's mission of supporting student transfer. Services affected include, but are not limited to the following: The coordination of four year university representatiave visits, annual transfer day and special transfer events; publicity; maintain TC resource library (eg. catalogs, universiy publications, general education sheets, etc.);data collection to track student contacts including first generation students;assist students and faculty that utilize the TC.

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Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

> Transfer is among the colleges top priorities. Communication with students is essential for them to successfully meet their transfer goals. With ongoing administrative support communication can be maintained effectively and in a time sensitive manner. This posistion enables the TC Counselor and Advisor to focus on their role with students by providing the necessary materials, data, records, reports, and general support.

Program Position Priority #2:

Faculty [   ]   Staff [   ]

Full-Time [   ]   Part-Time [   ]

Position Name:

[   ]

Brief description:

[   ]

Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

[   ]

Program Position Priority #3:

Faculty [   ]   Staff [   ]

Full-Time [   ]   Part-Time [   ]

Position Name:

[   ]

Brief description:

[   ]

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Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

NOTE: It is an expectation that all positions that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of each of the additional positions on your program.

Review Criteria:

B. Equipment/Materials/Facilities: Please submit up to three resource requests in department/program ranked order:

Program Resource Priority #1:

    Equipment   Materials   Facilities

        Est. Cost

Item Name:

Brief description:

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

Program Resource Priority #2:

    Equipment   Materials   Facilities

        Est. Cost

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Item Name:

[ ]

Brief description:

[ ]

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

[ ]

Program Resource Priority #3:

Equipment [ ]   Materials [ ]   Facilities [ ]
Est. Cost [ ]

Item Name:

[ ]

Brief description:

[ ]

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

[ ]

NOTE: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of the additional equipment/materials/facilities on your program.

Review Criteria:

[ ]

Divisional Summary (If applicable)

C. Human Resources: Of all the position requests within your Division what is the divisional ranking of your department/program position request?

Program Position Priority #1:   **Division Position Ranking:**

Program Position Priority #2:   **Division Position Ranking:**

Program Position Priority #3:   **Division Position Ranking:**

D. Equipment/Materials/Facilities: Of all the resource requests within your Division what is the divisional ranking of your department/program resource request?

Program Resource Priority #1:   **Division Resource Ranking:**

Program Resource Priority #2:   **Division Resource Ranking:**

Program Resource Priority #3:   **Division Resource Ranking:**