

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name University Transfer Center (UTC) **Academic Year** 2022-2023

1. Has your program mission or primary function changed in the last year?

The UTC mission remains the same. UTC continues to serve current students, as well as high school students who have an interest in coming to Allan Hancock College (AHC).

Our mission is to identify, recruit, and motivate students of diverse backgrounds to make well-informed decisions as they navigate the university transfer process and complete a baccalaureate degree or beyond.

2. Were there any noteworthy changes to the program over the past year? (e.g., new courses, degrees, certificates, articulation agreements)

The UTC, in collaboration with Academic Affairs, has worked with our neighboring college, Cal Poly, SLO to offer a new 2+2 bachelor's degree in Sociology. The first wave of students will apply during fall 2023 for fall 2024 admission.

The UTC also collaborated with representatives from Cal State Channel Islands to offer the first on-the-spot admissions effort. In addition, that collaboration led to close work in launching the new CSU systemwide Transfer Pathway Success Initiative.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

In spring 2023, we assessed SLO 1: Students will develop a Comprehensive Student Education Plan (C-SEP) to meet their transfer goal.

The UTC found that there was an increase in students who have a C-SEP amongst the students who met with UTC counselors.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

The UTC is noticing that students who have a C-SEP are transferring in a shorter time-period. They are also attaining AA and AS degrees at a higher percentage than previous years. Students are also incorporating major preparation into their C-SEPs at a higher rate than those that do not have a C-SEP. Transfer timelines have been positively affected by notations regarding admissions requirements and deadlines noted on students' C-SEPs.

- c. Please summarize recommendations and/or accolades that were made within the program/department.

We recommend that we continue to promote early C-SEP appointments, specifically for incoming Promise students. We also recommend that data be pulled regarding UTC students that do not have a C-SEP. We recommend reaching out to these specific students to encourage them to meet with a UTC counselor to develop a C-SEP. UTC counselors will make concerted effort to note whether a student they are working with has a C-SEP or not and get an appointment scheduled ASAP.

We also recommend an improved data access process for the UTC. The UTC team will benefit from data reports that are standard and ongoing in reference to success transfer metrics.

- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.

See attached updated 6-year plan for assessing SLOs.

3. Were there any staffing changes?

One counselor was on sabbatical for the fall 2022 semester. No other staffing changes occurred.

Ashley Brackett, UTC counselor, completed a sabbatical project during the fall semester.

Recommendations from the project include:

- Create transfer-specific canvas page for direct outreach to students
- Utilize resources already established such as Successnet for student communication
- Work directly with established “Men’s group” and other male dominant groups on campus
- Collaborate with instructional faculty to increase UTC knowledge within the classroom
- Increase the variety of opportunities for students to receive information (i.e., Zoom, online access to counselors, text notifications)

Staffing needs

- Transfer Center coordinator/director
- Student Support Specialist
- Full-time counselor for LVC
- 2 Part-time UTC counselors
- 2-4 Transfer student peer mentors

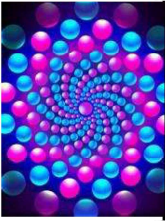
Additional recommendations for the UTC include:

- Hire 6 UTC ambassadors
- Create online tool for students to provide feedback/suggestions to the UTC
- Implement yearly Transfer Conference for new and continuing students

4. What were your program successes in your area of focus last year?
- Maintained highest transfer rate to Cal Poly, San Luis Obispo
 - Transfer Day was offered in-person fall 2022 and served 202 students
 - Co-hosted Fresno State admitted students' event for San Luis Obispo and Santa Barbara County students
 - Offered in-person Transfer Star Signing Day for newly admitted transfer students
 - Issued transfer certificates to 207 students who will be attending a university in the fall

CTE two-year review of labor market data and pre-requisite review

5. Does the program meet documented labor market demand? N/A
6. How does the program address needs that are not met by similar programs? N/A
7. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain. N/A
8. Have recommendations from the previous report been addressed? N/A



**ASSESSMENT
SCHEDULE**

6 Year

AHC Program Student Learning Outcomes

6 Year Assessment Schedule

The attached template provides a framework for a program/discipline to plan a 6 year schedule for assessing its student learning outcomes, completing the SLO assessment cycle and attaining the status of **sustainable continuous quality improvement** in institutional effectiveness. This plan may be updated over the next 6 years as new contingencies or interpretations arise.

PROGRAM: University Transfer Center

Our program is pleased to present our **plan** to: assess our SLOs, review the results of that assessment; and discuss changes to our curriculum, pedagogy or operations based on the results.

Program/ discipline coordinator or team leader Ashley Brackett *Ashley Brackett* Aug 30, 2023
Name Signature Date

I have reviewed this plan and agree that it provides sufficient detail and is a feasible approach to comprehensively assess the program SLOs.

Department chair/Director Benjamin Britten *Benjamin Britten* Aug 30, 2023
Name Signature Date

I have reviewed this plan and agree that it provides sufficient detail and is a feasible approach to comprehensively assess the program SLOs.

Dean Yvonne Teniente *Yvonne Teniente* Aug 31, 2023
Name Signature Date



ASSESSMENT SCHEDULE 6 Year	Program: University Transfer Center <u>Fall 2019-Spring 2025</u>	page __1__ of __2__
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Use one row for each Program and Course SLO

SLO	To be assessed in semester:	Assessment method (s)	Resources needed to conduct assessment & notes	Individual responsible for Improvement Plan	Date to complete review
SLO 1: Students will develop a Comprehensive Student Education Plan (SEP) to meet their transfer goal.		A list of new students who have identified transfer as their goal will be generated in early December. A list will be generated to determine who has a comp SEP. An intervention will then take place (an email sent out to the list with no SEP). A final list will be generated in May to determine if at least 85% of the group now has a completed SEP.	Counselors, office space, scheduling grid, Degree Works, staff to collect data, IE support	Ashley Brackett Maria Arvizu-Rodriguez	June 2021 June 2023
SLO 2: Identify males of color and provide targeted outreach to increase engagement with the university transfer center.		Review numbers of males of color who have made contact with the UTC prior to the intervention and review numbers post-intervention. Intervention will include utilizing	Counselors, workshop location, scheduling grid, staff to collect data, survey, computers, printing resources and Hancock Hello event	Ashley Brackett Maria Arvizu-Rodriguez	January 2021 June 2024

		successnet to reach out to target population. Other mechanism for outreach will include connecting with Male Support Group, male sports teams and academic programs with high male populations.			
SLO 3: Students will learn how to utilize key transfer tools such as assist.org, transferbound, university selection criteria webpages and cvc.edu.		TBD	Counselors, survey, transportation, staff to collect data, funding for UTC road trips	Ashley Brackett Maria Arvizu-Rodriguez	June 2020 January 2023
SLO4 – Students will be able to identify different transfer opportunities and possibilities available.		Pull list of students who have not identified transfer as a goal or do not have a transfer SEP. Send a targeted email encouraging them to schedule an appointment with a transfer counselor. Pull report to see who connected with the UTC, changed to a transfer SEP and/or changed to a transfer program goal.	Communicate to all counselors the importance of completing C-SEPs with “transfer” at the beginning of the title.	Ashley Brackett Maria Arvizu-Rodriguez	January 2020 June 2021