

PALOMAR COLLEGE INSTITUTIONAL REVIEW

-2005 NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM-
PLEASE READ "2005 NON-INSTRUCTIONAL PROGRAMS GUIDELINES FORM" BEFORE PROCEEDING.

Non-Instructional Program Reviewed in this Document: Transfer Center

1. Progress Report. Review previous year's institutional review. Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

The Transfer Center continues to assist students with specific questions regarding transferring to four-year universities including; the transfer of credit, admissions criteria, major specific information, application information, admissions guarantee programs, and other issues.

The 2003 Institutional Review report stated goals were the following:

1. The training of the new director, this was successfully completed in 2003.
2. The development of a transfer agreement with UC Santa Barbara which was successfully completed, and currently our students participate in this admissions agreement.
3. The update of the Transfer Center web page which has been successfully completed by allocating funds to keep the web page updated and maintained on a regular basis.
4. The dissemination of transfer information to all Palomar counselors, this goal has also been successfully attained by the creation of a G drive (file for counselors to view), weekly updates at counseling meeting, frequent emails to counselors, and regular training on transfer issues. **This goal is always an on going goal because the transfer information changes frequently.**

2. Provide effective data sources to evaluate this department. Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

In 2004, the Transfer Center assisted approximately 2340 students with applications, cross- enrollment, admissions guarantees, education plans, and other various transfer issues. Currently, general counselors are also assisting students with transfer information because the center is co-located with the Counseling and Career Center. Because of the practice of all counselors having transfer information students are referred to counselors. If students who met with both counselors and Transfer Center staff were to be double counted the amount of transfer students served would increase to approximately 4700. This information was taken from the SARS grid and PeopleSoft data.

PALOMAR COLLEGE INSTITUTIONAL REVIEW

3. Program assessment. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

- The Transfer Center has four (4) staff members; one 100% Counseling Support Specialist, one 45% Counseling Support Specialist, one 50% faculty member which is a Director, and 50% Counselor, and one 100% Staff Assistant. The Transfer Center would benefit from the increase of the 45% Counseling Support Specialist to be 100%, and for the Transfer Center Director reassigned time to have an increase in release time. Currently, the Region X Transfer Center Directors have release time from 60 to 100% to work on transfer related information.
- **The Transfer Center needs additional space.** Currently, it is a corner and does not allow for students to sit down and explore catalogs or other useful materials. This would allow the students to be better served and have more of a personal touch.
- The Transfer Center would also benefit from an automated check-in system. Currently, students will stop by with a quick question and many times are not counted as being served.
- An increase in the budget would best allow the center to purchase additional catalogs, periodicals, and support for additional counselors to attend conferences, host more events for transfer students such as the Annual Transfer Recognition Day.

4. List accomplishments department has made in the last year.

The Transfer Center had the following accomplishments:

- The development of a transfer recognition celebration for 200 parents, friends, and students who successfully transferred to four-year institutions.
- Co-hosted workshops on Psychology and Teaching majors.
- Continued to offer workshops on applications for the CSU and UC systems.
- The continued use of the G-drive for transfer information for counselors.
- Assisted students with cross-enrollment to CSUSM, UCSD, SDSU.
- Individual assistance with CSU, UC, and Independent Universities applications.
- Assistance to GEAR UP students at San Marcos High School for enrollment in summer and fall.
- The continued membership of the Director in the CSUSM Presidential Enrollment Management Committee.
- The presentation of four-year requirements to honor students in the Phi Theta Kappa Leadership conference.
- The continuation of assisting students with educational planning.
- The development and distribution of a Transfer Center brochure and electronic newsletter.
- Outreach and information regarding transferring to four-year universities to GEAR UP students.
- The TC Director is the Region X representative for the Transfer Center Directors' Association.
- The participation of the NCHCA first year experience by the TC Director.
- Hosted workshops on UCSD TAG.
- Developed and participated in workshop on general transfer information.
- The continued membership of the TC Director on the NCHCA board.

PALOMAR COLLEGE INSTITUTIONAL REVIEW

5. List the department’s current goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

- 1. **Student Success:** Assist students with obtaining correct information regarding transferring to four-year institutions.
- 2. **Professional and Organizational Development:** The continued dissemination of accurate transfer information to Counselors and Teaching Faculty.
- 3. **Student Success:** The development of a Transfer Planner which will assist students to gain accurate information regarding transferring to four-year institutions. This will be distributed to a minimum of 100 students.

6. Learning outcome goal and objective. Identify one learning outcome that has been incorporated in one course in the program and identify a measure for determining whether the learning outcome has been achieved.

Transfer Center Learning Outcome: Technological Competency: Students will use technological applications to find, and organize information. All transfer students must apply online for admissions to CSU and UC systems. All students must look up prep for major through the internet, and may explore campuses and admissions requirements to various four-year institutions.

This Report Prepared By: Theresa Hogan Egkan 10-26-05
Name (print and initial) Date

This Report Submitted To: Lynda Halttunen 10-26-05
Name (print and initial) Date

FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW: