

West Hills College Lemoore
Institutional Transfer Plan
2005-2006

A campus committee composed of counseling/advising faculty and administration drafted and developed the Institutional Transfer Plan. Through the college's shared governance process, the plan was approved by the committee, Academic Senate, and the Board of Trustees. The Transfer Plan is reviewed annually and modified as necessary by the college program review committees and the counseling department. Additionally, changes to the Transfer Plan will be made after consultation and input from the following areas: Counseling Department, Transfer Center, Student Services, Academic Senate, and the Transfer Advisory Committee.

The West Hills Community College District recognizes *transfer* as one of its primary missions and places priority emphasis on the preparation and transfer of underrepresented students. This is demonstrated in the new Transfer Plan for West Hills College Lemoore. Additionally, the Student Equity Plan indicates that *transfer* is a major objective and that students will be prepared for admission with advanced standing to four-year colleges and universities. Thus, by instituting this Transfer Plan, the number of students who transfer will increase by 3 to 5 percent annually. Additionally, the "Central Valley Guaranteed Transfer Program" will heighten campus awareness of transfer and further enhance partnerships with the valley institutions of higher education.

The college will utilize its Program Review Process to evaluate the effectiveness of the Institutional Transfer Plan. The Transfer Plan has been developed following the format as described in the Chancellor's Office Transfer Centers: Implementing Minimum Program Standards (Spring 1995) and in compliance with Title V.

Transfer Center Purpose

The purpose of the Transfer Center is to facilitate transfer for West Hills College students, with an emphasis on underrepresented student populations, to baccalaureate level institutions for continuing the pursuit of advanced educational opportunities. The Transfer Center provides the following goals:

1. To continue to identify and increase the number of students who choose to transfer to a four-year university as one of its primary goals.
2. To prepare students to be transfer ready, in cooperation with four-year institutions; and increase the number of actual transfers, especially among those of underrepresented populations.

3. To work with campus governance committees, administrators, and academic senate to ensure that the transfer rate is a high campus priority and reinforced by campus policy.
4. To ensure that students receive accurate and timely academic advising, transfer information and counseling services.
5. To offer access to the most current online technology as it applies to counseling, tutoring, admissions, and student educational planning.
6. To increase the baccalaureate level transfer numbers by 3% for 2006-2007 academic year by developing curriculum, course content and pedagogy that integrates transfer concepts as well as ensure course articulation with lower-division offerings at four-year institutions.

Transfer Services

One of the underlying principles of California's Master Plan for Higher Education is the accessibility to a baccalaureate level education for its citizenry. Since over 75% of underrepresented minority high graduates who pursue higher education attend community colleges the transfer function plays a vital role in providing access for these students. At West Hills College Lemoore, consistent and continuous outreach to target populations is essential in providing transfer services to these groups. The transfer plan consists of the following college-wide issues affecting transfer:

- access
- curriculum
- inter-segmental considerations
- intra-segmental considerations
- support services
- research and evaluation

The transfer center is located in room 207 and is readily accessible and identifiable to students, staff, and faculty as a focal point of transfer activities. Eventually, with the completion of campus infrastructure, the transfer center and the counseling department will be housed together with ample space to service students.

Transfer Center Goal #1: to recognize transfer to a four-year university as a primary goal of the college with emphasis on the preparation and transfer of underrepresented student populations.

Objective	Activities	Person(s) Responsible	Timeline
Promote the use of the transfer center	<ul style="list-style-type: none"> • Orientations at the beginning of each semester • Host an open House to advertise location and services • Develop and distribute monthly calendar/newsletter • Emails to students to advertise activities and events • Post event flyers in strategic locations on campus 	<p>Director</p> <p>All TC staff</p> <p>Director</p> <p>Director</p> <p>TC staff</p>	<p>Fall/Spring</p> <p>Once center is up</p> <p>Future goal</p> <p>Ongoing</p> <p>Ongoing</p>
Educate faculty/staff about transfer	<ul style="list-style-type: none"> • Emails to faculty/staff to advertise activities and events • Offer to fill-in for faculty, providing transfer presentations to classes • Encourage faculty to bring classes to the center for a presentation 	<p>Director</p> <p>Director/Counselor</p> <p>Director</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Once center is up</p>
Recognize the achievements of transfer student	<ul style="list-style-type: none"> • Coordinate a transfer recognition event 	<p>Director</p>	<p>Future Goal</p>

	<ul style="list-style-type: none"> • Coordinate a “transfer hall of fame” with student pictures and info on where they transfer. 	Director	Future Goal
Provide a highly visible transfer facility that affords adequate space to effectively display current transfer resources.	<ul style="list-style-type: none"> • Develop a transfer center in the student commons when constructed. • Purchase the latest edition of resource books for the Transfer Center library. • Maintain an updated library of UC, CSU, independent, out-of-state and California colleges and universities. • Maintain updated brochures. • Provide computer/internet access for transfer and financial aid research and applications. 	Dean of Student Services, Director Director, Transfer Center Staff Transfer Center Staff Transfer Center Staff Transfer Center Staff	Future Goal Annually Ongoing Ongoing Ongoing
Have the transfer center available both day and night	<ul style="list-style-type: none"> • Open in the evenings • Coordinate with evening faculty to keep center open later if desired for class presentations 	Transfer Center Staff Director, Transfer Center Staff	Ongoing Ongoing
Expand and maintain linkages with universities	<ul style="list-style-type: none"> • Maintain active participation in intersegmental meetings, local university outreach meetings and UC, CSU, and AICCU transfer conferences. • Maintain active membership 	Director Director	Ongoing Ongoing

	<p>in the Transfer Center Director's Association.</p> <ul style="list-style-type: none"> • Meet regularly with representatives in student outreach, counseling, and academic departments from universities. 	Director	Ongoing
Expand and maintain communication linkages with the local high schools	<ul style="list-style-type: none"> • Include information about transferring and the transfer center in all high school presentations. • Participate in outreach events such as the high school counselor luncheon, senior class presentations, career fairs, etc. 	Director	Ongoing
		Director	Ongoing

Transfer Center Goal #2: To prepare students to be transfer ready, in cooperation with four-year institutions; and increase the number of actual transfers, especially among those of underrepresented populations.

Objective	Activities	Person(s) Responsible	Timeline
Increase the number of students annually who apply and complete the admission process to four-year universities.	<ul style="list-style-type: none"> Conduct specific topic workshops including CSU and UC application workshops, financial aid workshops, etc... 	Director, Four-year representatives	Ongoing
	<ul style="list-style-type: none"> Maintain the transfer center website 	Director, Webmaster	Ongoing
	<ul style="list-style-type: none"> Coordinate workshops with EOPS, DSPS, and SSS to target special populations 	Director, DSPS/EOPS/SSS Director	Future goal
	<ul style="list-style-type: none"> Transfer Awareness Month 	Director, Four-year representatives	Annually- Oct or Nov
	<ul style="list-style-type: none"> Coordinate four-year college representative visits and appointments 	Director, CSUF/FPU/Chapman/Columbia/UC Merced college reps	Ongoing
	<ul style="list-style-type: none"> Write Transfer Admission Agreements for UC Davis and UC Santa Cruz 	Director, Counselors	August-September
Develop a system for timely identification of potential transfer students	<ul style="list-style-type: none"> Identify and target potential transfer students via Datatel, CCCApply, faculty, staff, and special programs 	Director	Future goal
Evaluate effectiveness of the	<ul style="list-style-type: none"> Have sign in sheets at all 	Counselors and Advisors	Ongoing

<p>transfer center by tracking the number of students who use the Transfer Center services as well as the other student contacts.</p>	<p>events and presentations.</p> <ul style="list-style-type: none"> • Monitor hits on web site. • Monitor number of email contacts. • Log all transfer related student contacts in the MATI screen of datatel. 	<p>Director and Webmaster/Instit. Researcher</p> <p>Director and Webmaster</p> <p>Counselors and Advisors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Identify the transfer success rate of WHCL students</p>	<ul style="list-style-type: none"> • Identify the number of WHCL students who transfer to CSU, UC, and independent colleges, including information on underrepresented students. 	<p>Director and Institutional Researcher</p>	<p>Ongoing</p>
<p>Evaluate Transfer Center activities, workshops, and events</p>	<ul style="list-style-type: none"> • Encourage students to complete surveys and provide feedback. 	<p>All Transfer Center Staff</p>	<p>Ongoing</p>

Transfer Center Goal #3: To work with campus governance committees, administrators, and academic senate to ensure that the transfer rate is a high campus priority and reinforced by campus policy.

Objective	Activities	Person(s) Responsible	Timeline
Provide resources and training to WHC faculty	<ul style="list-style-type: none"> • Attend meetings and promote transfer • Send email updates on new developments in transfer • Connect WHC faculty with faculty from 4 year institutions • Educate WHC faculty as to curricular needs for transfer articulation. 	<p style="text-align: center;">Director</p> <p style="text-align: center;">Director</p> <p style="text-align: center;">Director</p> <p style="text-align: center;">Director/Articulation Officer</p>	<p style="text-align: center;">At least once/semester</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>
Collaborate with academic and other student services departments	<ul style="list-style-type: none"> • Coordinate and co-present workshops such as TEAM Teach huddles, learning communities, business/career preparation, etc. 	<p style="text-align: center;">Director</p>	<p style="text-align: center;">Ongoing</p>
Have an active Transfer Center Advisory Committee with representation from faculty (faculty senate-appointed), staff, students (SGA appointed), and 4 year representatives	<ul style="list-style-type: none"> • Hold meetings to review Transfer Center activities, assess success/progress, and make recommendations for future events/needs. 	<p style="text-align: center;">Director</p>	<p style="text-align: center;">Once each semester- fall and spring, to be implemented ASAP</p>

Transfer Center Goal #4: To ensure that students receive accurate and timely academic advising, transfer information and counseling services.

Objective	Activities	Person(s) Responsible	Timeline
Provide accurate and motivating advice and counseling to WHCL students.	<ul style="list-style-type: none"> • Coordinate presentations by four year university representatives at the Counseling and Advising Meetings. • Discuss with students their educational/career options and the value of transfer. • Create student education plans that reflect students' transfer goals. 	<p style="text-align: center;">Director</p> <p style="text-align: center;">Counselors and Advisors</p> <p style="text-align: center;">Counselors and Advisors</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>
Provide resources to counselors and advisors	<ul style="list-style-type: none"> • Regular email updates • Compiling and sharing data regarding admissions requirements and deadlines. 	<p style="text-align: center;">Director</p> <p style="text-align: center;">Director and Transfer Center Staff</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>
Provide opportunities for development and growth for Transfer Center staff and Counselors and Advisors	<ul style="list-style-type: none"> • Develop in-depth transfer training to student services staff. • Attendance at CSU, UC, and AICCU counselor conferences and other related events. 	<p style="text-align: center;">Director</p> <p style="text-align: center;">Counselors and Advisors</p>	<p style="text-align: center;">Future Goal</p> <p style="text-align: center;">Ongoing</p>

Transfer Center Goal #5: To offer access to the most current online technology as it applies to counseling, tutoring, admissions, and student educational planning.

Objective	Activities	Person(s) Responsible	Timeline
Provide students with access to their student records	<ul style="list-style-type: none"> • Upload SEP and degree audit to the My West Hills Site so that students can track their academic and transfer progress. • Answer transfer related Ask a Counselor email questions. 	Registrar, Webmaster, Dean of Student Services, Director Director, Counselor and Advisors	Future Goal Ongoing
Provide technological resources to students	<ul style="list-style-type: none"> • Provide computer terminals in the transfer center with access to online catalogs, and websites for the purpose of educational research. • Subscribe to latest online career and educational sites for student research. • Provide career assessment tools for students. 	Director Director Director	Ongoing Annually Ongoing
Provide technology training for students	<ul style="list-style-type: none"> • At orientation highlight the online services. • Demonstrate how to navigate the transfer center and my west hills websites. • Provide online application and college workshops. 	Director Counselors and Advisors Counselor and Advisors	

Transfer Center Goal #6: To increase baccalaureate level transfer numbers by 3% for 2006-2007 academic year by developing curriculum, course content and pedagogy that integrates transfer concepts as well as ensure course articulation with lower-division offerings at four-year institutions.

Objective	Activities	Person(s) Responsible	Timeline
Consult with articulation officer regarding changes in ASSIST and major agreements	<ul style="list-style-type: none"> • Meetings with articulation officer concerning updates and major areas where students may require additional articulation. 	Director and Articulation Officer	Ongoing
Provide an explanatory document that educates campus community regarding the routes to transfer	<ul style="list-style-type: none"> • Create/update and post document to public folders that illustrates all of the diverse transfer routes/pathways for WHCL students with descriptions of the benefits and challenges of each. 	Director and Articulation Officer	In Progress
Contribute to the campus community to increase awareness of transfer.	<ul style="list-style-type: none"> • Participate on a faculty committee (currently the curriculum committee) to represent the needs and viewpoint of transfer students. 	Director	Ongoing