

Cuyamaca College Transfer Center (TC) Plan

Services to be provided to students:

- The Transfer Center continues to provide information, support, and guidance in assisting students with achieving their transfer goals. The services provided are: limited drop-in counseling, appointments, application reviews, transfer fairs, university representative visits, classroom presentations, and a resource library.
- Work on outreaching to students from underrepresented and economically disadvantage backgrounds.
- Work closely with Student Success/Outreach services to provide training to Student Success Ambassadors to offer awareness of Transfer Center resources.

Facilities:

- Create and Implement the Transfer Center utilizing the Guided Pathways Model
- Keep the Transfer Center website, the bullet boards, and social media accounts up to date.
- Keep the front desk station clear to allow for visibility and accessibility of services.
- Keep the laptops and desktop computers up to date with appropriate software.

Staffing Goals:

- Have an independent and self-sufficient Transfer Center budget.
- Hire a full time student service specialist.
- Hire part-time counseling faculty to provide student contacts during office hours.
- Identify Professional Development funds for counseling faculty (including part-time) to attend transfer related conferences.

Transfer Advisory Committee:

- Review the Transfer Center Mission Statement on a yearly basis. Make revisions as needed.
- Review and revise SSOs and SLOs during four-year Program Review cycle.
- Examine the Transfer Center Plan and make necessary updates.
- Continue to strengthen the relationships with four-year institutions, high-schools, instructional faculty, staff, and administrators.

Evaluation and Reporting Goals:

- The Program Review process has been constantly revised in the past six years, and in 2019-2020 the Transfer Center will be conducting the comprehensive Program Review (PR). After the PR will be finalized and the data will be analyzed, the Transfer Center Coordinator will work to update and revise the Student Learning Outcomes, the TC Mission Statement if need be.
- The TC Plan will be maintained and updated by Transfer Center Coordinator every four years alongside of the Comprehensive PR.

Transfer Path Requirements for Each Articulated Baccalaureate Major:

- Coordinate with Articulation Officer to provide training to Counseling Faculty for use of Assist Next Generation, when it will be working properly.
- Maintaining opportunities to receive the Baccalaureate degrees at Cuyamaca College.