UNIT PLAN “PART A”
Program/Pathway Update

Program/Pathway: Transfer Center- 2013-2014 (Elizabeth Colocho/Sara Rubio)

Date: November 1, 2012

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. **Assessment Program Review:**

   The new Tenure Track Transfer Counselor/Director was hired in August 2012. She has began attending on campus, District and State conferences and meetings to obtain up to date transfer information to better assist students achieve their transfer goals, plan their classes accordingly with lower division requirements, and search for the most suitable university. The Transfer Counselor/Director is committed to increase the transfer students’ rates by **at least 10%**, maintain the transfer information up to date, comply with the Matriculation regulations, deliver innovative transfer and student success workshops, and develop realistic student educational plans.

   In addition, the Transfer Counselor/Director is committed to expand communications with teaching faculty in all areas and improve communications with State and out of State Universities to be able to offer more transfer options to the students. She is building relationships with the university representatives and will invite them to come to the campus in a monthly basis to make presentations to students about their programs.

   The Annual Transfer Fair showcased on September 11 was a huge success with more than 40 universities in attendance. But, next year the fair date might be moved to late September to allow for more coordination with university representatives, college faculty, and staff. This semester the City of Los Angeles funded the bus to take 34 students to the TAP UCLA conference. We would like to request the administration to allocate funds for bus transportation to take students to near universities so that they can have more choices in making their own transfer decisions, and funds to maintain one CGCA and 2 student workers to keep the Center open from 8 am to at least 6:00pm. The Transfer Counselor/Director is collaborating with maintaining the Early Alert retention and follow up system so that more students can complete their transfer requirements.

2. **Activates to address program needs:**

   - The Transfer Center Director/Counselor will initiate the Transfer Center Advisory Committee and schedule regular meetings with Division Chairs regarding student needs. HCSS4a1-5 and HCSS4c.
The Transfer Center Director/Counselor will increase the transfer rates to universities by increasing the amount of transfer workshops, representative visits from CSU, UC and private universities, and bus trips to attend transfer fairs at the universities. HCSS4a1-S and HCSS4b.

The Transfer Center Director/Counselor will maintain EUREKA and College Source on Transfer Center computers, and maintain the SARS tracking/log-in system for the Transfer Center. HCSS1a4.

The Transfer Center Director/Counselor will continue offering workshops to students on topics such as “Transfer Preparation,” “study skills,” “time management,” etc. HCSS4a4, HCSS4b-f.

The Transfer Center Director/Counselor will maintain a CGCA and two student workers in the Transfer Center to help students with computer access, navigation of transfer websites and links, and signing students on SARS to track student contacts, and orient students in searching information on EUREKA and College Source. HCSS1a4.

1. **How are your program improvements associated with your SLOs:**

   The SLOs are associated with the mission of the college to support student success in transferring students to a four year university in a timely manner. The new Tenure Track Transfer Counselor/Director will make sure that students be informed of the variety of transfer services they are eligible to receive. Students will have access to 4 year campus visits, workshops, bus trips, and transfer literature. Student workers will be properly supervised and trained. Student’s transcripts will be evaluated for university transferability. Students will receive counseling assistance on a drop in basis and by appointments.

2. **Staffing requirements:**
   - Transfer Counselor/Director $ 80,000, funded by Program 100.
   - To support the transfer efforts, at least one CGCA, ($ 16,900) should be funded by Program 100.
   - The 2 Student Workers work 15 hours per week @ 8.00 per hour ($16,000).

   **Note:** The existing CGCA works 20-25 hours per week and is funded by CTE Transition funds. The current 2 student workers are funded by Work Study program.

**Technological requirements:**

- Computer.................................................................................................................................................. 2,200.00
- Computer support, maintenance, and upgrades are unfunded.
- Need funds from general program to pay for SARS and CollegeSource license fees.

6. **Facilities requirements:**

   We wish to have a bigger Transfer and Career Center.

1 **Implementation plan:** (if we ever moved to the new Student Union Building)
UNIT PLAN “PART B”

Core Personnel/List of Permanent Staff

Example

<table>
<thead>
<tr>
<th>Assigned Time</th>
<th>Responsibility</th>
<th>Estimated Cost</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 (.5 Transfer Director, .5 general Counselor)</td>
<td>Transfer Counselor</td>
<td>$80,000</td>
<td>100 Program</td>
</tr>
</tbody>
</table>

1. Total FTEF: 1

1. Total Hours Counseled: 17 per week.

2. Total Hours of release time: 17 a week to manage the Transfer Center Program.

3. Total Cost for Counselors: $80,000

4. Total Cost for Administrators: N/A

5. Total Cost of Classified Staff: $0.0 Unfunded

6. Total cost FTEP = Full Time Equivalent Personnel:

Current Op Plan is attached.
UNIT PLAN “PART C”
Core Expenses

1. All legally required responsibilities: Required for health and Safety
2. Required by board / State/ Federal/ Accreditation standards( list the minimum requirements here)
3. Required by licensing agreement

<table>
<thead>
<tr>
<th>Description of activity</th>
<th>Estimated Cost</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
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</tbody>
</table>

Narrative justification: List statutes which require this expenditure.

N/A

Total cost: N/A
# UNIT PLAN “PART D”
## Essential Activities

Only place expendable request in this field.

<table>
<thead>
<tr>
<th>Division Prioritization</th>
<th>Description of activity</th>
<th>Estimated Cost</th>
<th>Proposed Funding Source</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference attendance</td>
<td>$1,000</td>
<td>Program 100</td>
<td>Professional Development</td>
<td>HCSSa7</td>
</tr>
<tr>
<td></td>
<td>SARS Suite</td>
<td>6,000</td>
<td>CTE Program</td>
<td>Counseling and testing appointment and tracking system software.</td>
<td>HCSS1a4</td>
</tr>
<tr>
<td></td>
<td>CollegeSource</td>
<td>4,000</td>
<td>CTE Program</td>
<td>Colleges and University catalog software</td>
<td>HCSS1a4</td>
</tr>
<tr>
<td></td>
<td>Maintain the Center Open from 8 am to 6pm</td>
<td>$32,900</td>
<td>Program 100</td>
<td>To maintain the center open from 8 am to 6 pm staffed with 2 student workers and 1 CGCA</td>
<td></td>
</tr>
</tbody>
</table>

**Justification Narrative:** How does your activity support the college Educational Master Plan?

The Transfer Center Director/Counselor must update her knowledge of transfer requirements to universities and expand her personal growth in order to counsel/advise students with their educational goals.

The counseling and testing appointments system (SARS) allows students to make their own appointments and will allow counseling faculty to keep track of the students counseling session’s outcomes and recommendations for follow up. The CollegeSource program allows counseling faculty and Admissions and Records staff to look for current and past college and university catalogs to evaluate students’ transcripts for college credit. The Center should be open from 8am to 6pm to assist students who attend evening classes.
# UNIT PLAN “PART E”
## Non-cost Essential Activities

**List Non-cost activities here**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description of activity</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSU, UC, and Private University Counselor Conferences</td>
<td>Professional Growth</td>
<td>HCSS4a3</td>
</tr>
<tr>
<td>2</td>
<td>Transfer Celebration</td>
<td>Increase and promote transfer</td>
<td>HCSS4b &amp; HCSS5a2</td>
</tr>
<tr>
<td>3</td>
<td>Transfer &amp; Career Center Open House</td>
<td>Promote transfer &amp; career center</td>
<td>HCSS4b, HCSS4c, HCSS4f, HCSS5a2</td>
</tr>
<tr>
<td>4</td>
<td>Red Alert Week</td>
<td>Ensure students eligible for transfer complete the University Admissions Application by the University deadline</td>
<td>HCSS4b &amp; HCSS5a2</td>
</tr>
<tr>
<td>5</td>
<td>Transfer Student Club</td>
<td>Create a university transfer culture and awareness.</td>
<td>HCSS5a4</td>
</tr>
<tr>
<td>6</td>
<td>Maintain Transfer website</td>
<td>Provide current transfer information and promote transfer activities/workshops.</td>
<td>HCSS4b &amp; HCSS5a2</td>
</tr>
<tr>
<td>7</td>
<td>Collaborate with other departments to host/facilitate multi-cultural events</td>
<td>Foster an equitable and multi-cultural college environment.</td>
<td>HCSS5a1 &amp; HCSS5a6</td>
</tr>
</tbody>
</table>

**Justification:** How does your activity support the college Educational Master Plan?

The non-cost activities listed above support student success and the Achieving the Dream project which encourages students to complete their certificates, associates degrees and transfer requirements in a timely manner. These activities will increase the students transfer rate by 10% by the end of this academic year.