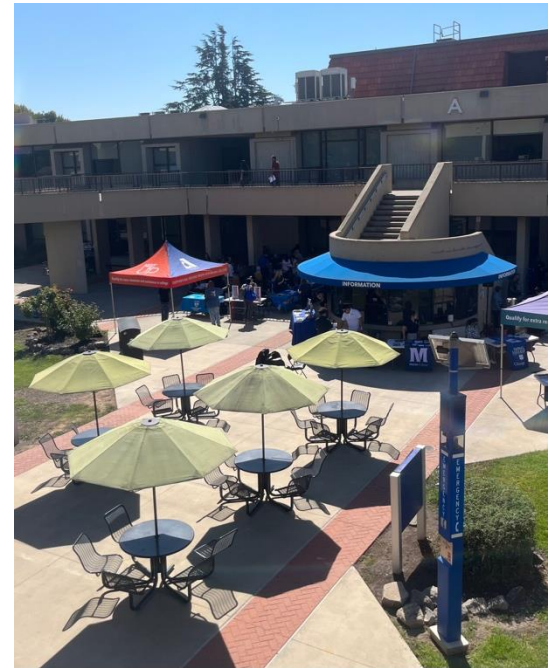


# 2024-25 College of Alameda Transfer Plan



## **Introduction**

College of Alameda Transfer Center Plan has been developed to ensure a definitive campus commitment to transfer and to provide a planning mechanism for transfer growth. The Plan is a requirement of the California Education Code. As stated in the Minimum Program Standards for Transfer Centers in the spring of 1995, "Education Code section 52027 requires the governing board of each community college district to recognize transfer as one of its primary missions, and that an emphasis shall be placed on the preparation and transfer of underrepresented students. Additionally, each district was directed to develop and adopt a 'Transfer Center Plan', which would describe the activities of the Transfer Center and the subsequent activities to be provided to students. Initial plans to implement minimum standards were to be directed towards, but not limited to, five areas: services to be provided to students; facilities; staffing; advisory committee; and evaluation and reporting."

## **Transfer Program History**

The 1960 California Master Plan for Higher Education established transfer from community colleges to baccalaureate institutions as a central element in providing broad educational opportunities. Two pieces of legislation with a focus on implementing transfer and articulation in California resulted in the development of a common intersystem general education core curriculum and transfer center funding (AB 1725) and a comprehensive system of transfer (SB 121).

- Assembly Bill 1725 provided new direction and support for the transfer function to California's Community Colleges. Emphasis was placed on improving the transfer process and removing barriers to transfer.
- SB 121 established that the University of California system, the California State University system, and California Community Colleges must work together to ensure a smooth transfer, transition, and educational goal completion.

## **Purpose of the California Community College Transfer Centers**

Transfer Centers were established to strengthen the transfer function, and to increase the number of California Community College students prepared for transfer to four-year institutions through the coordination of transfer efforts. Transfer Centers were directed to incorporate the identification, development, and implementation of strategies designed to enhance the transfer of low-income, students with disabilities and first-generation college students.

## **Minimum Program Standards**

- A. The governing board of each community college district shall recognize transfer as one of its primary missions and shall place priority emphasis on the preparation and transfer of underrepresented students, including Black/African American, Latinx, Native American/American Indian, students with disabilities, low-income, first-generation and other students historically and currently underrepresented in the transfer process.

- B. Each community college district governing board shall direct the development and adoption of a Transfer Center Plan describing the activities of the Transfer Center and the services to be provided to students, incorporating the provisions established in the standards outlined below. The plans shall identify target student populations and establish target increases in the number of applicants to the baccalaureate institutions from these populations, including specific targets for increasing the transfer applications of underrepresented students among transfer students.

### **Transfer Center Plan Components**

Recommendations set forth by Section 51027 of the Title 5 Regulations, and approved by the College of Alameda AP 5120 and BP 5120, outline the following components to be included in the Transfer Center Plan:

#### Required Services

The College of Alameda shall:

- a) Identify, contact, and provide transfer support services to targeted student populations as identified in the Transfer Center Plan, with a priority emphasis placed on Black/African American, Latinx, Native American/American Indian, students with disabilities, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.
- b) Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
- c) Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
- d) Monitor the progress of transfer students to the point of transfer, by monitoring activities established in the Transfer Center Plan.
- e) Support the progress of transfer students through referral as necessary to such services as tutoring, financial assistance, counseling, and other instructional and student services on campus as appropriate.
- f) Assist students in the transition process, including timely completion and submittal of necessary forms and applications.
- g) In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

- h) Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

### Facilities

The College of Alameda Transfer/Career Center is located in Building A Room 114. This office location houses the Transfer Center faculty and staff. It includes an office, computers, transfer resources, and university informational materials.

### Staffing

The College of Alameda staffing includes one Counselor/Coordinator and Classified professionals who manage the area.

### Advisory Committee

The Transfer Center Advisory Committee will provide review, planning, and support for the Transfer/Career Center, and will meet annually in May. The Transfer Center Advisory Committee will include but is not limited to: Counseling Faculty; Transfer Center Staff; Dean of Student Services; Vice President of Student Services; Administrators, Faculty, and Staff determined appropriate by the Dean of Student Services; and local university representatives as available.

### Evaluation and Reporting

The Transfer/Career Center works closely with the district and campus Institutional Research department for ongoing internal evaluation of the effectiveness of College of Alameda transfer efforts. An Annual Report is submitted to the California Community College Chancellor's Office.

### **College of Alameda Mission Statement**

College of Alameda is committed to serving the educational needs of our diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

### **College of Alameda Transfer/Career Center Mission Statement**

The College of Alameda Transfer Center is committed to helping students achieve their transfer goals by providing accurate, up-to-date information and resources, engaging activities and events, and individualized support for all students.

### **Transfer Center Goals, Activities, and Performance Measures**

In 2017, the California Community Colleges State Chancellor's Office published the California Community College Transfer Recommended Guidelines. The College of Alameda Transfer Center has adopted these goals and has outlined activities to meet these goals along with measures by which we can assess the goals. The Transfer Center Plan is in alignment with the strategic goals of the College of Alameda, which thereby aligns with the Peralta Community College District Educational Master Plan, Strategic Plan, Student Equity Plan, and the Chancellor's Office Local Vision for Success Goals.

**Goal 1: Implement Fall 2024 and Spring 2025 Transfer Fairs.**

Activities to Meet Goal
<ul style="list-style-type: none"><li>• Work with CCCCCO on Transfer Fair date for fall 2024 – September 24, 2024</li><li>• Host HBCU Transfer Fair at the College of Alameda in the Spring 2025</li></ul>

**Goal 2: Conduct Ongoing Transfer Workshops**

Activities to Meet Goal
<ul style="list-style-type: none"><li>• Sponsor regular transfer partner workshops</li><li>• Host College of Alameda transfer workshops</li></ul>

**Goal 3: Increase the Visibility of On-Campus and Online Transfer Representatives**

Activities to Meet Goal
<ul style="list-style-type: none"><li>• Schedule consistent time slots for transfer representatives to meet students on campus.</li><li>• Promote the availability for transfer representatives to create a ConexED account and meet with COA students online.</li></ul>

**Goal 4: Conduct University Campus Tours**

Activities to Meet Goal
<ul style="list-style-type: none"><li>• Schedule at least one college tour in collaboration with EOPS/CARE, Veterans, College Promise, Umoja, Rising Scholars, and Puente to a CSU campus.</li><li>• Schedule at least one college tour in collaboration with EOPS/CARE, Veterans, College Promise, Umoja, Rising Scholars, and Puente to a UC campus.</li><li>• Schedule at least one college tour in collaboration with EOPS/CARE, Veterans, College Promise, Umoja, Rising Scholars, and Puente to a Private University campus.</li><li>• Schedule an HBCU tour in collaboration with EOPS/CARE, Veterans, College Promise, Umoja, Rising Scholars, Puente, and other Peralta colleges</li></ul>

## Goal 5: End of Year Transfer Celebration Event

### Activities to Meet Goal

- Schedule a recognition ceremony announcing transfer students and the university they are transferring (fall and spring).
- Continue to place lawn flags on campus to demonstrate where COA students are transferring.

## Goal 6: Transfer Center Communications

### Activities to Meet Goal

- Create a Transfer Center newsletter through Hubspot.
- Create a Transfer Center Canvas for enhanced communication with students.

## Assessment Plan

Assessment is an ongoing systematic process of collecting and interpreting data to continually improve the services to students and develop or modify program components. Having an assessment plan in place will allow the College of Alameda Transfer Center to determine the value of activities; apply standards for judging quality and effectiveness; and ideally optimize results.