



INSTRUCTIONS VIEW CERTIFIED DATA LOG OFF

Los Angeles Mission College 2013-2014 Transfer Center Annual Report

Title 5, Education Section 51027 Transfer Centers: Minimum Program Standards
Title 5 regulations require the governing board of each community college district to recognize transfer as one of its primary missions. The regulations describe program components that include transfer services, facilities, staffing, advisory committee, evaluation and reporting requirements for the transfer program.
This report is intended to collect information regarding your campus Transfer Center. Please note that the report has been modified for the 2005-06 program year. The goal is to collect only those data that will be used in statewide reports. Your campus information is needed for accurate reporting; failure to submit this information will result in your campus not being represented in statewide reports.

I. TITLE 5 REGULATIONS

Title 5 requires that each community college district governing board develop and adopt a Transfer Center Program Plan that minimally includes information for five components: Required services, Facilities, Staffing, Advisory Committee, and Evaluation and Reporting. From your 2013-2014 Transfer Center Plan, please list one goal for each of the required components and describe the outcome. (Limited to 275 characters)

1. Required Services

Goal: Expand transfer services and resources available to students and faculty.

Outcome: Provide counseling services in the quad area to promote Transfer Center services and awareness.

2. Facilities

Goal: Provide additional computers for students to research transfer information.

Outcome: Received three new computers in the Transfer Center for students.

3. Staffing

Goal: Request additional funding for Transfer Center Counseling.

Outcome: Hired 2 hourly Counselor for Fall 2014 and Spring 2015 as well as a Career Guidance Counseling Assistant for 20 hours a week.

4. Advisory Committee

Goal: Collaborate with the Counseling Department along with four-year representatives to promote Transfer Center services.

Outcome: Increased Transfer Workshops for students to spike transfer rates.

5. Evaluation and Reporting

Goal: Developed a Transfer Center Exit Survey.

Outcome: Will have results from Fall 2014 survey in Spring 2015.

II. TRANSFER CENTER FACILITY

1. Our Transfer Center is...

a. Dedicated (stand-alone)

b. Co-located (shared) with: (Check all that apply)

General Counseling Career Center Admissions Other

Comments:(Limited to 275 characters)

2. Schedule

1. Approximately how many student contacts were made by your Transfer Center this year (such as counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)? 3300
2. Approximately how many student contacts were made outside of the Transfer Center this year (include counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)? 500
3. We do Transfer Admission Agreements (TAA) or Transfer Admission Guarantees (TAG) with
- a. 0 1-3 4-6 7-10 11 or more independent colleges.
4. During 2013-2014, how many of your students signed a TAA or TAG with an independent college? 0
5. Does your college offer transfer field trips? Yes No
6. How many transfer field trips were you able to schedule? (fill in the blank) 0
7. How many students participated in trips to:
- CSUs 0
 - UCs 0
 - Independents 0
 - Out of State 0

III. TRANSFER - STUDENT SERVICES

1. Approximately how many student contacts were made outside of the Transfer Center this year (include counseling appointments in the Transfer Center, classroom visits, university representative contacts, workshops, etc.)? 0.50 FTE
2. a. The Transfer Center Director is: Classified Management Faculty (if so, list discipline)
- b. How many years has the Transfer Center Director served in this capacity? Less than 1 1-2 3-4 more than four
3. a. The Transfer Center Director's schedule is: 10 months/yr. 11 months/yr. 12 months/yr.
- b. What is the combined full time equivalency for all transfer support staff (excluding the transfer center director)? 0.50
- c. What is the combined full time equivalency of counselors assigned to the transfer center? 0.20 (For ex. 0.5, 0.75, 1)
4. The Transfer Center Director reports directly to: Chief Student Service Officer Chief Instructional Officer Dean of Counseling Other
5. Is the Transfer Center Director directly involved in campus collaboration regarding district and college strategic planning and student equity? Yes No Indirectly involved
6. Transfer Center Director's Name Tashini Walker

IV. ADMINISTRATION

1. What percent of the Transfer Center Director's contract is spent coordinating the Transfer Center function (For ex. 0.5, 0.75, 1)? 0.50
2. a. The Transfer Center Director is: Classified Management Faculty (if so, list discipline)
- b. How many years has the Transfer Center Director served in this capacity? Less than 1 1-2 3-4 more than four
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4. The Transfer Center Director reports directly to: Chief Student Service Officer Chief Instructional Officer Dean of Counseling Other
5. Is the Transfer Center Director directly involved in campus collaboration regarding district and college strategic planning and student equity? Yes No Indirectly involved
6. Transfer Center Director's Name Tashini Walker

Phone Number 818 - 833 - 3336 ext. _____ Email walkertn@lamission.edu
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V. CHALLENGES

A. Resources (rank order your transfer center needs): Among the following resources, rank order your priorities from 1 to 5. The number 1 represents your greatest need and the number 5 represents your lowest need for achieving your institutional transfer goals.

Resource	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5
Facilities					
Personnel					
Equipment					
Operating Expenses (e.g. supplies, printing, travel, ... etc.)					
Data Gathering Capabilities					

B. Barriers (Rank order your transfer center barriers): The following chart identifies the barriers most frequently reported in prior year Transfer Center Annual Reports. The nine broad categories are: Student Related, Academic, Transfer Center Operations, Four-year Institutions, Financial Aid, Articulation, Counseling, Data/Information and Administration. Rank order the barriers to your transfer center program – the number 1 represents your greatest barrier and the number 9 represents your lowest barrier.

Barriers	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9
Student Related Academic skills and/or preparation; Transportation, housing, child care, family support, lack of understanding, changing goals or majors indecision, missed deadlines, appointments, not seeking assistance									
Academic Insufficient course offerings (variety); insufficient course sections; lack of faculty involvement and/or need for training									
Transfer Center Operations Lack of adequate staffing; information (availability/accuracy of requirements, dissemination); inadequate budget; inadequate facilities and equipment									
Four-year Institutions Geographic distance; admission process or policies; insufficient representative visits; admission limits (capacity) or schedule (no winter/spring)									
Financial Aid Need; complex process, lack of information									
Articulation Lack of general articulation (volume); lack of major preparation articulation									
Counseling Training, access (insufficient number of appointments/inadequate staffing)									
Data/Information Lack of student tracking; transcription information (unavailable); collaboration with institutional research									
Administration Not high institutional priority									

C. Does the list above (both specific barrier and general category) continue to generally reflect the most significant barriers to transfer? Yes No

Comments: (limited to 275 characters)

1. Has your transfer center written student learning outcomes (SLOs)? Yes No
2. Have you implemented your SLOs? Yes No
3. Are you willing to share your SLOs? Yes No
4. Has your transfer center undergone program review? Yes No
5. Are you willing to share your program review? Yes No

2013-2014 Expenditures

Object	Total
1000 Academic Salaries	\$103,537.00
<i>Example: Transfer Center Director .5x \$50,000 =</i>	<i>(\$25,000)</i>
Transfer Center Director	\$103,537.00
2000 Classified Employees	\$0.00
<i>Example: Clerical(hourly) \$12/hour x 200 hrs. =</i>	<i>(\$2,400)</i>
3000 Employees Benefits	\$0.00
Total of all employee benefits	\$0.00
4000 Supplies and Materials	\$0.00
Total of all supplies and materials	\$0.00
5000 Other Operating Expenses & Services	\$0.00
Consultants	\$0.00
All Other Operating Expenses	\$0.00
6000 Capital Outlay	\$0.00
Total of all capital outlay	\$0.00
Grand Total	\$103,537.00

Note: The grand totals by object and by source must be the same

Source	Amount
General Fund	\$103,537.00
Matriculation	\$0.00
Grants or Contracts	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
Grand Total	\$103,537.00

Note: The grand totals by object and by source must be the same

2013-2014 Certify

I certify that the information contained in this report is accurate and true to the best of my knowledge.

Transfer Director : Tashini Walker

Certified Date: 10/31/2014 08:34 AM

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