

NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

Department:	Transfer and Career Planning Center		
Academic Year:	2017-18	Annual Update # 1	<input type="checkbox"/> Annual Update #2 <input checked="" type="checkbox"/>

1. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs) *(from #3A of full PR)*

A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:

1. Improve Articulation with UC's, CSU's, and private universities.
2. Increase number of students transferring to the UC's, CSU's, and private universities
3. Expand career opportunities to local/surrounding community of Barstow and the students.

B) Summarize the progress your unit has made on SAO/AUO measures since the last program review:

1. Due to changes in staffing and leadership this goal was not sufficiently tracked.
2. 2015-16 academic year
 - CSU Transfers: 47, increased by 6
 - UC Transfers: 8, increased by 0
 - ISP Transfers: 137, increased by 14This information was retrieved from the CSU & UC websites and <http://datamart.cccco.edu/datamart.aspx>.
3. This goal is not measurable. Therefore, moving forward the Transfer and Career Center will increase career resources by offering additional workshops.

C) Describe any improvements made by your unit as a result of the outcomes assessment process:

1. *What did you learn from your evaluation of these measures?*

1. In order to efficiently measure and improve articulation, the Transfer and Career Center will implement a tracking system (spreadsheet) that outlines existing/new articulation agreements & transfer admission guarantees.
2. The Transfer & Career Center needs to increase the number of students applying to 4-year universities with an emphasis on the UC campuses.
3. The SAO is not measurable and needs a more definitive plan.

2. *What improvements have you implemented as a result of your analysis of these measures?*

1. Effective 2017-18 the Transfer Center has a new articulation officer. The goal moving forward is to improve articulation by adding 4 new articulation agreements/ transfer admission guarantees during 2017-18. This will help students by creating a seamless pathway from Barstow Community College to a 4-year institution.
2. The Transfer & Career Center is offering weekly workshops that focus on transfer topics such as, transfer 101, and CSU/UC admissions applications. In addition, university representation is on campus weekly.
3. Increase career resources and conduct career focused workshops. In addition, add job postings to CANVAS which is accessible by all students.

3. *What improvements do you plan* to implement as a result of your analysis of these measures?*

(*List any resources required for planned implementation in #3: Resources.)

1. The new articulation officer will focus on;
 - Increasing partnerships
 - Outreach to 4-year university articulation officers
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2. Continue to release a monthly newsletter which was implemented August 2017. Create a Transfer Center student group which focuses on increasing transfer rates for all students including our disproportionately impacted populations.
3. Adding job postings onto Canvas so that all students can access this information without having to come into the Transfer Center as was required previously. In addition, workshops on career topics will be added and attendance will be tracked through SARS.

2. GOALS AND OBJECTIVES <i>(Taken From #9--Action Plan--of FULL Program Review)</i>				
	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	Improve Articulation with UC's, CSU's, and private universities.	#1	Assist transfer students towards a seamless transfer/transition.	Hire Transfer Counselor to assist the TCPC. Monitor the progress of transfer students to the point of transfer.
		#2	Provide student with accurate information to transfer in a timely manner.	Assign time to the Articulation Officer to work on articulation
		#3	Cultivate a strong professional partnership with the UC's, CSU's and private universities.	Monitor the progress of transfer students to the point of transfer
		#4	Cultivate a strong professional partnership with the UCs, CSUs and Private Universities.	Assign time to the Articulation Officer to work on Articulation.

Goal #1 Annual Update: (Assess progress made toward goal attainment)

Due to changes in staffing and leadership this goal was not sufficiently tracked and no progress has been made.

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	Increase number of students transferring to the UC's, CSU's and private universities.	#1	Assist transfer students towards a seamless transfer/transition	Hire Transfer Counselor to assist the TCPC.
		#2	Provide/Support the progress of transfer.	Assign time to the Articulation Officer to work on Articulation.
		#3	Promote opportunities through transfer fairs, college/university representative visits and campus tours.	Monitor the progress of transfer students to the point of transfer.

Goal #2 Annual Update: (Assess progress made toward goal attainment)

Increased CSU transfers by 6, ISP transfers by 14, and no progress for UC transfers.

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
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#3	Expand career opportunities to local/surrounding community of Barstow and the students.	#1	Inform students of resources that will assist them in finding a career.	Task will be based on reevaluation of TCPC's career component: services, resources and vision.	
		#2	Provide network opportunities through faculty, staff, and local Barstow businesses.	Task will be based on reevaluation of TCPC's career component: services, resources and vision.	
		#3	Promote and link up with an existing career mentorship program	Task will be based on reevaluation of TCPC's career component: services, resources and vision.	
		#4	Cultivate a strong professional partnership with local businesses and resources within the town of Barstow and the surrounding community	Task will be based on reevaluation of TCPC's career component: services, resources and vision.	

Goal #3 Annual Update: (Assess progress made toward goal attainment)

This goal is not measurable, no progress has been made.

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1	NA		No	Transfer Center Budget
	2	NA		No	Transfer Center Budget
	3	NA		No	Transfer Center Budget
	4	NA		No	Transfer Center Budget
2	1	NA		No	Transfer Center Budget
	2	NA		No	Transfer Center Budget
	3	NA		No	Transfer Center Budget
3	1	NA		No	Transfer Center Budget
	2	NA		No	Transfer Center Budget
	3	NA		No	Transfer Center Budget
	4	NA		No	Transfer Center Budget