## NON-INSTRUCTIONAL PROGRAM REVIEW ANNUAL UPDATE

Department: Academic Year:		Transfer and Career Planning Center							
		2017-18	/	Annual Update # 1		Annual Update #2			
Prog	gress on Se	rvice Area/Ad	ministra	tive Unit Outcor	nes (	SAOs/Al	<b>JOs)</b> (from #3A of full P		
_				nistrative Unit Outco	-				
		-		nd private universitie		. ,	,		
				g to the UC's, CSU's,		orivate univ	versities		
				rounding communit	-				
				n SAO/AUO measure					
1.	Due to chang	ses in staffing and	leadershi	o this goal was not s	ufficie	ently tracke	ed.		
2.	2015-16 acad	lemic year							
,	CSU Tran	sfers: 47, increase	ed by 6						
,		fers: 8, increased							
		fers: 137, increas							
				CSU & UC websites	and				
	• • • •	ttp://datamart.cccco.edu/datamart.aspx.							
3. `	This goal is not measurable. Therefore, moving forward the Transfer and Career Center will								
	-			-	Transf	er and Car	eer Center will		
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- 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.

	GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	Review) OUTCOMES, MEASURES, and ASSESSMENT	
#1	Articulation with towards a seamle		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		
	<b>#3</b> Cultivate a strong Monitor th professional partnership transfer stu		Monitor the progress of transfer students to the point of transfer			
		#4	· ·	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	<b>#1</b> Assist transfer students towards a seamless transfer/transition	Hire Transfer Counselor to assist the TCPC.			
	UC's, CSU's and private universities.	<b>#2</b> Provide/Support the progress of transfer.	Assign time to the Articulation Officer to work on Articulation.			
		<b>#3</b> 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)						
Incre	Increased CSU transfers by 6, ISP transfers by 14, and no progress for UC transfers.					

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED	OUTCOMES, MEASURES,
	UUAL	OBJECTIVE	TO ACHIEVE OBJECTIVE	and ASSESSMENT

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#3	Expand career opportunities to local/surrounding community of Barstow and the	#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.				
	students.	#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