

Task Details Report

Planning Unit: Transfer Center, A2B and University Center

Unit Manager: Lead Staff, Transfer, A2B and Univ. Center

Objective: 167 - Equipment, technology and facilities requests for Transfer Center, A2B and University Center

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements.

To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel.

Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Transfer Center

Equipment:

Transfer Center Sign at the Entrance of the building – to identify where the Transfer Center is located and provide directions – this not only informs students where the Transfer Center is located, it also informs students that there is support to help them with their Transfer path.

Frames for signage – this can help us to promote the Transfer Center activities. According to a survey, 50% of students who responded, heard about the transfer services through signs and flyers posted around campus.

Technology:

Color printer - to print flyers and promotional materials, since central duplicating is no longer available at all times.

HP LaserJet Pro M452dw

p/n CF394A#BGJ (300003415)

PRICE: \$527.42 including extended warranty

Facilities:

Designated location for Transfer Workshops, a Smart Classroom including access to computers for students. It is important for students to have access a computer during the workshops, because they are working sessions that allow students to complete applications, draft essays, review their transcripts, etc.

A designated office near the Transfer Center for university representative visits

Due to limited counseling office space, we cannot schedule the university visits during the first two weeks of school where it is crucial for students to meet with the representatives. During August and September students will have questions regarding TAG, and in January, they have questions on application updates.

If we schedule the university representatives' visits during the first week of school it has to be on drop-in bases through tabling instead of by appointment which does not provide privacy. In addition it does not give students enough time to discuss their concerns in depth.

Task Details Report

Start Date: 3/31/2015	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$529

Purchase instructional equipment and/or technology to enhance student learning and success.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Transfer Center, A2B and University Center	Signage	\$1.00	\$0.00
ITech	Transfer Center, A2B and University Center	color printer	\$527.00	\$886.00
Facili	Transfer Center, A2B and University Center	Transfer workshop center	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Transfer Center, A2B and University Center

Unit Manager: Lead Staff, Transfer, A2B and Univ. Center

Objective: 479 - Strategic Action Plans for Transfer Center, A2B and University Center

Objective Description:

Professional Development is necessary to engage with the state-wide policy changes as well as within individual higher education intuitions. This will benefit the college as it will provide opportunities for new strategies and innovate ways to assist students transitioning to universities, and faculty in developing new courses. Some of the Professional development that is essential to the Transfer Center Program Supervisor:

To maintain currency in the area of Transfer, the programs request a travel budget of \$2000 to cover the cost of the following:

UC Counselor Conference

CSU Counselor Conference

UC Ensuring Transfer Success Conference

TCDA/WACAC meetings

TCDA Regional meetings

Other Professional Developmental meeting/conferences such as Student Equity conferences

Other meetings as necessary/relevant to Transfer such as attending the informational meetings in state and out of state universities

Hosting informational Session provided by universities such as UCLA information session as training tool for all faculty and staff

Each of the above meetings and conferences has a cost rage between \$100 and \$2000.

The Transfer Center needs support from the Office of Planning, Research, and Institutional Effectiveness to identify Transfer students, collect data on the student's background and study their course taking behavior. This will help us provide and/or develop necessary services and programs for students in support of their transfer goal, collaborate with faculty and staff at other division and departments, and consequently, will increase the transfer rate and close the gap among transfer students, which is part of Educational Master Plan.

We also need in depth training on ARGO, Dashboard, and clearing house to track transfer students to be able to reach out and create cohorts of students for specific majors.

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 1
Due Date: 6/30/2017	Completion Date:	Task Status: New	Budget: \$370

The chair is an old chair and the cushion and fabric on the seating is ripped.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Transfer Center, A2B and University Center	Office Chair	\$370.00	\$370.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/27/2017	Task Type: Committee/College Action Plan	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: New	Budget: \$62,664

To higher a full-time Retention Specialist (classified Position) for the Transfer Center in support of the new program, Student Transfer Education Pathway (STEP).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Transfer Center, A2B and University Center	Retention Specialist	\$62664.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 4
Due Date:	Completion Date:	Task Status: New	Budget: \$1,000

Improving the workstation in the Transfer Center Reception area by adding Privacy screen. Based on an initial conversation with facility, it may approximately costs \$1000.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Transfer Center, A2B and University Center	Improving existing workstation by adding privacy glass/wall.	\$1000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 2
Due Date: 6/30/2017	Completion Date:	Task Status: New	Budget: \$1,195

A laptop for the Transfer Center to use at the workshop and activities on-and off campus.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Transfer Center, A2B and University Center	Laptop	\$1195.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/28/2017	Task Type: Committee/College Action Plan	Priority Level: Medium	Task Order: 5
Due Date:	Completion Date:	Task Status: New	Budget: \$1

To have an Office space for additional staff Retention Specialist) at the Transfer Center

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Transfer Center, A2B and University Center	Office space	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Transfer Center, A2B and University Center

Unit Manager: Lead Staff, Transfer, A2B and Univ. Center

Objective: 543 - Students Transfer Education Pathway (STEP)

Objective Description:

The Student Transfer Education Pathway (STEP) project aims to increase the transfer rate, by reaching out to all students with the goal of transfer, and guiding them to become proactive in their transfer planning. The impact of this project will be on the entire campus as it will increase the transfer awareness on campus through student participation, and stronger partnership between faculty and staff. STEP includes strategies to promote early identification of a major and promote “transfer intelligence” through student cohorts, grouped by major. The cohort model will break down the complex transfer process by introducing transfer information in stages, and offering an environment where students with a common goal can be supportive of each other. The anticipated starting time to implement the STEP project is September 2016.

Start Date: 4/20/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

See attached Innovation Fund Proposal. Requesting \$138,000

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Transfer Center, A2B and University Center

Unit Manager: Lead Staff, Transfer, A2B and Univ. Center

Objective: 549 - Community of Leadership and Transfer Success (COLTS) Academies

Objective Description:

The purpose of this proposal is to scale up the existing Community of Leadership and Transfer Success (COLTS) Academy 1, a four-day summer bridge program that serves incoming students, into an institutionalized first-year experience (FYE) program. COLTS 1's goal is to create a supportive and structured environment to assist all incoming high school students (approx. 630) transition to college, connect them to campus, and build a strong educational foundation through a summer-bridge program, on-going counseling and retention support through the first year, and a first-year experience course. The program anticipates a timeline of 3 years to fully implement the first-year experience program. The program aims to increase the retention, persistence, and transfer rates for program participants and increase collaboration with instruction, community partners and high schools, and existing campus services and programs.

Start Date: 4/20/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

See attached Innovation Fund proposal. Requesting \$448,000.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	