

CHAPTER VIII

ARTICLE VIII

TRANSFER CENTERS

8800. TRANSFER CENTERS: MINIMUM PROGRAM STANDARDS.

The District recognizes that assisting students with transfer to baccalaureate colleges and universities is one of its primary missions. The Board directs each college president, or his/her designee, in consultation with the college Academic Senate, to develop and adopt a Transfer Center Plan for each college describing the activities of the college's transfer center and the services to be provided to students, including underrepresented students as defined by 5 C.C.R. section 51027, incorporating the provisions established herein. Plans shall identify target student populations and shall establish target increases in the number of applicants to baccalaureate institutions from these populations, including specific targets for increasing the transfer applications of underrepresented students among transfer students. Plans shall be developed in consultation with baccalaureate college and university personnel as available. Each college plan shall be submitted to the Chancellor or his/her designee for approval. These plans shall be developed in accordance with the provisions in Chapter XVIII of Board Rules -- Academic Senate and the Board of Trustees Shared Governance Policy.

Plan components shall include, but not be limited to services to be provided to students; facilities; staffing; advisory committees; and evaluation and reporting.

Adopted 01-24-01  
Amended 05-09-01

1. Required Services: The college president, or his/her designee shall:
  - a. Identify, contact, and provide transfer support services to targeted student populations as identified in the Transfer Center Plan.
  - b. Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions, where available and 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.

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- 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, in accordance with monitoring activities established in the Transfer Center Plan.
- e. Support the progress of transfer students through referral, as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to 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.

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- g. In cooperation with baccalaureate institution personnel, develop and implement a schedule of services for transfer students to be provided by the 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.
2. Facilities. Each college president, or his/her designee, shall provide space and facilities adequate to support the transfer center and its activities. A particular location on campus shall be chosen as the focal point of the transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.
3. Staffing. Each college president, or his/her designee, shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaisons to the articulation programs, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.
4. Advisory Committee. Each college president, or his/her designee, shall establish, in consultation with the college Academic Senate, an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included, as available.

Adopted 01-24-01

5. Evaluation and Reporting. Each college president, or his/her designee, shall include in its Transfer Center Plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its Transfer Center Plan.

The District shall submit an annual report to the State Chancellor describing the status of the District's efforts to implement its transfer centers, achievement of Transfer Center Plan targets and goals, and expenditures supporting transfer center operations. Each college president, or his/her designee, shall be responsible for submitting this information for each college to the Chancellor or his/her designee, for purposes of drafting the report to the State Chancellor on an annual basis.

Title 5, C.C.R., section 51027

Adopted 01-24-01