

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Transfer Center

ACADEMIC YR. 2013-2014

Comprehensive Program Review Annual Assessment Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

Veronica Soto 3/15/13
Signature of Program Chair/Director Date

J. L. Lawrence 3/18/13
Signature of Area Dean Date

John Lee 4/29/13
Signature of Area Vice President Date

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



Imperial Valley College

Program Review

Org: 910, Description: Transfer Center						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	11001 Unrestricted - General	\$107.10	\$800.00	\$107.00	Copy/Print	1
4460 Office Supplies	11001 Unrestricted - General	\$26.37	\$1,600.00	\$1,600.00	Workshop & Presentation Office Materials	1
5212 Travel - Cultural and Education	11001 Unrestricted - General	\$0.00	\$0.00	\$700.00	Travel Cultural & Education Act	1
5213 Travel - Student Room and Board	11001 Unrestricted - General	\$0.00	\$0.00	\$500.00	Travel Student Room & Board	1
5220 Travel - Staff Conferences	11001 Unrestricted - General	\$2,985.81	\$3,200.00	\$2,986.00	AOTCD/Counselor Training/Conferences	1
5310 Memberships and Dues	11001 Unrestricted - General	\$120.00	\$500.00	\$120.00	AOTCD/Counselor Membership & Dues	1
5540 Telephone and Data Lines	11001 Unrestricted - General	\$0.00	\$0.00	\$50.00	Telephone & Data Lines	1
5621 Copier Maintenance Agreements	11001 Unrestricted - General	\$0.00	\$0.00	\$200.00	Copier Maintenance Agreements	1
5860 Postage	11001 Unrestricted - General	\$64.57	\$2,100.00	\$1,300.00	Catalog/Articulation Postage	1
Totals:		\$3,303.85	\$8,200.00	\$7,563.00		

Actual Grand Total: \$3,303.85
Budgeted Grand Total: \$8,200.00
Requesting Grand Total: \$7,563.00



Imperial Valley College

Program Review

Staffing Resource Requests

STAFFING NEEDS for ORG 910 - Transfer Center AND PROGRAM 6330 - Transfer Programs:									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	1	Goal One (Institutional Mission and Effectiv	Adjunt Counselor	\$47,530	1	3	Yes	No	\$47,530
2	1	Goal One (Institutional Mission and Effectiv	New/replacement Classified	\$45,000	1	2	Yes	No	\$45,000
3	1	Goal One (Institutional Mission and Effectiv	New/replacement Faculty	\$80,000	1	1	Yes	No	\$80,000
Totals:									\$172,530

Long Justifications:

1 Rank:3

One (1) Part-time Counselor (49 Weeks @ 20 Hours per week = \$47,530.00 not including benefits [Based on \$48.50 per hour]).

RE-REQUEST FOR FUNDS: A Part-time Counselor was funded as of 09-10 at 21 hours per week but funding was exhausted (even with reduced hours) as of December 10, 2010 (Academic Year 2010-11).

Since 2005-06 the Transfer Center adjunct position has been responsible for bringing in over 400+ students into the Transfer Center program. Providing comprehensive counseling services for the Title 5 Grant (completed as of 2008-09) and additional interested students in transfer as the funding shifted.

This population included the required Student Educational Plan (SEP) development for each student and file review. This large influx of new students into the program is a result of the additional transfer outlets locally, specifically new bachelor degree partnerships in Nursing SDSU-IV; Child Development, Social Work, Business Administration and new science programs at NAU-Yuma; and, Brandman University in the Palm Desert area for Early Childhood Education.

An adjunct counselor position in TC is necessary to service the increased student load the program is experiencing as a result of these programs and with the state mandates towards transfer. Without funding for the adjunct position the staffing level in Transfer Center will not be adequate to maintain services.

Since its inception the part-time position has conducted approximately 1200+ face to face counseling sessions with students averaging about 438 contacts per year. The loss of this position would result in over 400 lost appointments per year and decrease the ability of Transfer Center to effectively service Imperial Valley College's student population.

2 NEW POSITION – One (1) TC Center Secretary at the classification of “Student Services Technician (Counseling Services).” (Amount: \$37,332 – Step 13 Range – not including benefits)

The staffing classification of Staff Secretary I was terminated campus wide due to the budget constraints placed on the College as of February 1, 2011. As a result the Transfer Center program was left without direct staffing support and attempted to make use of existing staff in the Counseling Center.

* This hasn't worked.

Title 5 (Section 51027) mandates in section "3) STAFFING - Each district governing board shall provide clerical support for the transfer center"

I am requesting the replacement of this now "new" position that has been in existence since the late 1980's due to the duties and nature of transfer issues for the students at Imperial Valley College.

- 3 Transfer Center Counseling Director is a critical position necessary and is Title 5, §Section 51027. Transfer Centers: Minimum Program Standards and meets California Community College Transfer Recommended Guidelines which enables the Transfer Center to assist students to plan their courses to meet transfer requirements for the college to maintain and improve transfer and graduation rates.

Ensure coordination of Transfer Center activities and programs that meet new transfer process with new SB 1440 mandates and upcoming Student Success Initiative Act and will provide and oversight of budgets and staffing of the Transfer Center. Prepare annual transfer reports for College and Chancellor's Office. Work with campus faculty to ensure transfer services are supported as primary missions of the College. Encourage and participate in the development of transfer agreements with four-year institutions. Complete final review and sign off on Transfer Admissions Agreements and maintain University Partnerships with CSU, UC, Out of State, and Private and Independent Colleges and Universities.

Assist in providing regular counselor in-service training and information to the counseling staff on requirements and programs. Oversee marketing efforts regarding transfer opportunities. Attend on- and off-campus meetings as necessary. Chair Transfer Advisory Committee and schedule quarterly advisory meetings. Encourage and participate in campus efforts to identify and remove barriers to underrepresented student retention and transfer. Develop and implement methods of evaluation for transfer and career activities.

Other areas of responsibility include:

Under direction of the Vice President for Student Services and the Dean of Counseling, provide services to transfer students and the general student population through direct counseling as well as development and teaching of transfer and other counseling classes and workshops. Assist students in making decisions and plans relevant to their educational, career, personal and social needs and provide interpretation of assessment results. Participate in the implementation of the district-wide matriculation plan, including admissions, assessment, orientation, counseling and follow-up components. Refer students to appropriate campus and community resources and services.

Articulation Officer Staffing –Maintain abreast of all new Transfer Degrees (SB-1440) between California Community Colleges and CSU's. The goal of these programs is to facilitate a smoother transition for CA community college students transferring to a CSU by completing this specific degree and also gain priority admission. There are a lot of new AA-T/AS-T programs being created and IVC needs to stay on top of these degrees. Along with this is the C-ID program that this runs parallel to the Transfer Degrees. IVC is continuing with new C-ID submissions since the mandates to have Transfer Degrees established by 2014 deadline took priority over C-ID. IVC accomplished the degrees now we need to move onto continuing all TMC Degrees and all IVC courses for C-ID submissions.

Standard duties expected of all faculty, include development and evaluation of curricula, attending department and division meetings, and pursuing professional growth activities.

Grand Total: **\$172,530**



Imperial Valley College

Program Review

Professional Development Resource Requests

PROFESSIONAL DEVELOPMENT NEEDS for ORG 910 - Transfer Center AND PROGRAM 6330 - Transfer Programs:										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	1	Goal One (Institutional Mission and Effectiv	Articulation Funding	\$1,000	1	4	Yes	No		\$1,000
Totals:										\$1,000
Long Justifications:										
<p>1 Rank:4 ARTICULATION FUNDING - request for printing and travel funds. (Amount: \$2,000)</p> <p>The Articulation Officer received funding in the past from a small grant from the CC Chancellor's office. This funding source was terminated as of June 2011. I am requesting \$1,000 to cover printing and travel expenses. With SB 1440 degrees and the need to articulate with out-of-state institutions since the access to the CSU and UC institutions has become restrictive due to California's budget crisis. The funding for articulation would cover membership in CIAC, travel expenses to regional and statewide meetings on articulation and document duplication for publication and articulation requirements.</p>										

Grand Total: \$1,000