

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Transfer Center/Articulation Services ACADEMIC YR. 2012-13

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.

Carol E. Lee

2-23-12

Signature of Program Chair/Director

Date

Ted Casan

2/23/12

Signature of Area Dean

Date

M. Magno

2-24-12

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

910-11001-6330 Transfer Center/Unrestricted - General/Transfer Programs					
Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
4455 Copying/Printing	\$0.00	\$600.00	\$600.00	Ongoing Expenses	10 Routine Operational Cost
4460 Office Supplies	\$26.37	\$1,600.00	\$1,188.00	Ongoing Expenses	10 Routine Operational Cost
5212 Travel - Cultural and Education Act	\$0.00	\$700.00	\$700.00	Ongoing Expenses	10 Routine Operational Cost
5213 Travel - Student Room and Board	\$0.00	\$500.00	\$500.00	Ongoing Expenses	10 Routine Operational Cost
5220 Travel - Staff Conferences	\$1,311.92	\$2,000.00	\$2,000.00	Ongoing Expenses	10 Routine Operational Cost
5310 Memberships and Dues	\$120.00	\$500.00	\$500.00	Ongoing Expenses	10 Routine Operational Cost
5540 Telephone and Data Lines	\$0.00	\$0.00	\$50.00	Ongoing Expenses	10 Routine Operational Cost
5621 Copier Maintenance Agreements	\$0.00	\$200.00	\$200.00	Ongoing Expenses	10 Routine Operational Cost
5860 Postage	\$44.46	\$2,100.00	\$2,100.00	Ongoing Expenses	10 Routine Operational Cost
Totals:	\$1,502.75	\$8,200.00	\$7,838.00		

Actual Grand Total: \$1,502.75
Budgeted Grand Total: \$8,200.00
Requesting Grand Total: \$7,838.00



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	2	Excellence in Education - Provide a college	New/replacement Classified	\$45,000	1	1	Yes	No		\$45,000
2	2	Excellence in Education - Provide a college	New/replacement Faculty	\$80,000	1	1	Yes	No		\$80,000
3	2	Excellence in Education - Provide a college	Part-time Counselor	\$53,900	1	1	Yes	No		\$53,900
Totals:										\$178,900

Long Justifications:

1 Rank: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.

2 Transfer Center Counseling Director is a critical position necessary to assist students to plan their courses to meet transfer requirements and for the college to maintain and improve transfer and graduation rates.

Ensure coordination of Transfer Center activities and programs. Provide oversight of budgets and staffing of 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. 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 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.

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

3 Rank:3

One (1) Part-time Counselor (49 Weeks @ 20 Hours per week = \$53,900 not including benefits [Based on \$55.00 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. The existence of the adjunct 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.

Grand Total: \$178,900



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	2	Excellence in Education - Provide a college	Printing & Travel Expenses	\$2,000	1	1	Yes	No	\$2,000
Totals:									\$2,000
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 \$2,000 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: \$2,000