

The Basics:

Column 1 indicates the information being requested for the **2012-13 APRU**.

Column 2 is where your program information should be recorded. The APRU is a Word document, so you will be able to copy and paste or type in your information into the center column. Word wrap is turned on so the box will expand with your typing.

Column 3 contains the instructions for responding to the requested information.

When completed, save this Word doc and name it: sspbt13apru_Transfer Center. E-mail the completed APRU and any supporting documents as attachments to < haynesjim@fhda.edu >. It is a good practice to upload a copy to the program's TracDat Documents Repository and keep a soft copy for your files to ensure that your work is not lost. Please contact: Jim Haynes < haynesjim@fhda.edu > or ext. 8954 if you have questions.

Getting Started: Review your 2011-12 Annual Program Review Update posted on the SSPBT website:
<http://deanza.edu/gov/SSPBT>

Column 1	Column 2	Column 3
Information Requested for the 2012-13 SSPBT - APRU	Input your answers in this column. Word wrap is turned on so the box will expand with your typing. Please provide brief responses. Note: Reference documents can also be attached, i.e. TracDat reports. Make sure to note the name of any reference documents in your explanations.	Instructions:
Program Name:	Transfer Center	Enter the name of the program being reviewed.
Name(s) of the author(s) of this report:	Angela Caballero de Cordero	Enter the name or names of those who wrote this APRU.

What is the program's Mission Statement?	Recognizing that Transfer is a primary Mission of De Anza College, the Mission of the Transfer Center is to facilitate university transfer of De Anza students in particular of underrepresented populations by collaborating with instruction, universities and students.	Enter (or cut and paste) your most current Mission Statement. Please highlight changes, if any, to the Mission Statement that was posted in your 2011-12 APRU
Have you made any significant changes in your program based on the feedback you received from the SSPBT's review of your 2011-12 APRU?	No.	Include anything done in direct response to the SSPBT feedback on the 2011-12 APRU. NOTE: If no feed back was received move to the next question.
Have there been any other significant changes to your program since the 2011-12 APRU?	See programmatic changes below.	Please explain any significant changes in: Staffing, equipment, facilities, operational costs, organizational alignment, State/Federal regulations or laws, other?
What Impact have these significant changes had on your program?	Too early to tell.	Please explain how these significant changes have impacted your program. What is now different?
What Impact have these significant changes had on your students?	Too early to tell.	Please explain how these significant changes have impacted your students, including any positive or negative consequences.
Have you initiated anything new to your program since the 2011-12 APRU?	With the identification of Core Groups #1 and #2, the Transfer Center is initiating targeted efforts inviting student to come into the Transfer Center to plan to transfer in a timely manner. In addition a satellite advising/informational station will be placed in the student center to bring services to students where they are. This systematic presence aims to increase the transfer rate of underrepresented populations in particular of domestic students, and of the general domestic student populations. Started a new set of workshops to address informational needs of students interested in transferring to the university.	This is similar to the above question about significant changes but is meant to single out any new initiatives.

<p>Is there anything else the SSPBT should know about what has happened in your program since the 2011-12 APRU?</p>	<p>A staffing challenge was created with the counselor assigned going on sick leave and the Administrative support going on Workmen's Compensation. In S2013 the Center will be able to have a designated counselor in place who will be able to take the lead on day to day operations and developing a plan for AY 13-14. This is intended to bring greater stability into the Center's operation to lead it to grow and reach out to students interested in transferring to the university. Staffing stability is key in fulfilling the center's mission.</p>	<p>Briefly described anything else the SSPBT should know about your program including any trends, future concerns, things on the horizon, etc.</p>
<p>Common and Unique Services</p>		
<p>Are there any additions/deletions /edits to the list of common or unique services identified in your 2011-12 APRU?</p>	<p>Satellite advising/informational station will be available in student center consistently throughout the remaining of the academic year. Targeted messages are being sent to Core #1 and Core #2 students indicating a transfer educational goal. Subsequent phone calls will be made to high unit completers who may be closer to their goal of transfer.</p>	<p>The 2011-12 APRU asked your program to, list any common or unique services provided to students. Please briefly explain any changes to that list?</p>
<p>Are there any changes to the common or unique service designations listed in your 2011-12 APRU?</p>	<p>Enhance.</p>	<p>The 2011-12 APRU asked your program to designate the direction you believe each of your common or unique services need to move towards. As you recall the choices were to: Grow, Maintain, Enhance, Change Direction, Reduce, or Discontinue. Are there any changes to these designations for a specific service?</p>
<p>SERVICES: Student Services Learning Outcomes Assessment Cycle</p>		
<p>List all of your current and active Student Services Learning Outcome Statements as they are numbered and recorded in your TracDat account.</p>	<p>TC_SSLO_21: Students who attended the Transfer Center CSU application workshop, will understand the procedures involved in the online application process, and will submit a completed CSU on-line application.</p> <p>TC_SSLO_2 Student will be able to state their transfer goal and complete a Student Educational Plan (SEP) after an appointment with a Transfer Center Counselor and or Advisor.</p>	<p>You may cut and paste your SLO statements here or attach a document to this APRU and be sure to indicate the name of the document.</p>

	<p>TC_SSLO_3 After completion of a Transfer Center Assist information session, the student will be able to successfully navigate the Assist. Org website for articulation agreements, major requirements, General Education requirements, Course equivalencies, and explore major functions .</p> <p>TC_SSLO_4 By attending a UC Application workshop students will report an increase in their knowledge and skills for completing the UC online application.</p>	
What is or has been your SSLOAC activity for 2012 -13?		Please summarize all Student Services Learning Outcomes Assessment Cycle activities since the 2011-12 APRU, including any work in progress.
Have you completed a SSLOAC in 2012 – 13?	Data currently under analysis and will be inputted in tracdat.	<p>If yes, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement.</p> <p>If no, please give an update of your progress or future assessment plans.</p>
Have you identified any enhancement plans for which additional resources will be needed in order to achieve a desired or improved outcome?	Need a permanent Transfer Center Lead Counselor.	If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.
RESOURCE REQUESTS		
Are there any deletions/edits to the resource requests listed in your 2011-12 APRU?	There is a need to more adequately staff the Transfer Center to assure that the mission of the college and the center are met.	<p>Review your resource requests form your last APRU in 2011-12.</p> <p>NOTE: Resources include: Staffing, equipment, facilities, staff development, operational costs, other.</p>

<p>Are there any additions to the resource requests listed in your 2011-12 APRU?</p>	<p>ICC: Global, Cultural, Social and Environmental Awareness</p> <ol style="list-style-type: none"> 1. Yes. 2. Yes. 3. Yes. 4. Yes. 5. Yes. 6. Yes. 7. Yes 8. There is an impetus to increase the number of domestic Students who transfer to the university. The baseline data Will be identified and a 10% increase will become the first Benchmark to be targeted by the end of AY 2013-14. 9. TC activities are being re-engineered to focus on an outcomes Based model that translates into increased transfer rate. 10. The number of students who indicate aspirations to transfer to The university consistently exceeds 75% . Currently these Students are not targeted in a consistent and systematic manner. And the efforts in S2013 and AY 2013-14 will aim to increase Transfer rates. 	<p>If adding new resource requests, please provide a brief explanations to the following criteria for each new request (see attached "ICC_SI_SSPBT_Values information sheet"):</p> <ol style="list-style-type: none"> 1. Is the request linked to any of the Institutional Core Competencies? 2. Is the request linked to any of the Strategic Initiatives? 3. Is the request linked to any of the Core Values? 4. Is the request linked to any SSLO Assessment Cycle findings? 5. Is the request linked to your CPR 5-year plan? 6. How many times has this request appeared on an APRU? 7. Is the request linked to any of the SSPBT priorities? 8. What are the plans to assessment the effectiveness of this request if granted? 9. Is there anything innovative, unique, or cutting edge about this request? 10. Other information in support the resource request. <p>OR</p> <p>For each new request, attach a detailed document that addresses the 10 criteria listed above – be sure to indicate the name of the document.</p>
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