## 07-09 Unit Plan: Accomplishments and Goals

**Unit:** Transfer Center  
**Division or Area to Which You Report:** Counseling Division/Student Services  
**Author(s) of this Unit Plan:** Dara Greene  
**Date:** 4/7/08  

**Audience:** IPBC; Deans/Unit Administrators; Budget Committee  
**Purpose:** To provide evidence of progress on Strategic Planning Priorities from previous year and to provide input into planning for subsequent years.  

**Instructions:**  
1. Insert the Goals & Objectives from your last year's unit plan “Part II, Section 2: Goals/Objectives (What you Hope to Accomplish)” into “Section 1: Accomplishments” below. (2007-08 Unit Plans can be found here).  
2. Update accordingly, reflecting upon the activities you've undertaken in the past year. Be brief. No more than two pages.  
3. In Section 2, please include your new, revised, or continuing goals for the next year (some may be the same as before). No more than one page.  

Please make sure to number and list goals in PRIORITY ORDER (1, 2, 3, ETC.). This will determine where any new resources may be allocated. Be sure to include accomplishments and goals related to Strategic Planning Priorities, including student learning.  

**Note:** Priority Objectives and Strategic Plans are hyperlinked. Use Chabot Enrollment Management Committee Reports to generate Student Success and Equity data reports by course, discipline, and term. Use these data to inform your goals and objectives. (Note: Reports are only available on PC. If you are a Mac user, please have your dean print a copy)  

### Section 1: Accomplishments from Last Year's Unit Plan (What You Have Done):

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<thead>
<tr>
<th>No.</th>
<th>Goal/Objective from last year's Unit Plan</th>
<th>Activities Undertaken to Achieve the Goal/Objective</th>
<th>Results</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Accomplished?</th>
<th>Did you receive additional funds to support this goal/objective?</th>
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</table>
| 1   | To coordinate and implement Transfer Day during fall semester | 1. Provide a successful event for students interested in transferring from Chabot to the university.  
Advertise to students by hanging banners and flyers around campus.  
“Transfer across Chabot” idea in having instructors wear their school shirts to spark conversation about universities.  
2. Collaborate with Learning Communities for TECS staff to make an announcement in classes and in providing extra-credit for students who attend event. | Provided a successful Transfer Day event with 40 colleges and universities attending. Student turn out was high, over 300 students. Advertised around campus via butcher paper banners, Transfer Center permanent banner and color posters. This year the TECS Center set up a Chabot table with information available about all of Chabot’s programs such as Daraja, Puenta, DSRC, PATHS, etc. This table was staffed by students and staff from Outreach. Because the event was held on a Monday and it was not possible to remind Chabot of the event a day in advance, Chabot staff and faculty did not participate in the “Transfer Across Chabot” idea. In addition, there was not enough TECS staff available to make class room presentations though it was requested the instructors announce the event in their classrooms. | Goal 16 Objective 16b | Yes | Yes, ASCC Co-Curricular Funds - $700 |
| 2   | To coordinate and implement Transfer Night during Spring Semester | 1. Provide a successful event for evening students interested in transferring from Chabot to the university.  
Continue participating in co-curricular funding proposals to | Despite a lack of funding from ASCC Co-curricular funds the TECS Center held the event in March 2008. The event was held earlier in the year than in previous years in the attempt to catch possible transfer-ready students for F'08. This was a mistake as many UC rep could not attend as they were still deep in the admissions | Goal 16 Objective 16b | Yes | No |
<table>
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<tr>
<th>Goal 16</th>
<th>Objective 16b</th>
<th>In Progress</th>
<th>Yes – ASCC Co-Curricular Funds.</th>
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| To coordinate and implement annual Transfer Ceremony in May | 1. **Provide successful event to recognize transfer students and their accomplishments at Chabot.** Continue participating in co-curricular funding proposals to provide food for the students being recognized and their guests.  
2. **Request labels from A&R on Transfer students who have completed 45 transferable units with English 1A, to send invitations.** | Event to be held on May 14th, 2008. | Goal 16 |
| 4 | To increase awareness of TAA agreements around campus | 1. **Increase awareness to Chabot students who are transfer ready to participate in writing TAA contracts.** Work closely with all counselors to make them aware of TAA procedures.  
2. **Collaborate with Learning Communities and provide TAA workshops for 2nd year transfer ready students who participated in their program.** | TAA/TAG procedures and policies were updated in F’07 and Sp ’08. A hand out with the information was created and made available to students in the TECS Center. In addition, an updated “how-to” sheet was created for Chabot Counselors which was made available in hard copy, soft copy and on our internal website, CAMPUS. Training for adjunct counselors on TAA/TAG procedures was also provided. Despite these efforts the number of signed TAA/TAGs dropped in Fall 2007. The marketing efforts were reduced due to decreased staff in TECS and the number of TAA/TAG counseling appointments was also reduced in comparison to prior years due to a shortage of available counseling hours. TAA/TAG workshops were help in the TECS Center targeting students who were transfer ready in F’07 and targeting new students in order to help them prepare to be TAA/TAG ready in Sp ’08. | Goal 16 |
| 5 | To collaborate with Learning communities to increase Transfer resource awareness | 1. **Increase the number of Learning Community students participating in TAA contracts.**  
**Collaborate with Learning** | None of the proposed events occurred. Insufficient staffing in TECS Center to create mailers or visit classrooms. | Goal 16 |
Section 2: Goals/Objectives (What You Hope to Accomplish):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective</th>
<th>What you hope to accomplish</th>
<th>Proposed Activities Completed to Achieve Goal/Objective</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Time Frame (semester, year, five years, etc.)</th>
<th>Are you including a request for additional resources in this unit plan? Yes/No</th>
<th>If yes, what type?**</th>
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| 1   | Continue to offer services through Transfer Day/Night/Celebration | Provide successful events to assist both day and evening students in their transfer goals. The Transfer Celebration is to honor students’ transfer accomplishments. | 1) Submit ASCC request for co-curricular funds, particularly to pay for food which presents the biggest budgetary constraint.  
2) Advertise events on campus via posters, banners, radio station, etc  
3) Request that instructional faculty encourage student involvement by offering classroom incentives for attending.  
4) Transfer Celebration-send a targeted mailer to all students who have completed 45 units and invite them to Celebration. | | 2008-2009 | | |
| 2   | Develop a Transfer budget. | A robust Transfer specific budget would guarantee that future events would be funded without risk of cancellation should ASCC deny request for co-curricular funds. A Transfer budget would allocate and maintain regular funding for Classified Staff focused on Transfer Coordination. In the past 2 years the Transfer Center has been reduced from 65-70 hours a week of Classified support to 20 hours a week. This reduction in support is reflected in our reduced numbers of students attending Transfer events, in the number of TAGS being signed, and perhaps will | 1) Develop a line item budget to determine cost of events, reproductions, and staffing.  
2) Meet with administrators in Student Services to look at budget and funding availability.  
3) Refocus attention toward the priority of Transfer as a part of the community college and highlight the recommendations in Title V. | | 2008-2009 | Staffing - requesting that classified professional staffing of TECS be increased. |
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| 3 | Increase Marketing efforts | Increase transfer rate particularly for underrepresented students.  
Increase number of TAG contracts signed.  
Increase student participation in Transfer related events both on and off campus. | 1) work with intervention advisor to reach out to students to inform them of upcoming Transfer events, workshops, deadlines  
2) Update and reformat website  
3) Create a TECS Center brochure  
4) Create an email listerv  
5) Continue to request campus wide participation from instructors and staff to promote and advertise Transfer related events. | 2008-2009 | Supplies Equipment |

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| 4 | Continue Collaboration with University Representatives to visit Chabot Students | Continue to have university representatives available at Chabot to meet with students both individually and in workshop format. | Send out invitations to local university representatives to schedule visits to Chabot.  
Invite universities to visit Chabot that students are interested in attending, for example UC Davis does not regularly schedule visits to campus. Target universities that have programs similar to Chabot for students who want to continue with their education after completing a AA/AS degree. Advertise widely across campus to make university representative visits visible. | 2008-2009 |   |

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| 5 | Maintain Transfer Workshop Series in TECS Center | Offer students a series of workshops that help them understand and prepare to transfer to baccalaureate degree granting institutions. Increase rate of transfer at Chabot College | 1) Continue to offer weekly workshops on such topics at Transfer Basics, TAG Readiness, Choosing a Major, Eureka, Scholarship Search, UC Personal Statement Writing, etc.  
2) Create all workshop presentations and material and update annually.  
3) Develop schedule of both day and evening workshops and request from counselors/instructors to facilitate workshops if their schedule permits. | 2008-2009 |   |

**List types such as “equipment,” “supplies,” “staffing,” “contractual services,” etc…**