

Transfer Work Group

Meeting Minutes

March 7, 2016

I. Call to order

Faculty Tri-Chair Bernie Day called to order the regular meeting of the Transfer Work Group at 1:30pm on March 7, 2016 at ADM 1943, Foothill Campus.

II. Roll call

The following persons attended the meeting: Bernie Day, Lan Truong, John DuBois, Elaine Piparo, Debra Lew, Karen Oeh, Cleve Freeman, Cathy Denver, Suzanne Tamada, Simon Pennington, Rachel Solvason, Marshall Lot, Hailey Pollock, and Melody Ye.

III. Approval of minutes from last meeting

The minutes from the last meeting were reviewed and approved by consensus.

IV. Open issues

Transfer Plan Update (Cleve) – Cleve is in the process of researching and reviewing the transfer plan. The Transfer Plan will focus on assisting students particularly those from historically underrepresented populations; meet deadlines in order to increase the overall transfer rate.

Lan has met with Elaine Kuo to determine which populations to focus their efforts. The plan is to break down the data into student populations by ethnicity, transfer goal, and completion of 30 units (to include Math 85 and Engl 110). Identified students will receive more intrusive counseling for transfer preparedness. The goal is to complete this report as soon as possible.

The Transfer Work Group will support Cleve with writing and reviewing the drafted plan. The Transfer Plan is to be presented and approved at the next Transfer Work Group meeting so it can then be presented at PARC.

Transfer Month Proposal (Lan, Cleve, and Karen) – The Transfer Center proposed the idea of promoting a Transfer Month in either May or June. If promoted in May it would also coincide with Latino Heritage Month (one of the identified targeted populations) and the International Transfer Fair (several reps on campus). Allow us

to capture students before they leave for summer. If promoted in June it would also coincide with LGBT. Example of Activities:

- Foothill employees would wear a name tag with information regarding which College/University they attended and their major.
- Posters and flyers around campus to promote the Transfer Center and transfer readiness.
- Offer an Open House drop in from 10am-5pm. Students would be screened for eligibility for a TAG and provided information for completion.
- Each week would emphasize on a different topic related to transfer.
 - Week 1: UC emphasis
 - Week 2: CSU emphasis
 - Week 3: Out of state and public school emphasis
 - Week 4: How to petition
- Provide information regarding housing and financial aid support for transfers.

The Transfer Work group approved the Transfer Month Proposal. Lan will work on securing funds from Student Services to support this event.

Transfer Celebration (Bernie and Lan) – The Senate did not approve the collaboration of graduation and the Transfer Celebration. The chairs and stage is available the day before graduation for the Transfer Celebration, but the preference is to hold the celebration accompanied with a dinner.

- Discussion regarding date, location and costs. Once a location is decided and voted on then we can present food costs to Student Services for approval.
- Discussion regarding issues with attendance and how to increase it. Would like to see more faculty present at the celebration. Some ideas suggested included raffling, offering a door prize and continuing the Transfer Friendly Faculty Award and Honors Scholar Awards.

High School Counselor and High School Student/Parent Info Session (Bernie):
Traditionally high school counselors were invited to a breakfast to learn more about the Community College pathway for students. In recent years attendance has been low and we no longer offer this event. Discussed ways to increase outreach to high school counselors, students and parents in attempt to get rid of the stigma associated with going to a Community College and then transferring.

- Ideas proposed for outreach included: reaching out to Campbell's Black and Brown Club, market CNSL 5 to high school and home schooled students in the Spring, and offering a information night.

Adjournment

Faculty Tri-Chair Bernie Day adjourned the meeting at 2:00pm.

Minutes submitted by: Rachel Solvason

Minutes approved by: [Name]