

PaRC: Transfer Work Group

Meeting Minutes

April 11, 2016

I. Call to order

Faculty Tri-Chair called to order the regular meeting of the Transfer Work Group at 9:30 am on April 11, 2016 at ADM 1943, Foothill Campus.

II. Roll call

The following persons attended the meeting: Bernie Day, Lan Truong, Elaine Kuo, Debra Lew, Karen Oeh, Cathy Denver, Tobias, Suzanne Yamada, Simon Pennington, and Rachel Solvason

III. Approval of minutes from last meeting

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

IV. Open Issues

A. Transfer Center Plan (Lan and Cleve) – Thanks to a collaboration of hard work the Transfer Center Plan (TCP) is ready to be reviewed by the Transfer Work Group. The Transfer Work group approved to suspend protocol in order to complete the first and second draft reading by Monday April 18th 2016 via email in order to make the required revisions and be ready to present the plan to PARC on April 20th for their first reading. The timeline for the TCP approval is as follows:

- 1) April 18th – Transfer Work Group second reading is completed.
 - 2) April 20th – Present TCP first reading at PARC (attendees: John, Lan, Cleve, Simon, Elaine K, and Cathy)
 - 3) May 4th – Present TCP second reading at PARC (attendees: Bernie Lan Cleve John)
 - 4) June 13th – Present the TCP to the Board for approval (attendees: Lan and Cleve)
- Elaine Kuo shared with the group steps and suggestions for using the California Community College Chancellor Office (CCCCO) website, datamart and other tools to gather statistical analysis for the TCP.

- Discussion regarding selecting a timeline for reasonable changes for our targeted goals. Accreditation cycles are every 6 years therefore selecting a 6-year timeline for longer-term goals is reasonable with the addition of a check-in at the 3-4 year mark. Shorter-term goals can be reviewed annual.
- Reviewed feedback from the workgroup of the first review of the TCP. Revisions and approval scheduled for Monday, April 11th
 1. The TCP needs to establish target goals (long and short-term) and address how success will be measured (by number or percentage increase).
 2. Discussion regarding the pros and cons of including too many and too few events in the TCP. The more events that are included mean more accountability for meeting each outcome and what the repercussions may be for not meeting these goals. However, by including more events regardless if the outcome will provide a high increase, will ensure all the goals will be endorsed and funded by the college. Suggestions were made to outline which goals by priority.
 3. Review of grammatical and punctual errors.
- B. High School Parent, Student, Counselor Night (Lan, Cleve, Bernie) – An informational event will be on May 12th from 6:30-8:00pm to educate the community of the community college pathway. The event will target high school parents, students and counselors. There will be two separate information sessions, one for parents and students and the other for counselors.
- C. Transfer Celebration Dinner (Lan) – The Transfer Celebration dinner will be funded by Denise Swett, but on a smaller budget than previous years. Food costs must be cut to stay under budget. The committee has agreed to hire a “taco truck” style service. The committee agreed for the event to take place on Thursday, June 9th 2016. Lan will check with Justin to ensure this date is available.

V. New Business

- a) Planning for the Transfer Celebration Dinner
- b) Transfer Success of prepared and underprepared students

VI. Adjournment

Faculty Tri-Chair adjourned the meeting at 11:00am.

Minutes submitted by: Rachel Solvason

Minutes approved by: Bernie Day