# PaRC: Transfer Work Group Meeting Minutes

May 24, 2016

## I. Call to order

Bernie Day called to order the regular meeting of the Transfer Work Group at 1:30 am on May 24, 2016 at ADM 1943, Foothill Campus.

#### II. Roll call

The following persons attended the meeting: Bernie Day, Lan Truong, Debra Lew, Karen Oeh, Cathy Denver, Suzanne Yamada, Simon Pennington, Matt Low, Marshall Lott, Cleve Freeman, and Rachel Solvason

# III. Approval of minutes from last meeting

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

## IV. Open Issues

- A. <u>Transfer Center Plan</u> (Lan and Cleve) Thanks to a collaboration of hard work the Transfer Center Plan (TCP) was approved by PaRC and will be reviewed by the board on June 13, 2016. The plan was designed to match the goals set for the 3 focus groups identified in the Equity Plan. Every six years the plan will be revised which also coincides with Foothill's accreditation cycle. A comprehensive review will occur every three years to ensure we are on track for meeting our goals and objectives.
- **B.** Transfer Achievement Celebration (Cleve and Lan) The annual Transfer Achievement Celebration will be held on June 15<sup>th</sup> from 6:30-8:00pm. Returning again as this year's MC is Simon Pennington and the opening speaker will be Tatiana Neal, a former Foothill student who is now attending UCLA. The deadline to register for the event is June 6, 2016 and to date there are 20 students already registered.
  - **a.** Requesting \$ 1700 to cover food costs from Student Equity. Food will include a buffet style taco bar and cake.
  - **b.** Requesting \$ 2000 to cover the costs of gifts from Denise Swett. Each student participating in the event will receive a Foothill College mug filled with candy and Foothill pendant.
  - **c.** Received \$2020 from Student Government to cover cost for set up including custodial overtime, flyers, and awards for Faculty Awards.

- **d.** Bernie Day, Simon Pennington, Karen Oeh, Matt Low, Cleve Freeman, and Rachel Solvason will serve on the nomination committee to determine who will be this years winner of the Faculty of the Year Award.
- C. <u>High School Parent, Student, Counselor Night</u> (Lan, Cleve, Bernie, Rachel, Cathy, Karen) Our first Transfer Information Night was held on May 12<sup>th</sup> and was mildly successful with a total of 20 attendees (7 students, 13 parents, 0 counselors). The objective of the event was to provide high school parents, student and counselors with information regarding transfer from a Community College to a 4 year University or College. The event was carried out in collaboration with the Counseling Department, Transfer Center, and Honors and Articualtion Department. Representing each department was Cleve Freeman as MC, Cathy Denver, Tracee Cunningham, Hilary Bacon, JR Jimenez, Maritza Jackson Sandoval, Karen Oeh, Oksanna Kasoyan, Bernie Day, and Rachel Solvason.
  - a. Discussion on ways to increase attendance for a future event. Work more closely with Marketing to develop a plan and connect with community organizations for partnership. Community organizations offer a large network and outlets for marketing. Examples of community organizations include College Track, the Boys and Girls Club, Foundation for College Education, YMCA, local libraries, and the Tinsley Program.
  - b. Discussion on ways to reduce the cost of the event. This year involved faculty and staff were compensated for their time. Moving forward, the event will be ran on a smaller volunteer based staff and faculty.
  - c. Discussion on creating a post event to follow the WACAC breakfast that occurs at Foothill every year as a way to increase high school counselor attendance.

# V. New Business

- a) PaRC Meeting Reflections
- b) Selecting a new tri-chair for 2016-17

### VI. Adjournment

Bernie Day adjourned the meeting at 2:30pm.

Minutes submitted by: Rachel Solvason

Minutes approved by: Bernie Day