

# **Bakersfield College Institutional Transfer Plan**

Bakersfield College's Institutional Transfer Plan has been developed to establish a campus commitment to transfer and to provide a planning mechanism for transfer growth. The plan is also a requirement of the California Education Code. As stated in the Minimum Program Standards for Transfer Centers in spring 1995,

“Education Code section 51027 requires the governing board of each community college district to recognize transfer as one of its primary missions, and that an emphasis shall be placed on the preparation and transfer of underrepresented students. Additionally, each district was to develop and adopt a “transfer center plan” which would describe the activities of the transfer center and the subsequent activities to be provided to students. Initial plans to implement minimum standards were to be directed towards, but not limited to, five areas: services to be provided to students; facilities; staffing; advisory committee; and evaluation and reporting.”

## **Transfer Program History**

The 1960 California Master Plan for Higher Education established transfer from community colleges to baccalaureate institutions as a central element in providing a broad educational opportunity. Two major pieces of legislation with the focus for implementing transfer and articulation in California resulted in the development of a common intersystem general education core curriculum and transfer center funding (AB 1725) and a comprehensive system of transfer (SB121).

Assembly Bill 1725 (Chapter 973, Statutes of 1988) provided new direction and support for transfer function to California's community colleges. Emphasis was placed on improving transfer function and removing barriers to transfer.

SB 121 (Chapter 1188, Statutes of 1991) established that the University of California system, California State University system and California community colleges need to work together to ensure smooth transition and educational goal completion.

The Student Transfer Achievement Reform Act (Senate Bill 1440, California Education Code Sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “Associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate of Arts for Transfer (AA-T) or the Associate of Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

## **Purpose of the Transfer Center**

Transfer centers were established to strengthen the transfer function, and to increase the number of California community college students prepared for transfer to four-year institutions through the coordination of college transfer efforts. SB 121 further established that Transfer Centers incorporate the identification, development and implementation of strategies designed to enhance the transfer of low income, disabled and first generation college students.

## **Minimum Program Standards as established in Section 51027, Title 5, Part IV of the California Code of Regulations**

- a) The governing board of each community college district shall recognize transfer as one of its primary missions, and shall place priority emphasis on preparation and transfer of underrepresented students, including African-American, Chicano/Latino, American Indian, disabled, low-income and other students historically and currently underrepresented in the transfer process.
- b) Each community college district governing board shall direct the development and adoption of a Transfer Center Plan describing the activities of the Transfer Center and the services to be provided to students, incorporating the provisions established in these standards, as outlined below. Plans shall identify target student populations and shall establish target increases in the number of applicants to the four-year segments from these populations, including specific targets for increasing the transfer applications of those underrepresented among transfer students.

Recommendations set forth by Section 51027 of the Title 5 regulations incorporate required services, facilities, staffing, establishment of an advisory committee, and evaluation and reporting. All five aspects have been addressed in the Bakersfield College Transfer Center Plan as detailed below.

The 2012-13 Institutional Transfer Plan addresses the following five areas:

1. Services are provided directly to students via, staff, counselors, workshops, classroom visits, published materials and the transfer website;
2. The Transfer Center is located in Student Services Room 37. This facility houses the dedicated Transfer Center and faculty and includes an office and a conference room with two student computers and work stations and resource materials;
3. Staffing includes one part-time faculty counseling coordinator;
4. The Transfer Center Advisory Board was formed in the Spring of 2011 to develop this plan and provide ongoing review, planning and support for the Transfer Center.

## **Mission Statement for Bakersfield College**

With its heritage as a foundation and eye toward the future, Bakersfield College provides the high quality education necessary for our socially and ethnically diverse students - whether they be vocational, transfer-oriented, developmental, or some combination of these - to thrive in a rapidly changing world.

We will accomplish our mission by:

- Establishing strong connections with our student and business communities
- Understanding the needs of our diverse student population
- Responding to student and community needs with efficiency and flexibility
- Honoring our long heritage of community involvement

## **Bakersfield College Transfer Center Mission**

The BC Transfer Center supports student transfer by facilitating transfer events as well as the distribution of current transfer information about colleges and universities through student appointments, workshops and online and written materials. The Center promotes student contacts with university admissions representatives and works in partnership with several BC programs to boost underrepresented students successful transfer to colleges and universities.

In 1997, the California Community Colleges State Chancellor's Office, established the Recommended Guidelines for Transfer. These guidelines suggested the following Transfer Goals for institutions.

### **Goals**

Institutions should be committed, but not limited to, the following goals:

1. Identify and increase the number of students who choose to transfer and are prepared to transfer, particularly those who are underrepresented in the transfer process.
2. Increase the number of students, in cooperation with the four-year systems, who actually transfer, particularly from among those groups underrepresented in the transfer process.
3. Work with campus governing boards, administrators and academic senates to ensure that the transfer of students is a high priority of the campus.

4. Revise campus policies and processes as needed to strengthen and clarify the transfer process.
5. Ensure that students obtain accurate and timely academic advising, transfer information and services.
6. Work with instructional faculty and departments to develop curriculum, course content and pedagogy which integrates transfer concepts and strategies; and to ensure course articulation with lower-division offerings at four-year institutions.

Following these guidelines we have developed and aligned our program goals and activities to support these overriding institutional transfer goals.

#### Goal 1:

Identify and increase the number of students who choose to transfer and are prepared to transfer, particularly those who are underrepresented in the transfer process.

- Increase the visibility of the Transfer Center and its activities to students, faculty and staff
- Collaborate with Economic and Opportunity Programs and Services (EOPS), Mathematics, Engineering, and Science Achievement (MESA), and Disabled Students Programs and Services (DSPS) on workshops and events.
  - Provide one EOPS Transfer workshops each semester
  - Train EOPS staff on the transfer process
  - Provide one MESA transfer workshop each semester
  - Bring University representatives to MESA each semester
  - Deliver written materials on transfer, the transfer process, transfer application dates and workshops to EOPS and MESA
- Work with the KCCD District to identify students interested in transfer on the Bakersfield College application
- Continue with the Annual Transfer Recognition event
- Increase course articulations with universities and colleges

#### Goal 2:

Increase the number of students, in cooperation with the four-year systems, who actually transfer, particularly from among those groups underrepresented in the transfer process.

- Expand the participation of 4-year college representatives in Transfer Center activities
  - Classroom visits
  - Major Workshops

- Application assistance during peak periods
- Presentations to faculty and students
- Table visits
- Workshops on a variety of Transfer and Major-related issues
  - Create a financial aid workshop for transfer students, “You CAN Afford to Transfer
- Continue with Transfer Day and Transfer Week activities
- Meet on a regular basis with the 4-year systems to share information
- Increase visits from the 4-year system to EOPS, DSPS, MESA
- Utilize UC Berkeley’s student outreach efforts during their breaks to notify our students about the opportunity to transfer

Goal 3:

Work with campus governing boards, campus administrators and the Academic Senate to ensure that the transfer of students is a high priority of the campus.

- Give a bi-monthly report on transfer and articulation issues to the Academic Senate and encourage senators to relay information to their departments.
- Academic senate shall declare the week surrounding Transfer Day as BC Transfer Week
  - Encourage faculty to share their college experiences with their classes
  - Encourage faculty to wear their college t-shirts
- Train faculty about transfer: IGETC, CSU GE Breadth, major preparation and articulation.
- Work with faculty to create short 15 minute classroom presentations on transfer.

Goal 4:

Revise campus policies and processes as needed to strengthen and clarify the transfer process.

- Revise 2012-13 BC Catalog to include a Transfer Guide.
- Increase collaboration with KCCD and sister campuses, Cerro Coso and Porterville, to increase the efficiency and consistency of transfer information and resources.
- Work closely with Bakersfield College research staff to obtain recent and accurate information regarding transfer.

Goal 5:

Ensure that students obtain accurate and timely academic advising, transfer information and services.

- Create a comprehensive Transfer Guide and place it in the 2012-13 BC Catalog.
- Provide regular transfer workshops to students, faculty and staff.
- Provide transfer updates to all counselors.
- Increase the visibility of Transfer Center and its activities using social media.
- Pilot an open “transfer hour” once a week in the Campus Center to inform students about the Transfer Center and its activities.
- Create a Transfer Portal.

Goal 6:

Systematically evaluate the effectiveness of the Transfer Center.

- Provide an annual report to the Academic Senate and the Executive Vice-President
- Create student learning outcomes for transfer activities and workshops.
- Evaluate data to see if the Transfer Center is meeting student needs and expectations.

**Transfer Center Student Learning Outcomes**

Utilizing Transfer Center services such as transfer workshops or transfer information presentations, meeting with the transfer counselor or college representatives, students will be able to:

1. Identify potential transfer institutions;
2. Articulate admission eligibility requirements;
3. Create a semester by semester educational plan that will lead to the completion of the student’s educational goals; and
4. Increase their intent to transfer.

**Bakersfield College**

**Transfer Center Activities “By the Month”**

	<p>August</p> <ul style="list-style-type: none"> <li>• CSU On-Line Application Assistance</li> </ul>	<p>September</p> <ul style="list-style-type: none"> <li>• Transfer Week Activities</li> <li>• Major Workshops: STEM</li> </ul>
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	<ul style="list-style-type: none"> <li>• UC Online Application Assistance</li> <li>• <b>Fall Semester Begins</b></li> <li>• University Representative Visits</li> </ul>	<p><b>Programs, Business Majors, Liberal Studies Programs</b></p> <ul style="list-style-type: none"> <li>• CSUB Onsite Admissions</li> <li>• EOPS/President Scholar Transfer Workshops</li> <li>• BC Transfer Day/College Night</li> <li>• Transfer Admission Guarantee Workshops</li> <li>• University Representative Visits</li> <li>• CSU/UC Application and Personal Statement Workshops</li> </ul>
<p>October</p> <ul style="list-style-type: none"> <li>• Delano Transfer Day</li> <li>• CSU Application Workshops</li> <li>• CSU On-Line Application Assistance</li> <li>• Steps to Transfer to UC Workshop</li> <li>• UC Personal Statement Workshops</li> <li>• Steps to Transfer to CSU Workshop</li> <li>• University Representative Visits</li> </ul>	<p>November</p> <ul style="list-style-type: none"> <li>• CSU Application Workshops</li> <li>• CSU On-Line Application Assistance</li> <li>• UC Application Workshops</li> <li>• UC On-Line Application Assistance</li> <li>• UC Personal Statement Workshops</li> <li>• Steps to Transfer to UC Workshop</li> <li>• Steps to Transfer to CSU Workshop</li> <li>• University Representative Visits</li> </ul>	<p>December</p> <ul style="list-style-type: none"> <li>• University Representative Visits</li> </ul>

<p>January</p> <ul style="list-style-type: none"> <li>• <b>Spring Semester Begins</b></li> <li>• University Representative Visits</li> </ul>	<p>February</p> <ul style="list-style-type: none"> <li>• University Representative Visits</li> <li>• Major Workshops: <b>STEM Programs, Business Majors, Liberal Studies Programs</b></li> </ul>	<p>March</p> <ul style="list-style-type: none"> <li>• Transferring in the Arts Month</li> <li>• Major Workshops: <b>Theatre Programs, Music Programs, Art Programs</b></li> <li>• Steps to Transfer to UC Workshop</li> <li>• Steps to Transfer to CSU Workshop</li> <li>• University Representative Visits</li> <li>•</li> </ul>
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<p>April</p> <ul style="list-style-type: none"> <li>• Spring Evening Fair</li> <li>• CSUB Day</li> <li>• ASSIST Workshop</li> <li>• Steps to Transfer to UC Workshop</li> <li>• Steps to Transfer to CSU Workshop</li> <li>• University Representative Visits</li> </ul>	<p>May</p> <p>May</p> <ul style="list-style-type: none"> <li>• Transfer Conference</li> <li>• Transfer Student Admit Reception</li> <li>• UC Appeals Workshop</li> <li>• ASSIST Workshop</li> <li>• Transitioning to a CSU (HTP)</li> <li>• Transitioning to a UC (HTP)</li> <li>• University Representative Visits</li> </ul>
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