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## Mount San Antonio College 2018-2019 Transfer Center Annual Report

Transfer Center Report has been certified on 11/27/2019 02:42 PM By Dr. Francisco Dorame, Dean of Counseling

### Title 5. Education Section 51027 Transfer Centers: Minimum Program Standards

Title 5 regulations require the governing board of each community college district to recognize transfer as one of its primary missions. The regulations describe program components that include transfer services, facilities, staffing, advisory committee, evaluation and reporting requirements for the transfer program.

This report is intended to collect information regarding your campus Transfer Center. The goal is to collect only those data that will be used in statewide reports. Your campus information is needed for accurate reporting; failure to submit this information will result in your campus not being represented in statewide reports and non-compliant with a regulatory reporting requirement.

#### I. STATUS & PLAN

Title 5 requires that each community college district governing board develop and adopt a Transfer Center Program Plan that minimally includes information for five components: Required Services, Facilities, Staffing, Advisory Committee, and Evaluation and Reporting.

1. Does your college have an active transfer center plan?  Yes  No
  - a. If yes, how frequently is the plan updated?  More than annually  Annually  Every other year  
 Every three years or more
  - b. If yes, who is responsible for drafting the plan?  TCD  Dean/VP  Other
  - c. If yes, is it supported with dedicated funding?  Yes  No
2. Has the center undergone program review?  Yes  No
  - a. If yes, is it stand-alone program review?  Yes  No

From your 2018-2019 Transfer Center Plan, please list one goal for each of the required components and describe the outcome. *(Limited to 275 characters)*

### 1. Required Services

**Goal 1:** Provide accurate and current information regarding transfer admission requirements to CSU, UC, private and out of state universities.

**Outcome 1:** A total of 90 CSU, UC, private and out of state university workshops were presented by the Transfer Services throughout the academic school year.

**Goal 2:** Provide campus trips nationally to CSU, UC, private, and out of state universities to underrepresented students.

**Outcome 2:** Students were able to visit 10 CSU, 6 UC, 6 private, and 4 out of state universities.

Delete Goal & Outcome # 2

Add Additional Goal & Outcome

### 2. Facilities

**Goal 1:** Provide a highly visible transfer facility that both welcomes and prepares students to transfer.

**Outcome 1:** A total of 11,478 student contacts were made in the Transfer Center.

Add Additional Goal & Outcome

### 3. Staffing

**Goal 1:** Provide staffing to ensure that students are transferring at a consistent rate.

**Outcome 1:** A third Full-time Transfer Specialist was hired to help support the transfer rates of traditionally underrepresented student populations.

Add Additional Goal & Outcome

4. Advisory Committee

Goal 1: Have an active Transfer Center Advisory Committee with representation from faculty, staff, students, and regional four-year university representatives.

Outcome 1: We host a bi-annual meeting of staff and university representatives to provide valuable input on the future direction of the Transfer Center.

Add Additional Goal & Outcome

5. Evaluation and Reporting

Goal 1: Continue to improve tracking and reporting of Transfer services, student contacts, activities, and events in order to measure students use of services, satisfaction, and learning outcomes.

Outcome 1: Student Learning Outcomes are reviewed annually and revised as needed. We continue to partner with Institutional Research to develop additional reports to help improve Transfer Services.

Add Additional Goal & Outcome



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II. TRANSFER CENTER FACILITY

1. Our Transfer Center is...

- a. Dedicated (stand-alone)
b. Co-located (shared) with: (Check all that apply)

General Counseling  Career Center  Admissions  Other location: (50 char. max.)

c.  No transfer center exists. (If checked, skip to Section III)

2. What best describes your college's Transfer Center?

3. Does your college have a transfer center satellite location?  Yes  No

4. How many months does your transfer center operate?

a.  less than 10 months/yr.  10 months/yr.  11 months/yr.  12 months/yr.

b. On average, how many hours per week is the transfer center open? (Please enter a whole number.)

c. Does the transfer center have evening hours (after 5 PM)?  Yes #days/week:

No

d. Does the transfer center have weekend hours?  Yes #days/week:   No

**III. TRANSFER - STUDENT SERVICES**

1. Transfer Center Information is provided to students through the following electronic methods (select all that apply)

<input checked="" type="checkbox"/>	Social media
<input checked="" type="checkbox"/>	Email (eg: direct, SARS, or other student tracking/notification system)
<input checked="" type="checkbox"/>	Transfer Center web page
<input type="checkbox"/>	Other (Please identify in space below)
Other types of <u>electronic media</u> contacts:	
<input type="text"/>	

2. Approximately how many in person student contacts were made this year by the Transfer Center?

<input type="text" value="0"/>	Counseling appointments in the transfer center
<input type="text" value="779"/>	Classroom visits (in classroom or in TC)
<input type="text" value="496"/>	University representative contacts (group and individual)
<input type="text" value="90"/>	Workshops
<input type="text" value="277"/>	Transfer day events (include assoc. panels, etc)
<input type="text" value="33"/>	Trainings to faculty and staff
<input type="text" value="0"/>	Other (Please identify in space below)
Other types of <u>in person</u> contacts:	
<input type="text"/>	

3. How many transfer field trips were you able to schedule? (Please list only transfer center sponsored trips.)

4. How many students participated in trips to:?

UCs  CSUs  In State Private  Out Of State

5. Did you host a fall College Nights/Transfer Day fair?  Yes  No

a. If yes, how many of the following participated?  UCs  CSUs  In State Private  Out Of State

b. If no, why not:  Funding  Low Student Participation  Low Representation Participation  Staffing availability  Offer every other year  Remote Location  Campus Facility Challenges  Other (50 char. max.)

b. If no, why not:  Funding  Low Student Participation  Low Representation Participation  Staffing availability  Offer every other year  Remote Location  Campus Facility Challenges  Other (50 char. max.)

6. How many institutions do you do Transfer Admission Agreements(TAA) with:

In State Private  Out Of State (do not include HBCU guarantee)

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### IV. ADMINISTRATION

1. Did your college have an assigned Transfer Center Director for the reporting year?  Yes  No

a. If no, has a Transfer Center Director been designated for the current year?  Yes  No

2. What percent of the full time equivalency is the TCD assignment? (e.g.: 1-100% whole number, do not include required general counseling hours)  %

a. What percent of the job is actually devoted to the transfer center program? (The percentage may be the same, more, or less than response provided in question #1.) (e.g.: 1-100% whole number, do not include required general counseling hours)  %

3.The reporting year Transfer Center Director is:  Classified  Administration/Management  
 Certificated Faculty (if so, list discipline)

4.How many years of transfer center director experience did the reporting year Transfer Center Director have?  Less than 1  1-2  3-4  5-9  10 or more

a. How many years did the reporting year Transfer Center Director serve in this capacity at this college?  Less than 1  1-2  3-4  5-9  10 or more

5.The Transfer Center Director's contract is:  Less than 10 months/yr.  10 months/yr.  11 months/yr.  12 months/yr.

6.What is the combined full-time equivalency for all transfer center support staff? (excluding counselors and the transfer center director) (e.g.: 0.5, 0.75, 1,2)

a. What portion of the FTE above includes student staff or intern?

7.What is the combined full time equivalency of counselors assigned to the transfer center? (excluding transfer center director) (e.g.: 0.5, 0.75, 1,2)

8.The person coordinating the transfer center program reports directly to:  Chief Student Service Officer/VPSS  Chief Instructional Officer  Counseling Dean  Counseling Dept Chair  
 Other

9.Is the transfer center represented in district and college decision-making related to initiatives and programs affecting multiple departments across campus?  Yes  Occasionally  No

10.Transfer Center Director/Designee Name for the reporting year:

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### V. CHALLENGES

1. **Resources (rank order your transfer center needs):** Among the following resources, rate each of the following:

(0 = Non-existent; 1 = Insufficient; 2 = Sufficient; 3 = More than sufficient)

Resources	0 Non- Existent	1 Insufficient	2 sufficient	3 More than Sufficient	Clear Row
Facilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear
Personnel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear
Equipment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clear
Operating Expenses (e.g. supplies, printing, travel, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear
Data Gathering Capabilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clear

**2. Barriers (rank order your transfer center barriers):** The following chart identifies the barriers most frequently reported in prior year Transfer Center Annual Reports. Rank order the barriers to your transfer center program - the number 1 represents the most difficult barrier to overcome and the number 10 represents the least barrier.

**Step 1: Rank each of the ten categories below, leaving attributes within each category blank during this step.**

**Step 2: Revisit each category and rank each attribute within each category.**

Barriers	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9	Rank 10	Clear Row
<b>1. Student Related (barriers to students transferring)</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>2. Instructional Related</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>3. Transfer Center Operations</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>4. Four-year Institutions - CSU</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>5. Four-year Institutions - UC</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>6. Four-year Institutions - In State Private</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>7. Articulation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>8. Counseling Access to professional development</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
<b>9. Data/Information</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	





Admission process or policies	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Representative visits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr
<b>5. Four-year Institutions - UC</b>						
	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Clear Row
Geographic distance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission process or policies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Representative visits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clr
<b>6. Four-year Institutions - In State Private</b>						
	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Clear Row
Geographic distance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	clr
Admission process or policies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Representative visits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Admission limits (capacity)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	clr
Schedule (e.g. no winter/spring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	clr
<b>7. Articulation</b>						
	Rank 1	Rank 2	Clear Row			
General articulation (volume)	<input type="radio"/>	<input checked="" type="radio"/>	clr			
Major preparation articulation	<input checked="" type="radio"/>	<input type="radio"/>	clr			
<b>9. Data/Information</b>						
	Rank 1	Rank 2	Clear Row			

IT reporting support	<input type="radio"/>	<input checked="" type="radio"/>	clr
Collaboration with institutional research	<input checked="" type="radio"/>	<input type="radio"/>	clr

Comments: *(Limited to 275 characters)*

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**EXPENDITURES**

Object	Total
<b>1000 Academic Salaries</b>	
<i>(Example: Transfer Center Director .5 x \$50,000 = )</i>	
Transfer Center, Director	\$ 121,000.00
	\$ 0.00
	\$ 0.00
<b>2000 Classified Employees</b>	
<i>(Example: Clerical \$12/hour x 200 hrs. = )</i>	
Transfer Specialist (2)	\$ 154,574.00
Short-term Hourly	\$ 20,000.00
	\$ 0.00
<b>3000 Employees Benefits</b>	
Total of all employee benefits	\$ 28,150.00
<b>4000 Supplies and Materials</b>	
Total of all supplies and materials	\$ 5,444.00
<b>5000 Other Operating Expenses &amp; Services</b>	
Consultants	\$ 0.00
All Other Operating Expenses	\$ 9,419.00
<b>6000 Capital Outlay</b>	
Total of all capital outlay	\$ 0.00

**Grand Total**

\$ 338,587.00

**Note:** The grand totals by object and by source must be the same

Source	Amount
General Fund	\$ 338,587.00
SSSP	\$ 0.00
Grants or Contracts	\$ 0.00
Other	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
<b>Grand Total</b>	<b>\$ 338,587.00</b>

**Note:** The grand totals by object and by source must be the same

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**CERTIFICATION**

I certify that the information contained in this report is accurate and true to the best of my knowledge.

**Transfer Director :** Dr. Francisco Dorame, Dean of Counseling

**Date :** 05/09/2022

**Phone :** 909 - 274 5317 ext.

**E-Mail\* :** fdorame@mtsac.edu

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