

# Student Services 2018-2019 Program Review Cycle



## CAN Program Review (Student Services) - Transfer Center (Even Year)

### Objective: Increase visibility for the Transfer Center

Students and community will become knowledgeable of the existence of the Transfer Center and available services.

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/16/2019

**Estimated Completion Date:** 05/01/2019

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success, District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.

### Action Plans

**2018-2019** - To obtain the approval to move forward for the signage (Active)

**Who's Responsible for Completing this Action Plan?:** Max Hartman, Karen Pinkham, Mary Chries Concha Thia, Char Perlas

**Estimated Completion Date:** January 16th, 2019

**Related Documents:**

[ImpactSign.com](http://ImpactSign.com)

### Resource Requests

**Signage** - We do not have any signage on our campus directing students to the Transfer Center. Parents, students and other members of the Community who visit our campus, and our current students don't know we have a Transfer Center unless someone brings them to us. Often students ask where the transfer center is. Adding signage above the narrow glass door located in the middle of building 9 across from Building 13, not only informs students of the Transfer Center location, it also gives a message that we are supportive of their Transfer goal and we are providing services in support of their transfer path.

**Type of Resource:** Contract Services

**Cost:** 2051.67

### Objective: Access to computers for Information

For students to have access to computers gathering and exploring the transfer information and to submit admission application.

# CAN Program Review (Student Services) - Transfer Center (Even Year)

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/16/2019

**Estimated Completion Date:** 05/01/2019

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

## Action Plans

**2018-2019** - To replace the computers in the Transfer Center either as replacement or purchasing new (Active)

**Who's Responsible for Completing this Action Plan?:** Mary Chries Concha Thia

**Estimated Completion Date:** May 1, 2019

**Related Documents:**

[eQuote for Transfer Center Computers.pdf](#)

## Resource Requests

**Desktop computers and Monitors** - Initially there were 6 computers in the Transfer Center for students use to research about the universities, majors, and preparing their application, etc. Due to water leakage, all 6 computers were damaged, and only 4 of them were replaced. The computers in the Transfer Center are always in use especially during the peak times when completing the applications. Financial aid staff are also using these computers to assist students completing their FAFSA. In addition, the 4 existing computers are outdated.

**Type of Resource:** Equipment (Items Over \$5000)

**Cost:** 7176.17