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 Owner: *Academic Senates Academic Senates*
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AP 5120 Transfer Center

~~The District~~ Each college of the SBCCD has a Transfer Center Plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

The components of the Plan include, but are not limited to:

- ~~• Services to be provided to students~~
- ~~• Facilities~~
- ~~• Staffing~~
- ~~• An advisory committee~~
- ~~• Evaluation and reporting~~
- ~~• Transfer path requirements for each articulated baccalaureate major~~

~~NOTE: Insert local practice about how the plan is maintained and updated and by whom.~~

- Required Services to be provided to students
 - A. Identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.
 - B. Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
 - C. Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
 - D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
 - E. Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.
 - F. Assist students in the transition process, including timely completion and submittal of necessary forms and applications. In cooperation with baccalaureate institution personnel as available, develop

and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

G. Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information

- Facilities. Each district governing board shall provide space and facilities adequate to support the transfer center and its activities. Each district shall designate a particular location on campus as the focal point of transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.
- Staffing. Each district governing board shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.
- An advisory committee. Each district shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.
- Evaluation and reporting. Each district governing board shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.
- Transfer path requirements for each articulated baccalaureate major

Each college submits an annual report to the Chancellor describing the status of the college's efforts to implement its transfer center(s), achievement of transfer center plan targets and goals, and expenditures supporting transfer center operations.

The college plans are reviewed and revised annually by the transfer center coordinator.

References:

Education Code Sections 66720-66744;

Title 5 Section 51027

Attachments:

No Attachments

Applicability

San Bernardino Community College District

Comment by Allen, Denise: Professor

11/28/2018, 2:28PM EST

This AP was reviewed and revised with input from the CHC counseling chairs and the CHC transfer center coordinator.