**Cuyamaca College Transfer Center (TC) Plan 2024-2028**

Services to be provided to students:

* The Transfer Center continues to provide information, support, and guidance in assisting students with achieving their transfer goals. The services provided are: limited in person and virtual drop-in counseling, appointments, application reviews. In addition providing transfer fairs, university representative visits, ACP transfer presentations, and Transfer Achievement Celebration. Continue to work on outreaching to students from underrepresented and economically disadvantage backgrounds.

Facilities:

* Continue implementing services in Transfer Center utilizing the Guided Pathways Model
* Keep the Transfer Center website, social media account, and TC Canvas Shell up to date.
* Keep the front desk station clear to allow for visibility and accessibility of services.
* Keep the laptops computers up to date with appropriate software.

Staffing Goals:

* Having sufficient funds in Transfer Center budget to provide continues services.
* Hire a full time student service specialist.
* Maintain part-time counseling faculty to provide student contacts during office hours.
* Identify Professional Development funds for counseling faculty (including part-time) to attend transfer related conferences.
* Continue to work closely with Student Success/Outreach services to provide training to Student Success Ambassadors to offer awareness of Transfer Center resources.
* Continue to work closely with Counseling Department Chair to provide Transfer training to counseling faculty twice a year.
* Continue to work closely with Academic & Career Pathways (ACP) leads and provide training when necessary.

Transfer Advisory Committee:

* Continue to review the Transfer Center Mission Statement on a yearly basis. Make revisions as needed.
* Review and revise SAOs and SLOs during four-year Program Review cycle.
* Examine the Transfer Center Plan and make necessary updates.
* Continue to strengthen the relationships with four-year institutions, high-schools, instructional faculty, staff, and administrators when meeting during Transfer Center Advisory Board.

Evaluation and Reporting Goals:

* The Program Review process has been consistent in the past four years. During each comprehensive PR cycle, when data is analyzed and finalized, the Transfer Center Coordinator will update and revise the Student Learning Outcomes, Service Area Outcome, and the Mission Statement if need be.
* The TC Plan will be maintained and updated by Transfer Center Coordinator every four years alongside of the Comprehensive PR.

Transfer Path Requirements for Each Articulated Baccalaureate Major:

* Coordinate with Articulation Officer to provide training to Counseling Faculty for use of Assist Next Generation, when it will be working properly.
* Maintaining opportunities to receive the Baccalaureate degrees at Cuyamaca College.