

2024-2029



TRANSFER CENTER *plan*



Transfer Center Plan 2024-2029

The Citrus College Transfer Center Plan provides activities and objectives for the Career/Transfer Center (CTC) that span over a five-year period. The Transfer Center Plan aligns with several of Citrus College's plans, including the 2021-2026 Strategic Plan, the 2022-2025 Student Equity Plan, the Career/Transfer Center Comprehensive Program Review, and the Career/Transfer Center Annual Update.

In accordance with Title 5, section § 51027. Transfer Centers: Minimum Program Standards,

The governing board of each community college district shall recognize transfer as one of its primary missions, and shall place priority emphasis on the 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.

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 the standards outlined below. Plans shall identify target student populations and shall establish target increases in the number of applicants baccalaureate institutions from these populations, including specific targets for increasing the transfer applications of underrepresented students among transfer students. Plans shall be developed in consultation with baccalaureate college and university personnel as available.

Plan components shall include, but not be limited to: services to be provided to students; facilities; staffing; advisory committee; and evaluation and reporting. *[Section 51027 as read in Title 5, Part VI of the California Code of Regulation].*



Transfer Center Plan 2024-2029

The following table represents the number of Citrus College students who have transferred to a four-year university over the past ten academic years; the data informed the activities included in the 2024-2029 Transfer Center Plan.

Citrus College Transfers to Four-year Colleges and Universities

System	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
UC	99	131	114	148	145	164	160	195	192	133
CSU	589	693	669	759	811	867	906	1,003	853	721
UC/CSU subtotal	688	824	783	907	956	1,031	1,066	1,198	1,045	854

System	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
In State Private	228	244	171	150	141	125	89	90	86	72
Out of State	185	166	167	143	114	139	120	134	136	121
ISP/OOS subtotal	413	410	338	293	255	264	209	224	222	193
Total Transfer	1,101	1,234	1,121	1,200	1,211	1,295	1,275	1,422	1,267	1,047

Data Source:

CSU: CSU Chancellor's Office, <https://www.calstate.edu/data-center/institutional-research-analyses/Pages/reports-and-analytics.aspx>; as of 4/3/2024.

UC: University of California Office of President (UCOP), <https://www.universityofcalifornia.edu/about-us/information-center/transfers-major>, as of 4/3/2024.

Out of State and In State Private: California Community College Chancellor's Office, Data Mart, Transfer Volume Summary Report, http://datamart.cccco.edu/Outcomes/Student_Transfer_Volume.aspx, as of 4/3/2024.

Please note: The academic year of the column headings refer to the year when students were enrolled in the 4-year universities, not the year graduated from Citrus College.



**Transfer Center Plan
2024-2029**

1. 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.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Provide transfer support for underrepresented students	1. Offer a Transfer Conference for Citrus College students.	The CTC will provide an overview of the transfer process and expose students to the multiple facets of transfer. The conference will include collaboration with different offices on campus and specialized programs focusing on student demographics, to ensure targeted outreach and presentation of related content. Students will complete a post-conference survey to assess their increased knowledge about transfer.	Director, Student Support Services/CTC Coordinator	Annually
	2. Expand university college tours to inform students about transfer, connect them to transfer resources and expose them to universities, including UC, CSU, private colleges and HBCUs.	Students' awareness and exposure to universities will increase by participating in a university visit as measured by a survey.	Director, Student Support Services/CTC Coordinator	Spring 2029



**Transfer Center Plan
2024-2029**

	3. Coordinate and offer application assistance open forums, in-person and online, to help and support students through the transfer process to public and private universities.	Through the forums, students will gain a better understanding of the application process and receive assistance to complete their applications as measured by a survey.	Director, Student Support Services/CTC Coordinator	Spring 2029
	4. Partner with various programs across campus that serve Disproportionately Impacted (DI) student groups to disseminate information about transfer services available at Citrus College and four-year institutions.	Students will be kept informed about CTC workshops, events and services available at Citrus College and four-year institutions.	Director, Student Support Services	Spring 2029



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

- 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.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Continue to build curriculum that supports a diverse campus and transfer	1. Collaborate with instructional faculty to develop and maintain Associate Degrees for Transfer (ADT) by providing ADT curriculum prototype, submitting courses for C-ID approval, and assisting with submission for final approval to the Chancellor's Office.	Citrus College will remain in compliance with Associate Degree for Transfer requirements, and when available, new ADTs will be created to increase degree offerings for students.	Articulation Officer/Faculty	Spring 2029
	2. Work on the implementation of Cal-GETC by fall 2025.	By fall 2025, students, faculty, and staff will be informed about the new general education transfer pattern.	Director, Student Support Services/Articulation Officer	Fall 2025
	3. Increase course to course and major articulation between Citrus College and four-year institutions.	Streamline the transfer process between Citrus College and four-year institutions.	Articulation Officer	Spring 2029



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

- C. Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Provide students with accurate transfer information	1. Provide ongoing training and professional development opportunities for counselors and advisors regarding transfer.	Attendees will receive updates on admission and transfer requirements to ensure accurate information is conveyed to students.	Director, Student Support Services	Spring 2029
	2. Develop and conduct workshops for students addressing various transfer topics to ensure they receive the most current transfer information.	Eighty percent of students who attend a transfer workshop will have an increased understanding about transfer as measured by a post-workshop survey.	Director, Student Support Services/CTC Coordinator/Counselors	Spring 2029
	3. Disseminate transfer information to the campus community to increase awareness and promote services available in the Career/Transfer Center.	Students will have an increased awareness of CTC services.	Director, Student Support Services/CTC Coordinator	Spring 2029



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

- D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Monitor progress of transfer students	1. Conduct a thorough review of student progress, using DegreeWorks, toward earning an Associate Degree for Transfer (ADT), including transcript evaluations, course pass-alongs, grade point average (GPA) and unit calculations.	One hundred percent of students on the ADT list will be reviewed and verified, which will be evidenced by the CSU Chancellor's Office e-Verify website. Students will be informed about their eligibility and provided with information about graduation and follow-up services.	Director, Student Support Services/Counselors	Fall/Spring
	2. Conduct UC Transfer Admission Guarantee (TAG) reviews to ensure students meet TAG eligibility requirements.	TAG students will be informed about their eligibility and provided with information about graduation and follow-up services.	Director, Student Support Services/Counselors	Annually
	3. Send communication to students regarding important next steps as they reach key transfer milestones.	After receive the communication, students will schedule appointments with counselors to discuss important next steps.	Director, Student Support Services	Fall/Spring



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

- 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.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Refer transfer students to other support services	1. Collaborate with Student Services and Academic Affairs support programs to host booths during the Transfer Fair to inform students about their resources and services.	Multiple programs will host booths at the Transfer Fair to disseminate information and connect with students.	Director, Student Support Services/CTC Coordinator	Fall/Spring



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

F. Assist students in the transition process, including timely completion and submittal of necessary forms and applications.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Provide students with transition services	1. Assist students with completing transfer applications during individual counseling appointments and open forums.	Students will gain a greater understanding of how to complete the transfer application and their confidence level around the application process will increase as evidenced by a post-forum survey.	Director, Student Support Services/CTC Coordinator/Counselors	Spring 2029
	2. Coordinate and invite university representatives to conduct Next Steps workshops, in-person or online, for students who have been admitted to the university. These workshops will address important information and key deadlines to ensure a smooth transition.	Attendees will have an increased understanding of follow-up requirements and deadlines to ensure they transfer successfully to a university.	Director, Student Support Services/CTC Coordinator	Spring 2029



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

G. 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.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Coordinate services with four-year institutions	1. Coordinate, schedule and promote university representative visits, including one-on-one student appointments, workshop presentations, and recruitment opportunities.	Students will have increased access to transfer information offered in various modalities related to four-year institutions.	Director, Student Support Services/CTC Coordinator	Spring 2029



**Transfer Center Plan
2024-2029**

1. Services to be provided to students:

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

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Maintain a resource library	1. Maintain an annual subscription to College Source for online catalog viewing and articulation information.	Evaluate and increase the number of articulated courses from external colleges and universities to minimize course duplication and decrease time to degree completion and transfer.	Director, Student Support Services	Annually
	2. Continue to update university materials and informational brochures in the CTC Resource Library for students and counselor usage.	Materials in the CTC Resource Library will be relevant and current.	Director, Student Support Services/CTC Coordinator	Annually
	3. Maintain the CTC website to ensure accurate information is available for students, the public, and Citrus College community.	The CTC website will be maintained and current.	Director, Student Support Services/CTC Coordinator	Fall/Spring



**Transfer Center Plan
2024-2029**

2. Facilities

Each district governing board shall designate a particular location on campus that is readily identifiable and accessible to students, faculty and staff as the focal point of transfer functions.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Facilities	1. Ensure the CTC is readily identifiable and accessible to the Citrus College community by facilitating a series of events and workshops, maintaining an active presence in campus activities, facilitating class presentations, and participating in meetings and advisory committees on an annual basis.	The CTC will be an identifiable and accessible transfer resource as well as a focal point of transfer functions to Citrus College students, faculty and staff.	Director, Student Support Services/CTC Coordinator	Spring 2029



**Transfer Center Plan
2024-2029**

3. Staffing

Each district governing board shall ensure that staff is assigned 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 four-year college and university personnel. Clerical support for the transfer center shall also be provided.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Staffing	1. Conduct an annual assessment and determine the need for additional full-time counseling faculty in the Career/Transfer Center.	As determined by the results from the Annual Update faculty needs assessment, a Faculty Needs Identification Committee (FNIC) request will be submitted.	Director, Student Support Services/Dean, Counseling Programs and Services	Annually
	2. Conduct an annual assessment and determine the need for additional classified personnel support in the Career/Transfer Center.	Upon results from the Annual Update assessment, additional classified positions will be submitted for approval.	Director, Student Support Services/Dean, Counseling Programs and Services	Annually



**Transfer Center Plan
2024-2029**

4. 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.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Advisory Committee	1. Host an annual Transfer Advisory Committee meeting that supports and strengthens a transfer culture campus. Invite Citrus College employees, K-12, and university partners to participate.	Representatives from Citrus College and partnering institutions, including local high schools and universities will attend the advisory meeting to provide and receive transfer-related updates.	Director, Student Support Services	Annually



**Transfer Center Plan
2024-2029**

5. Evaluation and Reporting:

Each district governing board shall include in its Transfer Center Plan an institutional research plan for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its Transfer Center Plan. Each community college district shall submit an annual report to the Chancellor describing the status of the district's efforts to implement its transfer centers, achievement of transfer center plan targets and goals, and expenditures supporting transfer operations.

Objective	Activities	Projected Outcomes	Responsible Person(s)	Timeline
Evaluation and Reporting	1. Complete the Transfer Center Report and the Articulation Addendum Report for the California Community Colleges Chancellor's Office annually.	Annual reports will be completed and submitted on time to remain in compliance with the California Community College Chancellor's Office.	Director, Student Support Services/Articulation Officer	Annually
	2. Complete the Career/Transfer Center Annual Update and Comprehensive Program Review to continuously assess program student learning outcomes.	CTC goals will be assessed and completed as outlined in the Annual Update and Comprehensive Program Review, which support the overall objectives of the Citrus College Strategic Plan.	Director, Student Support Services/Counselors	Spring 2029



Transfer Center Plan Workgroup

Toros Berberyan, *Faculty, Mathematics*

Ashley Garcia, *Secretary, Career/Transfer Center*

Raquel Gutierrez, *Faculty, Counseling*

Lan Hao, Ph.D., *Director, Institutional Research, Planning and Effectiveness*

Yueyi Huang, *Senior Research and Planning Analyst, Institutional Research, Planning and Effectiveness*

Jessica López Jiménez, Ed.D., *Director, Student Support Services*

Michelle Plug, *Articulation Officer, Counseling*

Maria Rodriguez Vargas, *Adjunct Faculty, Counseling*

Ty Thomas, Ed.D., *Director, Diversity, Equity and Inclusion*

CAREER/TRANSFER CENTER

Student Services Building, Second Floor

www.citruscollege.edu/stdntsrvc/ctcenter

Citrus Community College District Board of Trustees

Dr. Anthony Contreras
President

Azusa and portions of
Duarte Representative

Ms. Cheryl Alexander
Vice President

Duarte and portions of
Azusa, Monrovia, Arcadia, Covina
and Irwindale Representative

Ms. Mary Ann Lutz
Clerk/Secretary

Monrovia/Bradbury and portions of
Duarte Representative

Dr. Patricia A. Rasmussen
Member

Glendora and portions of
San Dimas Representative

Ms. Laura J. Bollinger
Member

Claremont and portions of
Pomona and La Verne Representative

Ms. Sabrina Soriano
Student Trustee

Dr. Greg Schulz
Superintendent/President