2010-11
Annual Program Review Update

PROGRAM NAME:

Articulation and Transfer Services

Name of person or persons that filled out this form:

Renee Augenstein

I. PROGRAM DESCRIPTION

A. What is the primary mission/purpose of your program?:

To promote the attainment of education goals and facilitate student transfer, the Articulation and Transfer Services Office provides services and resources to De Anza students, faculty and other support program and services through the development of formal articulation agreements with regionally accredited 4-year institutions, transfer admission agreements/guarantee (TAA/TAG) with select colleges/universities and general transfer advising guidelines and reference materials. The Articulation Officer serves as an articulation and transfer policy consultant to all counselors and instructional faculty, academic and student services units, and serves as a liaison to UC, CSU, independent institutions and system offices.

B. What is your Program Level Outcome (PLO) statement?:

I. Students will access and utilize resources provided by the Office of Articulation and Transfer Services to support their transfer goals. II. Faculty will demonstrate knowledge of articulation guidelines by developing curriculum appropriate for UC transfer, CSUGE/IGETC, course-to-course, and major preparation to support student transfer.

       1. Describe the processes by which your PLO is assessed:

	Analysis of SLOAC results (refer to Part III)
X	Analysis of SSLOAC results (refer to Part III)

Other:

       2. How does your PLO directly or indirectly support the: Mission, Institutional Core Competencies (ICC), and/or Strategic Initiatives

(Attach "PLO to Mission, ICC, and/ SI matching sheet(s)."
Comments:

Our PLOs clearly support the mission, ICC, and strategic initiatives of De Anza College by supporting successful student transfer demonstrated through our work with faculty developing transferable curriculum, proposing/maintaining articulation agreements, creating and providing access to transfer opportunities and resources, and coordinating/processing/writing TAA/TAG agreements.

C. Program Demographics

       1. How many people does your program/department serve?

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12,135	# Students	Source:	IR - F09 enrolled students with
unknown	# Faculty	Source:	
unknown	# Staff	Source:	
unknown	# Community	Source:	

Comments: Describe the typical characteristics of the people your program serves - i.e. What are their goals, majors, reasons for coming to your program, etc.

Given the nature of our program, we do not have the viable means to track all students, faculty, staff, and community members that we serve, but all students interested in transfer would utilize aspects of our service. Whether they are checking on the status of a course on a general education breadth pattern, consulting with ASSIST.org, reviewing TAA/TAG requirements, writing a TAA/TAG, or perusing the College's transfer planning Web site, students are being serviced by the ATS Office. Counselors and academic advisors are supported by the ATS Office in their work with transfer students. All faculty curriculum initiators creating and/or maintaining transferable courses are also utilizing our service whether it be through direct consultation, receiving recommendations from the Articulation Officer during the Curriculum Review process and/or receiving feedback on the transfer status of their courses. And community members that reference many of De Anza's transfer resources and planning tools, including the Web site, are being serviced by our program.

2. Number of employees associated with the program?

2	# FT staff	80	Total hrs per wk combined
	# PT staff		Total hrs per wk combined
1	# FT Faculty	1	(FTEF)
	# PT faculty		(FTEF)
	# Students		Total hrs per wk combined

II. SIGNIFICANT CHANGES and TRENDS

A. **If your program offers instruction**, attach your Program Review Data Sheet (from IR). Briefly, address any significant changes and how they have effected your **curriculum / instruction** relative to:

1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

N/A

2. Trends related to closing the student equity gap relative to the college's stated goals.

N/A

3. Overall enrollment growth or decline of all student populations

N/A

B. Briefly, address any significant changes and how they have effected your program's **services** relative to:

1. Growth or decline in historically underrepresented populations (Latina/o, African Ancestry, Pacific Islander, Filipino)

2. Trends related to closing the student equity gap relative to the college's stated goals.

3. Overall enrollment growth or decline of all student populations

The 09-10 Program Review Update included a report on the new UC Online TAG Application system. This system allowed students to submit 1-7 TAGs with minimal regulation. A total of 873 De Anza students registered, generating 2632 TAGs, of which 2036 were submitted. 688 of these submitted TAGs required review by De Anza - which represented a 300% increase of UC TAGs requiring De Anza review from the previous year. The impact of this TAG surge on our program was significant. From July 1 - October 15, the ATS Office worked extensively on TAG issues. The ATS Office staff communicated with all 873 students and processed those 688 TAGs. Comprehensive TAG reviews were done by the Articulation Officer (35%), 7 counselors (60%), and 1 academic advisor (5%).

C. Make any modifications, deletions, additions, edits, etc. to your 2008-09 Comprehensive Program Review (CPR). Use the spaces below to explain what changes you are making to your CPR and the reasons for those changes (i.e. College/District policies, state or fedeal laws and regulations, external agencies regulations or requirements, budget cuts, personnel decisions, etc.).

Information on SB 1440, C-ID, and TAG updates will be added to the 2008-09 CPR.

D. Use this space to explain anything else about your program that was not included in your 2008-09 Comprehensive Program Review (CPR) or under II.C.   What should be known about your program that hasn't been asked?

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Though we do not show a reduction in ATS staff for 2010-11, since winter 2011 there has been a significant increase in ATS staff time required to assist with Counseling Center front desk coverage and Transfer Center activities. Given the budget situation, we anticipate an increase in time needed to tend to such duties in the future.
</div>

III. OUTCOMES ASSESSMENT

If your program offers both instruction and services, complete all of Part III.
If your program does not offer instruction, skip to III. E.

A. **If your program offers instruction**, describe the number of **SLOAC** that have been completed or will be completed in 2010-11.

N/A

B. **If your program offers instruction**, describe the level of engagement in the 2010-11 **SLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SLOAC process?)

N/A

C. **If your program offers instruction,** what program enhancements are you implementing as a result of the 2010-11 **SLOAC** process? (Only describe planned enhancements that **do not require additional resources.** Enhancements that require new resources will be addressed in Part V.)

N/A

D. **If your program offers instruction,** what are your **SLOAC** plans for 2011-12?

N/A

E. Describe the number of **SSLOAC** that have been completed or will be completed in 2010-11.

We completed 4 SSLOAC in 2010-11. 1) Faculty knowledge of articulation guidelines 2) Students will utilize the Transfer Planning Web site; 3) Students will access TAA/TAG information and demonstrate knowledge of requirements; 4) Students will utilize the transfer planning listserv.

F. Describe the level of engagement in the 2010-11 **SSLOAC** process. (i.e. How many faculty, staff, and administrators participated in the SSLOAC process?)

2 staff and 1 faculty participated in the SSLOAC process.

G. What program enhancements are you implementing as a result of the 2010-11 **SSLOAC** process? (Only describe planned enhancements that **do not require additional resources.** Enhancements that require new resources will be addressed in Part V.)

Depending on 2011-12 staffing levels, the following enhancements will be considered 1) UC/CSUGE/IGETC submission were all approved so a survey of curriculum initiators may be incorporated to gain a better understanding of faculty needs; 2) Transfer Planning Web site usage data from 9/10 - 3/11 continued to show a high pageview rate but we did not have time to track navigational trends so that will be incorporated into the next cycle, along with a student survey to gain a better understanding of their needs and preferences; 3) We processed a record number of TAGs this year which support this SSLO; we will reinstate the student survey next year for UC TAGs. 4) There are 270 members of the Transfer Planning Listserv and 25 messages were sent from 6/10 - 4/11. We plan to develop and coordinate outreach efforts with ISP, EOPS, Puente, SSRS, and other campus support programs to publicize the listserv to increase membership.

H. What are your **SSLOAC** plans for 2011-12?

Depending on staffing levels, continue with the 4 SSLOAC reported above, and start on the 5th SSLOAC.

IV. PROGRAM BUDGET DATA

	2009-10 Actual	2010-11 Projected	
'A' budget	$343,991	$331,547	
'B' budget	$4,669	$6,669	
'C' Budget		$0	
TOTALS	**$348,660**	**$338,216**	(automatically calculated)

If your program is <u>NOT</u> requesting any new resources - your 2010-11 Annual Program Review Update is finished

If your program <u>IS</u> requesting any new resources - Continue to Part V.

V. RESOURCE REQUESTS

Department/Program Summary

A. Human Resources: Please submit up to three faculty and/or staff choices below in department/program ranked order:

Program Position Priority #1:

Faculty [   ]   Staff [   ]

Full-Time [   ]   Part-Time [   ]

Position Name:

[   ]

Brief description:

[   ]

Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

[   ]

Program Position Priority #2:

Faculty [   ]   Staff [   ]

Full-Time [   ]   Part-Time [   ]

Position Name:

[   ]

Brief description:

[   ]

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Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

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Program Position Priority #3:

Faculty ▢   Staff ▢

Full-Time ▢   Part-Time ▢

Position Name:

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Brief description:

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Rationale: How will this person enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this position?)
If applicable, address the FTE, PT/FTE ratios, and WSCH goals that support your request for this position.

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NOTE: It is an expectation that all positions that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of each of the additional positions on your program.

Review Criteria:

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B. Equipment/Materials/Facilities: Please submit up to three resource requests in department/program ranked order:

Program Resource Priority #1:

Equipment ▢   Materials ▢   Facilities ▢

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Est. Cost `[                ]`

Item Name:

`[                                                        ]`

Brief description:

`[                                                        ]`

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

`[                                                        ]`

Program Resource Priority #2:

Equipment `[            ]`   Materials `[            ]`   Facilities `[            ]`

Est. Cost `[            ]`

Item Name:

`[                                                        ]`

Brief description:

`[                                                        ]`

Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

`[                                                        ]`

Program Resource Priority #3:

Equipment `[            ]`   Materials `[            ]`   Facilities `[            ]`

Est. Cost `[            ]`

Item Name:

`[                                                        ]`

Brief description:

`[                                                        ]`

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Rationale: How will this resource enhance or maintain your program's plans to improve outcomes relative to the college Mission, Institutional Core Competencies, Strategic Initiatives, Program Goals, etc. (i.e. What specific SLOAC/SSLOAC results support the program's need for this item?)

NOTE: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, the program level outcomes and the program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of the additional equipment/materials/facilities on your program.

Review Criteria:

Divisional Summary (If applicable)

C. Human Resources: Of all the position requests within your Division what is the divisional ranking of your department/program position request?

Program Position Priority #1:   **Division Position Ranking:**

Program Position Priority #2:   **Division Position Ranking:**

Program Position Priority #3:   **Division Position Ranking:**

D. Equipment/Materials/Facilities: Of all the resource requests within your Division what is the divisional ranking of your department/program resource request?

Program Resource Priority #1:   **Division Resource Ranking:**

Program Resource Priority #2:   **Division Resource Ranking:**

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Program Resource Priority #3:   **Division Resource Ranking:**