

Task Details Report

Planning Unit: Transfer Center, A2B and University Center

Unit Manager: Lead Staff, Transfer, A2B and Univ. Center

Objective: 479 - Strategic Action Plans for Transfer Center, A2B and University Center

Objective Description:

Professional Development is necessary to engage with the state-wide policy changes as well as within individual higher education intuitions. This will benefit the college as it will provide opportunities for new strategies and innovate ways to assist students transitioning to universities, and faculty in developing new courses. Some of the Professional development that is essential to the Transfer Center Program Supervisor:

To maintain currency in the area of Transfer, the programs request a travel budget of \$2000 to cover the cost of the following:

UC Counselor Conference

CSU Counselor Conference

UC Ensuring Transfer Success Conference

TCDA/WACAC meetings

TCDA Regional meetings

Other Professional Developmental meeting/conferences such as Student Equity conferences

Other meetings as necessary/relevant to Transfer such as attending the informational meetings in state and out of state universities

Hosting informational Session provided by universities such as UCLA information session as training tool for all faculty and staff

Each of the above meetings and conferences has a cost rage between \$100 and \$2000.

The Transfer Center needs support from the Office of Planning, Research, and Institutional Effectiveness to identify Transfer students, collect data on the student's background and study their course taking behavior. This will help us provide and/or develop necessary services and programs for students in support of their transfer goal, collaborate with faculty and staff at other division and departments, and consequently, will increase the transfer rate and close the gap among transfer students, which is part of Educational Master Plan.

We also need in depth training on ARGO, Dashboard, and clearing house to track transfer students to be able to reach out and create cohorts of students for specific majors.

Start Date:
2/27/2017

Task Type:
Resource Request

Priority Level:
Medium

Task Order:
1

Due Date:
6/30/2017

Completion Date:

Task Status:
New

Budget:
\$370

The chair is an old chair and the cushion and fabric on the seating is ripped.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Transfer Center, A2B and University Center	Office Chair	\$370.00	\$370.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/27/2017	Task Type: Committee/College Action Plan	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: New	Budget: \$62,664

To higher a full-time Retention Specialist (classified Position) for the Transfer Center in support of the new program, Student Transfer Education Pathway (STEP).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Transfer Center, A2B and University Center	Retention Specialist	\$62664.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 4
Due Date:	Completion Date:	Task Status: New	Budget: \$1,000

Improving the workstation in the Transfer Center Reception area by adding Privacy screen. Based on an initial conversation with facility, it may approximately costs \$1000.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Transfer Center, A2B and University Center	Improving existing workstation by adding privacy glass/wall.	\$1000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/27/2017	Task Type: Resource Request	Priority Level: Medium	Task Order: 2
Due Date: 6/30/2017	Completion Date:	Task Status: New	Budget: \$1,195

A laptop for the Transfer Center to use at the workshop and activities on-and off campus.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Transfer Center, A2B and University Center	Laptop	\$1195.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/28/2017	Task Type: Committee/College Action Plan	Priority Level: Medium	Task Order: 5
Due Date:	Completion Date:	Task Status: New	Budget: \$1

To have an Office space for additional staff Retention Specialist) at the Transfer Center

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Transfer Center, A2B and University Center	Office space	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	