

CONTENT OUTLINE FOR SABBATICAL PROPOSAL
FOR SPRING 2014
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1. **Statement of Purpose**

I am applying for a one-semester sabbatical leave for the spring of 2014. The purpose of this sabbatical leave is twofold: (1) to physically visit our community colleges to learn new models other colleges use to coordinate, counsel, and deliver transfer services to students; and (2) to visit our local universities and some private schools to learn how Oxnard College may improve its transfer rate to these institutions and to investigate how our overall transfer rates may be improved.

My goal is to meet with Transfer Center Directors/Counselors and engage in meaningful and productive dialogue. I have a set of interview questions ready for both the community colleges and universities in order to gather important information that will assist me in providing valuable feedback to my department and to the college in general regarding its coordination, counseling, and delivery of transfer services to students. Ultimately, the information I gather will help Oxnard College improve its institutional practices. Recently I was appointed as the new Transfer Center Coordinator/Counselor at Oxnard College. As our Transfer Center staff is limited, next semester I will probably be the only staff member fulfilling this invaluable service of providing coordination and counseling of the Transfer function at Oxnard College. Thus, it is imperative that I be the most qualified as possible being the only personnel resource devoted to this function in an era of declining resources. I expect to gain insight into how other colleges and/or universities set up their transfer centers including both the physical locations chosen

and the organizational structure utilized. An endeavor of this magnitude requires more personal contact than merely mail, email, and phone calls. I will be meeting in person with Transfer Center Coordinators, Admissions Directors, to build on networking; establishing relationships and familiarizing myself with other campuses to match students to the proper campus of their choice.

2. **Rationale**

a. **Professional Development**

Every community college throughout the state has its own unique transfer center and culture. I intent to absorb as much as possible so that I can bring back some of the best counseling strategies and trends for our students, college, and district. All the knowledge and skills I will obtain from this experience will make me a more confident, knowledgeable, and experienced counselor and Transfer Center Coordinator.

b. **Value to Department and/or Discipline**

One of the most important goals and objectives of the College Transfer Center is to provide clear and intelligent transfer pathways for our students. The insight I gain from my sabbatical experience will be shared with my colleagues thus strengthening our counseling and delivery of transfer services. I will provide extensive training in the area of transfer to my colleagues. I will continue to utilize an open-door policy and team-player philosophy to ensure that my colleagues have access to information and research gained during my sabbatical. I plan to create PowerPoint presentations capturing the knowledge I have gained as well as to create a binder with university and college resources and contacts and a list of websites related to transfer to which my colleagues can refer when they counsel students. I will be a more valuable asset and resource for my colleagues and my department,

specializing in the Science Technology, Engineering and Mathematics (STEM) and non-traditional majors and careers such as molecular biology, nanotechnology, and viticulture and enology.

c. Value to College and/or District

Both the College and the District will benefit from my sabbatical leave by the fact that I will be better versed in the use of the latest technology to assist students in the transfer process. Having gained more expertise in coordination and counseling relevant to the Oxnard College Transfer Center, I will be revitalized, focused, and renewed. The College will ultimately build more effective communication channels with our local universities and I expect to see an increase in the College's transfer rates. In addition, at the moment, the District does not have any accurate tracking system for transfer students. I intend to gain information that may be useful in persuading the District to make such a purchase to improve the quality of data gathered pertinent to transfer. As a result of my sabbatical leave, the College and District will have a more respected, confident, and knowledgeable Transfer Center Coordinator/Counselor, someone who is current with Title V changes on academic policies, and someone who is an expert with regard to the entire transfer process.

d. Value to Students

Students will benefit from this sabbatical leave by thereby receiving the best and most effective and up-to-date transfer counseling. With the knowledge I will gain along with the streamlined communication networking relationships I will build during this sabbatical, students will have better access to immediate information especially involving unique questions raised and unusual situations faced. Further, I will be better educated on the newest techniques and strategies in counseling students who are undecided on majors and careers. The transfer

process can be confusing and frustrating to students at times; my goal is to create a transfer pathway that is a seamless experience for students. I will provide group counseling, orientations, and workshops to enhance student learning and success based on the most cutting edge counseling techniques in the area of transfer. Based on what I learn during my sabbatical, I plan on developing student educational roadmaps to provide students easily understandable information about what coursework needs to be completed in order to fulfill different institutions' admission requirements. Finally, students will have access to an improved and user-friendly Transfer Center website wherein they will be linked to ASSIST, CSU Mentor, the CSU/UC and private universities as well as links to financial aid and student housing.

e. Value to Community

The Transfer Center not only serves as a resource to current Oxnard College students, but also to the entire community. It is extremely important to offer an open door policy to our students and the community, where everyone is welcome. We have a very strong working relationship with our local high schools, colleges/universities and other agencies with whom we keep in contact with and collaborate throughout the years. For example, the Transfer Center is responsible for hosting its Annual University/Transfer Day where UC/CSU and private colleges and universities visit our campus primarily for student outreach by providing admissions and campus information. For the past three years, the college has invited our local high schools to participate in our University/Transfer Day. They have brought hundreds of their students to our campus. University/Transfer Day continues to grow and be more successful.

3. Implementation

a. Procedures

Intrinsic to this proposal, I will be completing the following tasks:

1. I will visit six community college transfer centers known throughout the state for having high transfer success rates. In my new position as Transfer Center Coordinator/Counselor, I will need this most up-to-date view of the most successful community colleges, namely:

Santa Monica City College
Los Angeles City College
Pasadena City College
Saddleback College
Santa Barbara City College
Glendale Community College
Allan Hancock Community College

It is also possible that I may visit some community colleges in northern California as well. I plan on asking for the following information:

General Information:

Name of college
Year the college was established
Transfer Center Director
Student population
Student demographics
Transfer Center composition

Questions I will be asking will include the following, among others:

What is your transfer rate?
What are your main feeder universities?
What mechanism do you use for tracking transfer students?
Which system (UC, CSU, private) are most of your students transferring to?
What type of workshops do you provide to students?
Where on campus is your transfer center located?

What are your hours of operation?
In Student Services, to whom do you report?
What are some of the services you provide to transfer students?
Who sees your transfer students for counseling?

2. I will visit our local 4-year universities including CSUCI, UCSB, CSUN, and CLU, focusing on each institution's admissions staff which includes transfer center representatives, in order to discuss recommendations they might offer to Oxnard College to improve its transfer rates to their institutions. The following are samples of some of the information I will be gathering:

General Information

Name of university

Year the university was established

Name of Admissions Director

Student population

Student demographics

Questions I will be asking will include the following, among others:

How many students apply to your university from Oxnard College?

How many students get accepted?

How many students actually enroll?

How may Oxnard College increase its transfer rate to your institution?

What are some of the barriers you have seen that prevent our students from transferring to your institution?

How may Oxnard College assist its students to overcome these barriers?

What is your graduation rate of students who transfer from Oxnard College?

How may Oxnard College improve the transfer process for its students?

Do you have any specific recommendations for our students wishing to transfer to your institution?

3. I will take an eight-week online course at Ventura College, namely, GW V02T – Transfer Success (2 units).

4. I will attend the Ensuring Transfer Success Conference (ETS), and some individual university counselor conferences at USC, CSU Pomona, CSU Long Beach, and CSU Fullerton, to name a few.

5. I will become familiar with various published resource materials including pertinent websites.

b. Results

At the end of my sabbatical leave, I will have:

1. Visited all the colleges and universities listed above.
2. Completed PowerPoints encapsulating lessons learned and have them ready to disseminate to all counselors.
3. Completed the GW V02T Transfer Success Class at Ventura College.

c. Dissemination

1. I will bring back all of the information of my research and findings to share with my colleagues.
2. I will do a presentation at our Joint Counseling Meeting where all counselors from all disciplines meet and share information.
3. I will create a PowerPoint presentation on “Steps to Transferring to a University.”
4. I will do classroom presentations at our Personal Growth classes on transferring.

5. I will give a lecture for the Oxnard College lecture series in the 2013-2014 academic calendar.
6. I will utilize and make copies of my presentation(s) so that other counselors can use it (them), especially during student orientations, workshops, and/or at our Compass Days with the high school students.
7. I will work closely with our Information Technology staff to update, enhance, and improve Oxnard College's Transfer Center website.

d. Timeline

January 2014

1. Schedule visits with community colleges and universities. I have all appropriate contact information in terms of prospective interviewees:
 - a. Santa Monica City College – Daniel Nannini
 - b. Los Angeles City College – Cheryl Armstrong
 - c. Pasadena City College – Dina Chase
 - d. Saddleback College – Miki Mikolajczak
 - e. Santa Barbara City College – Kathie L. Adams
 - f. Glendale Community College – Kevin Mesa
 - g. Allan Hancock Community College – Julie Vasquez
 - h. California State University Channel Islands – Ginger Reyes
 - i. California State University Northridge – Jesus Flores
 - j. University of California Santa Barbara – Elroy Pinks
 - k. California Lutheran University – Marcela Estrada

February – April 2014

1. Take the GW V02T Transfer Success Class at Ventura College

2. Visit all colleges and universities. Visits will depend on interviewees' schedules, however. I will visit all 11 colleges and universities at length, spending at least one whole day on each campus, taking a campus tour, and interviewing the transfer center directors and/or university representatives.

May 2014

1. Create PowerPoint presentation on "Steps to Transferring to University."
2. Disseminate PowerPoint presentation to all counselors.

September 2014

Present all my findings to counselors at Joint Counseling Meetings held bi-weekly or at a monthly Counselor In-Service training session.

October 2014

Give lecture and presentation of my research and sabbatical experience for the Oxnard College Lecture Series.

4. **Past Contributions to the District**

a. **Scholarship**

I have a Master's Degree in Counseling and Guidance from California Lutheran University. I was awarded the Teresa Archuleta Award for my dedication and excellent service to students and the College.

b. **Service**

I have served on various campus committees and have been involved with counseling activities in various capacities. I served on the Curriculum Committee for two years. I also served on the Sabbatical Committee. I have attended numerous Academic Senate meetings. I have chaired the Student Scholarship

Committee for several years. I am a member of both the EOPS Advisory Committee as well as the Transfer Center Committee. I was a member of the EOPS Statewide Association. I have served on the Financial Aid Appeals Committee for over 14 years. I also attend the UC and CSU annual conferences. Each year, I also attend the Ensuring Transfer Success (ETS) Conference. I have organized numerous field trips for students and taken them to various universities. Last spring, 2011, I was flown to UC Berkeley for its Cal Day for Counselors attended by special invitation only. I was also invited to attend CLU Counselor Day last semester. I attended UC Davis Health Science/Pre-Medical Conference last month and recently visited Harvard University.

5. **Length of Service and Past Sabbatical Awarded**

I have been a full-time tenured counselor for over 15 years at Oxnard College. I have been awarded one sabbatical before. I worked part-time for 7 to 8 years. I have also worked as a coordinator for both the California Mini-Corps Program and the Transfer Center. I also worked one summer at Ventura College's EOPS Program. I have contributed to the College as an EOPS counselor, in general counselor, and in Transfer Center counselor. I am looking for professional growth and development through this sabbatical to better serve Oxnard College's transfer students. Counseling students is my passion. Counseling is such an integral part of student success, and I am so fortunate to be able to assist students in achieving their academic and personal goals.