

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 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 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 intend 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

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, orientation, 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 transfer in g-4(i)s wAnhn 0 Td (with

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.

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 and 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