



# Welcome to Program Review

Berkeley City College - 2019

Transfer Center - Service Area or Special Program

Annual Program Update

## Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

### Program Total Faculty and/or Staff

#### Full Time

Andrea Williams

#### Part Time

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

<p>Status</p> <p>Completed</p> <p>College Goal</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
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District Goal  
Strengthen Resilience: Strengthen BCC students' abilities to become self-directed, focused and engaged in the pursuit of transformative, life-long learning experiences that result in personal and academic success.  
Advance Student Access, Equity, and Success

Status

Completed

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

District Goal  
Increase Transfer and Transfer Degrees: Ensure that all of BCC's programs of study and transfer pathways for degrees prepare students, in a timely manner, for multiple transfer options.  
Engage and Leverage Partners

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Raise College Competence: Raise student skills and competencies, and expand their learning experiences, so that they can successfully complete their college program.

District Goal

Strengthen Accountability, Innovation and Collaboration

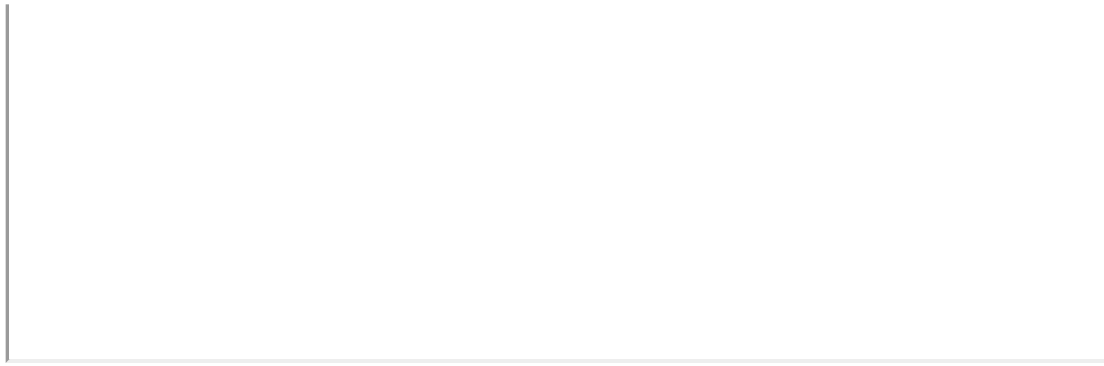
**Describe your current utilization of facilities, including labs and other space**

## Program Update

### Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject





**Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.**

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**

**Describe the outcomes and accomplishments from previous year's funded resource allocation request.**

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
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**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Action

Improvement  
Actions

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
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**Resource Request**

Facilities	Other
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Description/Justification	Estimated Cost
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**Resource Request**

Personnel	Classified Staff
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% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
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Total Costs

**Resource Request**

Professional  
Development

Individual/personal  
PD needed

Description/Justification

Estimated Cost

### Resource Request

Other

Other

Description/Justification

Estimated Cost

### Resource Request

Supplies

Noninstructional  
Supplies and  
Materials

Description/Justification

Estimated Cost

### Resource Request

Other

Other

Description/Justification

Estimated Cost

### Resource Request

Supplies

Instructional  
Supplies and  
Materials

Description/Justification

Estimated Cost



### Resource Request

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
Total Costs			

### Resource Request

Other	Other	
Description/Justification		Estimated Cost

## Resource Request Summary

Total Cost: \$117100

Total Resource Request: 9

Program Update

Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	50	To assist the coordinator with	20000		20000

a consistent staff member to provide administrative support

Student Worker	50	Due to the high traffic in the Career/Transfer Center students assistants are an integral part of the support and guidance given to students	35000
Sub-Total: \$55000			

Professional Development

Type	Description/Justification	Estimated Cost
Individual/personal PD needed	Attendance at CCC Transfer Summit, Ensuring Transfer Success, and AACRO Transfer and Technology Conference and AACCA	2500
Sub-Total: \$2500		

Technology and Equipment

No Resources found for this category

Supplies

Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials	Various operational expenses like pens, paper, folders. and swag to support outreach efforts through out the year	4000
Instructional Supplies and Materials	Renew Focus II subscription which assists students with selecting academic majors and or career explorations and interests	1600
Sub-Total: \$5600		

Facilities

Type	Description/Justification	Estimated Cost
Other	The Career and Transfer Center has outgrown the space on the 2nd	0.00

Floor. In order to sustain and offer additional support and wrap around services a larger space is needed.

Sub-Total: \$0

Library

No Resources found for this category

Other

Type	Description/Justification	Estimated Cost
	Transfer Opportunity Program at UC Davis provides comprehensive support to students year round if applying to UC Davis. The overall numbers of students applying to Davis has increased	7000
	Marketing and Meal support for the Annual Transfer Fair and the year end transfer celebration	5000
	Career Services Consultant offers additional support to students and the BCC Community as whole with embedded services for career support, explorations, employment and internship assistance	42000

Sub-Total: \$54000

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Andrea Williams

**Please enter the name of the person submitting this program review.**