

# SSPBT Position Request Template

Name of Requester: Laureen Balducci

Program/Department: General Counseling/Transfer Center

Date Completed: 12/21/21

Position Requested: Transfer Counselor/Coordinator

## 1. How Is this position linked to the College's ICCs?

### Institutional Core Competencies:

1. Communication and Expression
2. Information Literacy
3. Physical/Mental Wellness and Personal Responsibility
4. Civic Capacity for Global, Cultural, Social and Environmental Justice
5. Critical Thinking

The TC Counselor/Coordinator would work with the transfer team to continue to develop and sustain transfer counseling that reflects De Anza College's ICCS. With this position, students would have greater access to transfer possibilities. Students would also benefit from the critical thinking that leads them to a healthy decision-making process as they explore alternatives regarding their educational, career, and transfer goals. A TC Counselor/Coordinator would also be an additional resource to students experiencing personal challenges - especially students who have particularly complicated transfer situations (undecided, reverse transfers, students with a multitude of transcripts from other college, and those with several /major changes within De Anza). Students that face additional barriers related to transfer due to their math and reading level would also benefit from this Counselor position since an appropriate educational plan to assist them with tutoring and appropriate classes to assist in their communication skills and critical thinking abilities.

✓ Com & Exp    ✓ Info Lit.    ✓ P / M Wellness & Personal Resp.    ✓ Justice    ✓ C. Thinking

[Web link](#)

## 2. How is this position linked to the College's mission?

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. The college engages students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies.

The Transfer Counselor/Coordinator would provide high quality educational and counseling support services to students and opportunities that would engage students in developing their personal growth and educational, transfer, and career goals. The Transfer Counselor/Coordinator would play a vital role in teaching students and counseling colleagues about the latest transfer info and updated changes with colleges and universities. The Transfer Counselor/Coordinator would also discuss possible career paths with students to acquire knowledge as to which colleges or universities to apply to, and ultimately transfer to, as they finish their work towards successful careers. Students, especially D.I.S.P., would have equitable access to transfer information in a timely manner in order to strengthen decision-making around their transfer goals.

[Web link](#)

## 3. How is this position linked to the College's core values?

1. Integrity
2. Innovation
3. Equity
4. Developing Human Capacity
5. Institutional Core Competencies
6. Civil Engagement for Social Justice

This new TC Counselor/Coordinator position would play an integral role in student integrity, innovation, development of their individual growth and civic engagement. Many students who want to transfer become involved in extra-curricular activities (student government and clubs, volunteering both on campus and off, joining athletics, etc. ) to increase their chances of transferring to the institution of their choice. With respect to equity, the TC Counselor/Coordinator positions will assist in providing overview of the following areas that offer equitable access to students:

- Coordination of online access and support to articulation info through ASSIST, Transfer Planning web page, applying for ADTs webpage, DegreeWorks, etc.
- Coordination of transfer literature via pamphlets, brochures, posters, etc. sent by various colleges and universities throughout the state and nationally, as well as information as to TC offerings (workshops, presentations, Transfer Fair info, transfer events) and the TC listserv
- Posting to Instagram, TikTok, Facebook, Twitter and other accounts utilized by our students interested in transfer

✓ Integrity    ✓ Innovation    ✓ Equity    ✓ Develop HC    ✓ ICCs    ✓ CE for SJ

[Web link](#)

## 4. How will this position impact equitable outcomes for disproportionately impacted student populations (D.I.P.S.) served by program/department?

1. Black
2. Foster Youth
3. Latinx
4. LGBTQI+
5. Native American
6. Pacific Islander

Students served in this program are those who are interested in transferring to a 4-year college or university. The TC offers workshops targeting underrepresented students and programs (EOPS, Umoja, Puente etc.) in order to increase access to "targeted" student populations. In addition, many students are not affiliated with a support program so the Transfer Center makes sure to reach out and offer transfer support throughout the campus. First generation college students may make multiple visits to see the TC Counselors and/or Advisors.

✓ Black    ✓ F Youth    ✓ Latinx    ✓ LGBTQ+    ✓ N American    ✓ P Islander

[Web link](#)

## 5. How is this position linked to the SSPBT core priorities?

1. Student Equity
2. Access to Education
3. Student Retention
4. Student Completion

The TC Counselor/Coordinator provides educational planning assistance for transfer students with an emphasis on DISP. Transferring to a college or university can be a complicated process, especially if students are simultaneously trying to navigate the college system in general. By having additional counseling assistance in the TC, students will be able to receive assistance in working on and updating any education or transfer goals. In this way, retention and completion rates may rise given the fact that students can receive this assistance.

✓ Equity    ✓ Access    ✓ Retention    ✓ Completion

[Web link](#)

**6. How many years has this position request been included in program APRUs?**

[Web link](#) At least 2 years.

**7. How is this position request linked to the College's Institutional Metrics?**

1. Basic Skills  
2. Civic Engagement  
3. Career Technical Education  
4. Equity  
5. Funding  
6. Outreach  
7. Planning  
8. Success and Retention  
9. Transfer

The new TCC position would provide transfer guidance to students as they prepare for college or university transfer. Students of all levels educational levels (Basic skills and up) will have the chance and the choice to transfer to a school of their choice provided they meet that college or university's transfer criteria. The TCC provides students and thereby De Anza College with equity, retention, and success metrics as they assist transfer students through an at times complicated transfer process. The position would help keep students engaged, supported, and on-track with their educational planning and transfer goals.

[Web link](#)

**8. How will success/effectiveness be measured for this position?**

In order to establish effective TC goals and equitable outcomes, the TC Counselor/Coordinator will work closely and collaboratively with the TC Admin. Asst. II, their TC Counselor and Advisor counterparts, as well as the Division dean to implement and assess TC student success rates. In addition, generating data from Office of Institutional Research SARS, and DegreeWorks will establish the effectiveness of program innovations and services. Specifically, the TC will conduct Student Surveys in which that data will provide basis for a TC targeted outreach efforts to support program groups. The focus will be on those groups of students most in need of transfer support. Services will be tailored to specific needs of student groups. Have students identify their transfer needs through student questionnaires and evaluations of workshops and presentations.

**9. How will position utilize innovative/effective practices to meet program goals?**

This position would participate in all Division meetings and activities, TC meetings and activities, join college committees, and participate in shared governance activities. In meeting program goals, it is essential for the TC Counselor/Coordinator collaborate across disciplines and the leverage student support resources in order to make appropriate referrals. The TC Counselor/Coordinator will also participate in ongoing professional development. such as conferences, workshop, and Counseling in-services in order to maintain effective practices.

**10. Is there any additional relevant information or comments regarding this position?**

The Faculty Counselor ( .5 Faculty Counselor and .5 Faculty Coordinator) retire in June of 2019. This position has not been refilled. In addition, an Academic Advisor resigned to accept a counseling position with another program at De Anza, and this position was not refilled due to budget constraints. Given these drastic cuts in both counseling and staffing means that the Transfer Center will not be able to do as much faculty coordination, outreach, nor create any new programs centered around transfer initiatives. Implementing the Transfer Counselor/Coordinator position is vital to in order to continue to provide the "Tops in Transfer" level support that students have come to know and expect at De Anza.

## Transfer Counselor/Coordinator, Counseling

Rubric Submission	ICC	College Mission	College Core Values	Equity Impact D.I.S.P	SSPBT Core Priorities	APRU - Request History	Link to Inst. Metrics	Plan to Assess Effectiveness	Innovation	Total
# 1	4	4	4	4	4	4	4	4	4	36
# 2	4	4	4	4	4	4	4	4	4	36
# 3	4	4	4	4	3	2	4	4	4	33
# 4	4	4	4	4	4	2	4	4	2	32
# 5	4	4	4	4	4	1	3	3	2	29
# 6	4	4	3	3	4	2	3	3	3	29
# 7	4	4	4	4	4	2	3	3	1	29
# 8	4	3	4	3	3	2	3	3	3	28
# 9	3	3	3	3	3	2	2	3	2	24

**Total:** 276  
**Average:** 30.7