

## OKR Worksheet

<p style="text-align: center;"><b>Objective (Section 1 - Mission)</b></p>	<p style="text-align: center;"><b>Key Results</b></p>	<p style="text-align: center;"><b>Activities</b></p>	<p style="text-align: center;"><b>People Involved</b></p>	<p style="text-align: center;"><b>Timeframe</b></p>
<p>Carry out Transfer Center's (TC) mission statement in all TC programs and services and ensure mission is aligned with the College core values</p>	<ul style="list-style-type: none"> <li>• Increase the visibility of the Transfer Center mission statement</li> </ul>	<ul style="list-style-type: none"> <li>• Add the TC Mission to the TC website</li> <li>• Include the mission in the workshop presentations</li> <li>• Include the mission in the program surveys to students</li> <li>• Review and update the mission regularly to reflect the scope of the services the center provides in relation to the outcome of student learning and success</li> </ul>	<p>All Transfer Center Staff</p>	<p>On-going</p>
<p><b>Objective (Section 2 – Program and Services)</b></p> <p>Expand Transfer Center Program and Services to accommodate students' needs and increase involvement as well as the annual transfer rate.</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Expand the types and numbers of workshops that the Transfer Center offers</li> <li>• Increase the number of students appointments and drop-ins</li> <li>• Build partnerships with four-year institutions</li> <li>• Increase TC workshop participation rate and transfer rate</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Create content for workshops, events, and training for colleagues and students alike that positively supports the success of transfer students across campus.</li> <li>• Work closely with the Articulation Officer (AO) for Transfer Admission Guarantee guide, Transfer Admission Agreements, to review information to update counselors with current transfer-related policies and update counselors across campus</li> <li>• Work with four-year universities representatives to build partnerships, transfer agreements,</li> <li>• Participate in various campus events such as Welcome Day, Student Resource Fair, Transfer Tuesday,</li> </ul>	<p>All Transfer Center Staff</p>	<p>On-going</p>

		<p>workshops, classroom presentations, etc. to connect with students and provide information about transfer</p> <ul style="list-style-type: none"> <li>• Continue to offer Transfer Tuesdays</li> <li>• Publish and send information to students about workshops and events related to transfer via email, website, social media, and the college calendar</li> </ul>		
<p><b>Objective (Section 3 – Student Learning, Development, and Success)</b></p> <p>Review Transfer Center student learning outcomes and revise for improved alignment with De Anza’s Strategic Master Plan</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Create, update, and maintain relevant student learning outcomes for TC events, class, and workshops that meet student needs</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Meet by the end of Spring 2023 to review existing SLOs for workshops and work to establish new or refine current SLOs</li> <li>• Collect feedback from surveys to evaluate services and development outcomes</li> <li>• Revise and implement new student learning outcomes for the COUN 80</li> </ul>	<p><b>People Involved</b></p> <p>All Transfer Center Staff</p>	<p><b>Timeframe</b></p> <p>Spring 2023</p>
<p><b>Objective (Section 4 - Assessment)</b></p> <p>Gain a full understanding about areas of strengths and areas for growth as it pertains to all Transfer Center (TC) programs and services</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Obtain a comprehensive understanding of the current state of the Transfer Center in order to strengthen services to better serve students</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Gather and examine appointment, drop-ins and workshops data on SARS scheduling system</li> <li>• Send out student’s survey after every workshop and Transfer Center event (Transfer Day, Transfer Celebration, etc.)</li> <li>• Get feedback from university representatives about all aspect of scheduling visits, workshops</li> </ul>	<p><b>People Involved</b></p> <p>All Transfer Center Staff</p>	<p><b>Timeframe</b></p> <p>On-going</p>

		<ul style="list-style-type: none"> <li>• Work with the General Counseling to extract Transfer Center data from the quarterly Counseling Department Survey</li> <li>• Collaborate with Institutional Research to gather and create transfer surveys and to examine degree completion rates</li> <li>• Review transfer statistics from the CCC (California Community Colleges) Chancellor’s Office, the University of California Office of the President (UCOP), and the UC and CSU Data Dashboards</li> <li>• Meet annually with the Transfer Advisory Committee for feedback and planning</li> </ul>		
<p><b>Objective (Section 5 – Access, Equity, Diversity, and Inclusion)</b></p> <p>Increase variety of transfer experiences for students to improve transfer rates, especially for historically underrepresented students</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Engage students in exploring a wide range of transfer options</li> <li>• Increase the number of underrepresented students transferring to four-year universities</li> <li>• Expand the TC services to accommodate students with unique needs</li> <li>• Provide more tailored outreach and marketing that promotes students from diverse backgrounds transferring to 4-year institutions</li> <li>• Support students with the transfer process who identify as underrepresented but are not affiliated with any specific learning community or programs at the college</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Offer multiple modalities for workshops and appointments to meet students where they are at</li> <li>• Offer more campus tours for students to explore their options and experience the university environment first-hand before transferring to help them decide on a campus that meets their needs</li> <li>• Host a HBCU Caravan at De Anza to bring awareness to transfer institutions outside of the traditional in-state public universities</li> <li>• Connect students to alumni to establish a stronger pipeline from the CCC to the university and transition successfully to the workforce</li> <li>• Provide transfer financial literacy workshops to educate students from low-income diverse backgrounds about the transfer pathways and how to finance</li> </ul>	<p><b>People Involved</b></p> <p>All Transfer Center Staff</p> <p>Learning Communities Staff</p> <p>Office of Equity, Social Justice and Multicultural Education</p> <p>Programs on campus (HEFAS, Rising Scholars)</p> <p>External partners</p>	<p><b>Timeframe</b></p> <p>On-going</p>

		<p>their education as well as seek scholarships</p> <ul style="list-style-type: none"><li>• Consult with the Transfer Advisory Committee to identify more ways to support the retention and transfer rate of underrepresented students</li><li>• Partner with the Office of Equity, Social Justice and Multicultural Education and Office of Institutional research to strengthen the transfer pipeline for African American and Latinx students</li><li>• Collaborate with learning communities such as EOPS and UMOJA, Men of Color, Rising Scholars, Higher Education for AB540 Students (HEFAS), Impact AAPI, Puente, and the Pride Center to offer resources and services intentionally designed to promote transfer</li><li>• TC will expand transfer services to cast a wider net for students who are not affiliated with any particular learning communities or programs but self-identify as disproportionately impacted</li><li>• TC members will seek ongoing professional development training to enhance their knowledge of best practices on providing equitable counseling and transfer services as well as attain strategies to support students effectively from historically disadvantaged backgrounds</li></ul>		
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<p><b>Objective (Section 7 – Human Resources)</b></p> <p>Increase Transfer Center staffing and engage in professional development activities to support the program in carrying out its mission and goals</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Staff and faculty will be better equipped and informed of the constantly evolving transfer requirements to provide transfer workshops and events</li> <li>• Provide a full-service Center with comprehensive services and additional resources</li> <li>• Serve a higher number of students by providing training to faculty and staff from outlying programs</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Increase Transfer Center staffing during summer to support students with their UC &amp; CSU transfer applications, TAG, and fall registration</li> <li>• Provide training to embedded counselors to help facilitate transfer workshops</li> <li>• Work with the Dean of Counseling to advocate for more staff in the Transfer Center</li> <li>• Advocate for student workers to support the TC team with administrative duties (creating flyers, managing social media, promoting Transfer Center services, etc.)</li> <li>• Produce a written report for the FHDA Board to keep them informed on transfer initiatives and data, and any areas of improvement to advocate for more staffing</li> <li>• Continue to attend professional development activities to stay current on transfer updates, trends, and best practices</li> </ul>	<p><b>People Involved</b></p> <p>All Transfer Center Staff</p> <p>Embedded Counselors</p> <p>Dean of Counseling</p>	<p><b>Timeframe</b></p> <p>Summer 2023 and</p> <p>On-going</p>
<p><b>Objective (Section 8 – Collaboration and Communication)</b></p> <p>Collaborate with faculty/staff, programs and services on campus, student clubs and external partners to promote the Transfer</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Increase awareness about the Transfer Center program and services</li> <li>• Enhance staff/faculty understanding of Transfer Center services</li> <li>• Advance counselors' knowledge on transfer policies, procedures, guidelines and best practices</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Collaborate with Umoja, Puente, IMPACT AAPI, EOPS, Office of Outreach and many other programs to put on transfer workshops for students</li> <li>• Provide training to counselors/advisors to ensure everyone is equipped with up-to-date and accurate transfer information</li> <li>• Promote events across campus using the college calendar, quick notes, weekly</li> </ul>	<p><b>People Involved</b></p> <p>All Transfer Center Staff</p>	<p><b>Timeframe</b></p> <p>On-going</p>

Center to reach more students		<p>email announcements to students about upcoming events, as well as posted opportunities on the Guided Pathways Villages page and social media</p> <ul style="list-style-type: none"> <li>• Provide summaries of transfer-related events and activities as well as training at In-Service and Counseling Division meetings.</li> <li>• Distribute email announcements with upcoming events to faculty, staff, and campus partners to inform them of any transfer updates and opportunities.</li> <li>• Build partnership with 4-year institutions and university representatives</li> </ul>		
<p><b>Objective (Section 10 – Financial Resources)</b></p> <p>Advocate for more funding and resources for the Transfer Center</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Increase the amount of funds and resources available to the Transfer Center</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Apply for the De Anza Student Government fund to support the program with its programming and staffing</li> <li>• Work with the Vice President of Student Services and the Dean of Counseling to get funding for the Transfer Opportunity Program with UC Davis</li> <li>• Check in with the appropriate personnel to gather annual financial reports to help the team plan and make informed resource allocation decisions</li> <li>• Work with the Office of Communications, the De Anza Bookstore, the Foundation, and other entities on campus to get funding for transfer swag for Welcome Day, Transfer Celebration, and other transfer events</li> </ul>	<p><b>People Involved</b></p> <p>Transfer Center Counselor/Coordinator</p> <p>Dean of Counseling</p>	<p><b>Timeframe</b></p> <p>On-going</p>

		<ul style="list-style-type: none"> <li>• Work with external partners to explore options for funding</li> <li>• Collaborate with other departments and programs to leverage resources</li> </ul>		
<p><b>Objective (Section 11 – Technology)</b></p> <p>Ensure that the TC is equipped with the appropriate technology to support students/staff/faculty</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• Identify and implement a replacement plan and cycle for all technology in the Transfer Center</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Work with the Dean, Educational Technology Services (ETS) and other appropriate personnel/departments to ensure faculty/staff technology needs are met</li> </ul>	<p><b>People Involved</b></p> <p>Transfer Center Counselor/Coordinator</p> <p>Dean of Counseling</p> <p>ETS</p>	<p><b>Timeframe</b></p> <p>On-going</p>
<p><b>Objective (Section 12 – Facilities and Infrastructure)</b></p> <p>Ensure the Transfer Center space is accessible, safe, and welcoming for students/staff/faculty</p>	<p><b>Key Results</b></p> <ul style="list-style-type: none"> <li>• TC staff and faculty have equipped and well-maintained offices to support their work and safeguard their work’s privacy</li> <li>• Equip each office with an air purifier and plexiglass shield which helps reduce viral and bacterial transmission</li> <li>• Equip each office with a panic button to keep employee safe and ensure help is available in an emergency</li> <li>• Decorate the Transfer Center space to make it more welcoming</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Work with the Online Education Center, ETS, and the Dean of Counseling to advocate for a HyFlex classroom in the Registration and Student Services building for TC workshops and events</li> <li>• Advocate for office spaces for new TC employees</li> <li>• Ensure faculty and staff facilities needs are met</li> <li>• Check the TC equipment frequently to ensure that they function correctly, and</li> </ul>	<p><b>People Involved</b></p> <p>Transfer Center Counselor/Coordinator</p> <p>Dean of Counseling</p> <p>Campus facilities</p> <p>Online Education Center</p>	<p><b>Timeframe</b></p> <p>On-going</p>

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**SAMPLE OBJECTIVE**

Verb + What you're going to do + In order to / so that (business value) Implement Strategy ...

Implement a Strategy in order to Make More Money for the Owners

**SAMPLE KEY RESULTS**

Verb + What you're going to track/count + From X to Y Implement a Strategy in order to Make money for the Owners Win Super Bowl during the 2019-2020 season

Increase ticket sales from 70% to 88%