

Parameters and Guidelines Drafted by:
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CLAIMANT'S PROPOSED PARAMETERS AND GUIDELINES

Education Code Section 66731 (Statutes of 1991, Chapter 1188)
Education Code Section 66732 (Statutes of 1991, Chapter 1188)
Education Code Section 66736 (Statutes of 1991, Chapter 1188)
Education Code Section 66738, subdivisions (a), (b), and (c)
(Statutes of 1991, Chapter 1188)
Education Code Section 66740 (Statutes of 1991, Chapter 1188)
Education Code Section 66742 (Statutes of 1991, Chapter 1188)

TRANSFER CENTERS

CSM 02-TC-25 and 31

(Effective Beginning July 1, 2001)

I. SUMMARY OF THE MANDATE

Per Statement of Decision

II. ELIGIBLE CLAIMANTS

Community college districts only.

III. PERIOD OF REIMBURSEMENT

Per Commission boilerplate language.

The parameters and guidelines are effective beginning July 1, 2001.

IV. REIMBURSABLE ACTIVITIES

The preamble per Commission boilerplate language.

A. Policies and Procedures

- ~~4.~~ Recognize student matriculation from community colleges through the University and California State University as a central institutional priority of all segments of higher education. (Education Code, § 66731 (Statutes of 1991, Chapter 1188).)

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- 5- Declare as policy that the student transfer agreement program shall constitute a significant role in achieving the goal of student diversity within their segments, and in ensuring that all students, particularly those currently underrepresented in higher education, have access to a university education. (Education Code, § 66732 (Statutes of 1991, Chapter 1188).)
- 6- Design and adopt, and implement policies intended to facilitate successful movement of students from community colleges through the University of California and the California State University. (Education Code, § 66732 (Statutes of 1991, Chapter 1188).)
- 7- ~~Ensure that its college or colleges maintain student transfer counseling centers or other counseling and student services designed and implemented to affirmatively seek out, counsel, advise, and monitor the progress of potential and identified community college transfer students. All policies and procedures adopted for this purpose must give preference and emphasis toward enhancing the transfer of students from economically disadvantaged families and students from traditionally underrepresented minorities, to the fullest extent possible under state and federal statutes and regulations. (Education Code, § 66736 (Statutes of 1991, Chapter 1188).)~~

B. Articulation Agreements

- 8 1. SYSTEMWIDE: Be accountable for the development and implementation of formal system wide articulation agreements and transfer agreement programs, including those for general education or a transfer core curriculum, and other appropriate procedures to support and enhance the transfer function. (Education Code, § 66738, subdivisions (a) (Statutes of 1991, Chapter 1188).)

The elements in a comprehensive transfer system shall include, but not be limited to, the following:

- (1) Enrollment and resource planning; intersegmental faculty curricular efforts.
- (2) Coordinated counseling.
- (3) Financial aid and transfer services.
- (4) Transfer articulation agreements and programs.
- (5) Specific efforts to improve diversity.
- (6) Early outreach activities.
- (7) Expansion of current practices relating to concurrent enrollment of community college students in appropriate university courses.
- (8) Centers.

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(Reference: Education Code, § 66738, subdivision (b) (Statutes of 1991, Chapter 1188).)

44 2. DISCIPLINE SPECIFIC: Develop discipline-based agreements in conjunction with the California State University and the University of California with as many campuses of the two university segments as feasible, but no fewer than three University of California campuses and five California State University campuses. No one segment should bear the organizational or financial responsibility for accomplishing these goals. (Education Code, § 66740, third paragraph (Statutes of 1991, Chapter 1188).)

~~40-~~ Act in conjunction with each department, school, major in the University of California and California State University to develop discipline-specific articulation agreements and transfer program agreements for those majors that have lower division prerequisites. In doing so, faculty from community colleges and university campuses are to participate in discipline-specific curriculum development to coordinate course content and expected levels of student competency. (Education Code, § 66740, first paragraph (Statutes of 1991, Chapter 1188).)

C. Transfer Center Services

6. ~~Design, adopt, and (I)implement~~ policies intended to facilitate successful movement of students from community colleges through the University of California and the California State University. (Education Code, § 66732 (Statutes of 1991, Chapter 1188).)

7. Ensure that its college or colleges maintain student transfer counseling centers or other counseling and student services designed and implemented to affirmatively seek out, counsel, advise, and monitor the progress of potential and identified community college transfer students. ~~All policies and procedures adopted for this purpose must give preference and emphasis toward enhancing the transfer of students from economically disadvantaged families and students from traditionally underrepresented minorities, to the fullest extent possible under state and federal statutes and regulations.~~ (Education Code, § 66736 (Statutes of 1991, Chapter 1188).)

(1) Required Services (See Title 5, CCR. Section 51027) Districts shall:

(A) Identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian,

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disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.

(B) Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.

(C) Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.

(D) Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.

(E) Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.

(F) Assist students in the transition process, including timely completion and submittal of necessary forms and applications.

(G) In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

(H) Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information.

(2) Facilities. Each district governing board shall provide space and facilities adequate to support the transfer center and its activities. Each district shall designate a particular location on campus as the focal point of transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.

(3) Staffing. Each district governing board shall provide clerical support for

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the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.

(4) Advisory Committee. Each district shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.

(5) Evaluation and Reporting. Each district governing board shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.

D. Concurrent Enrollment Practices

9. Expand existing practices related to concurrent enrollment, in which community college students are provided the opportunity to take courses at University of California and California State University campuses, as space is available, and to expand opportunities for potential transfer students to participate in activities that familiarize them with the university campus. (Education Code, § 66738, subdivision (c) (Statutes of 1991, Chapter 1188).)

E. State Reporting

42. Present annual statistical reports with the California Community Colleges, California State University, and the University of California on transfer patterns to the Governor and Legislature via the California Postsecondary Education Commission. Include in these reports statistics and information as described in Education Code section 66742. (Education Code section 66742 (Statutes of 1991, Chapter 1188).)

V. CLAIM PREPARATION AND SUBMISSION

The preamble per Commission boilerplate language.

A. Direct cost Reporting

Per Commission boilerplate (e.g., the Mandate Reimbursement Process 2 parameters and guidelines adopted May 26, 2011)

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B. Indirect Cost Reporting

Community colleges have the option of using:

1. A federally approved rate, utilizing the cost accounting principles from the OMB Circular A-21.
2. The rate calculated using the Controller's Form FAM 29-C.
3. A 7% indirect cost rate.

VI. RECORD RETENTION

Per Commission boilerplate language.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Per Commission boilerplate language. The Statement of Decision does not identify any specific offsetting state or federal funds.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Per Commission boilerplate language.

IX. REMEDIES BEFORE THE COMMISSION

Per Commission boilerplate language.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

Per Commission boilerplate language.