

Santa Ana College
School of Continuing Education

Non-credit to Credit Transition
Strategic Planning Meeting

March 27, 2014
3 p.m. – 5 p.m.
CEC

AGENDA

1. Purpose and expected outcome for the meeting.
2. Review and approve “All Hands on Deck”.
3. Confirm objectives selected for supporting students through the transition from the School of Continuing Education to the SAC Credit Program:
 - **Increase the % of HS grads that transition to credit.**
 - **Increase persistence of ESL and other non-credit discipline students at SCE and create a seamless transition to credit**
4. Identify activities that will help us meet the objectives stated above. Consider timeline, who will be in charge, who else will be involved and resources needed.
5. Plan for Non-credit to Credit Summit

All Hands on Deck: To Increase and Improve Student Success in Transitioning from Non-credit to Credit

- Long-Term Goals:**
1. Double the number of SCE High School Program graduates who transition to SAC credit from current 25% to 50%.
 2. Increase persistence of ESL and other non-credit discipline students at SCE and create a seamless transition to credit.

SCE Counselors will:

Provide student counseling to help students identify personal, financial and academic barriers.

Design a standardized educational plan that includes transition planning for all HS program, vocational and ESL students.

Train all SCE counselors in the use of the standardized educational plan.

Implement an educational/transition plan for all SCE students.

Lead dialogue between credit counselors and non-credit counselors on transition issues (academic, personal, etc.)

Develop a "referral" form for SCE instructors to use in supporting student success.

Non-credit Instructors will:

Attend training in the transition process and information about college-wide programs and support services so they can assist students in the classroom and make it relevant to their discipline.

Consider opportunities to engage with like-discipline credit instructors with their students.

Support staff will:

Outreach to all SCE HS potential grads (students with less than 20 credits to complete) to begin the matriculation process in a timely manner.

Assist SCE HS grads and SCE students from other non-credit discipline in the matriculation process at SAC, including application, financial aid, placement testing, connecting to counseling at SAC and other support programs at SAC.

Train both SCE and credit support staff on the needs of matriculating transitioning students (MIS reporting, SARS, SSSP, etc.)

Work with counseling and faculty to carryout special events and projects at CEC and SAC.

Provide training on AB540 to SCE instructors and staff.

Short-Term & Intermediate Objectives:

What can we accomplish in next 6 months, 1 year or 2 years?

- 1.** Provide 100% of SCE High School program students with an academic plan that includes a transition to credit.
- 2.** Increase the % of HS grads that transition to credit by 10% each year.
- 3.** Develop SCE to credit math, English, ESL and vocational articulation agreements to facilitate student transition.

Student will:

SAC School of Continuing Education to SAC Credit Pathway Planning Form

5-Year Goal: Double the number of SCE High School Program graduates who transition to SAC credit from current 25% to 50%.

Year	Objective	Activity	Actors	Timeframe (start/finish)	Resources Needed (time/people/facilities/supplies)	Success Measurement	Expected Postsecondary Results
2014	1. All SCE High School program students will have an academic plan that includes a transition to credit plan.	1.1 Expand currently used education plan to include a transition plan.	Patty & Counseling Department.	Fall 2014		Counseling department at SCE will provide a biannual report to Dean of Instruction & Support Services and VP of SCE regarding the number of students enrolled in HS program and the number of students who have an academic / transition plan on file. Monitor number of counselors and faculty who attend transition, academic and support programs and AB540 PD each year. Hold one "How to Get to College" conference for SCE HS students per semester.	100% of HS program students will have an academic plan that will provide clear direction with their transition to credit.
		1.2 Embed educational/transition planning into appropriate course syllabus.	Dean of Instruction & Student Services and Chair of HS Subjects	Winter 2015			
		1.3 Develop and provide professional development about academic and transition planning for faculty (academic and counseling).	Julia & Counseling Department and chairs / facilitators / coordinators of each SCE academic Department	Winter 2015			
		1.4 Provide AB540 presentations, workshops and information for students.	Support Staff	On-going			
		1.5 Hold "How to Get to College" conference for HS Subjects students.	Support staff with assistance from Julia & Counseling Department. Include Student Government	Fall 2014, Spring 2015			

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5-Year Goal: Double the number of SCE High School Program graduates who transition to SAC credit from current 25% to 50%.

Year	Objective	Activity	Actors	Timeframe (start/finish)	Resources Needed (time/people/ facilities/supplies)	Success Measurement	Expected Postsecondary Results
2014	2. Increase the % of HS grads that transition to credit by 5% each year.	2.1 Expose students to career opportunities through career fairs held at both Centennial and at SAC.	Support staff with assistance from SCE and SAC credit faculty.	Fall 2014 at SAC Spring 2015 at CEC		Evaluation of SCE HS students who participate in career fairs, will show increased awareness of career opportunities and increased motivation to pursue career opportunities at SCE and through credit at SAC.	100% of SCE HS grads transitioning to SAC will enroll at SAC with a declared major upon matriculating. Increase of 5% each year, from the current 200 (2013) to 400 (2018).
		2.2 Align SCE vocational certificates with credit CTE certificates.	SCE Dean of Instruction & Student Support and Dean of Human Services & Technology Division at SAC	Fall 2014 Fall 2015 Fall 2016			
		2.3 Increase outreach to potential grads (those currently enrolled in SCE HS program with less than 20 credits remaining).	Support staff to report to SCE counseling. SCE counseling to add a comment section to database to record student contact.	Spring 2014	Expand technical viewing privileges to support staff to facilitate outreach to potential grads (those currently enrolled in SCE HS program with less than 20 credits remaining) every month.	Align 3 SCE certificate program with 3 CTE pathways in the credit program each year. Track number of potential HS grads reached by support staff and note comments provided to SCE counselors in preparation for transition contact.	
		2.4 Train and engage SCE HS teachers in the transition process.	SCE Counseling Department	Fall 2014		Track number of SCE HS instructors who attend transition PD and include transition activities in their syllabus.	
		2.5 Develop a transition document to be implemented at the exit interview for all potential grads.	SCE Counseling Department	Winter 2015			

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5-Year Goal: Increase persistence of ESL and other non-credit discipline students at SCE and create a seamless transition to credit

Year	Objective	Activity	Actors	Timeframe (start/finish)	Resources Needed (time/people/ facilities/supplies)	Success Measurement	Expected Postsecondary Results
2015	3. Develop SCE to credit math, English, ESL and vocational articulation agreements to facilitate student transition.	Dialogues to be held between math, ESL, English and vocational faculty from both SCE and credit.	SCE lead faculty and credit faculty	Spring 2014 – Winter 2015		Track number of meetings held between non-credit and credit faculty and track number of faculty participating.	
		Formal academic transition protocols established and adopted through curriculum committees for both School of Continuing Education and credit	SCE and credit curriculum committees.	Spring 2015		Formal transition protocols adopted for ESL, English and Math.	