TRANSFER CENTER ANNUAL REPORT VAR MANUAL

The purpose of this manual is to provide a short summary of the project, answer basic questions, and provide program-specific information. It should be used in conjunction with the more general VAR User Manual.

Brief Background of Vision-Aligned Reporting

In spring 2020, the Chancellor's Office convened a cross-functional internal working group to design and pilot a new, comprehensive program reporting structure and process that would:

- Maximize colleges' time and resources;
- Enable institutions to evaluate, learn and evolve to better support student success;
- Make it easier for decision-makers to interpret and act on data from our institutions; and
- Activate Vision for Success core commitments and achieve the Vision 2030 goals.

The resultant Vision-Aligned Reporting structure was borne out of a three-year development, planning, piloting, and refinement effort to create a reporting process that focuses on collecting information that offers direct visibility into how programs' efforts impact student outcomes. Vision-Aligned Reporting will be implemented statewide for 11 programs beginning in fall 2024.

Additional information about the development and implementation of this process can be found on the [Chancellor's Office VAR website](#).

How/why were Transfer Centers chosen to report via VAR?

The VAR was piloted between 2020-2021 and 2022-2023, and 15 college program reports were chosen to test and refine the new process. After receiving feedback from pilot colleges, 11 programs were deemed appropriate for the first year of statewide scaling based on their impact and ease of integration into VAR. Transfer Center Annual Reporting is one of those 11 programs.

Next, the project team met with Chancellor's Office transfer staff to (1) review current reporting requirements and align them with VAR via an activity crosswalk (see Appendix) and (2) ensure that data provided via VAR would meet the program's needs for statewide reporting as well as provide information that is necessary to design and deliver statewide support and technical assistance. Feedback from those meetings was incorporated into this manual.

Besides using the new tool, what else is changing related to the Transfer Center Annual Report?

Policy Changes

After careful review, it has been determined that no changes to statute or regulation are needed to align the Transfer Center Annual Report with VAR. Submitting the Transfer Center Annual Report via the VAR will meet the transfer center reporting requirements, but it is important for transfer directors to also reply to additional, ad hoc requests for information from Chancellor's Office program staff.

VAR will Replace the Existing Transfer Center Annual Report

VAR will replace the existing Transfer Center Annual Report and, starting with reporting for the 2024-2025 academic year, the report that is currently due annually on October 31 will require submission at a later date (e.g., December 15, 2025). However, the last Annual Report via the existing process will be due October 31, 2024 to report information from the 2023-2024 academic year.

MIS Data Changes for the 2025-2026 Reporting Year

A Transfer Center MIS data table will be created to align data elements with the requirements of the new reporting process. Collecting and submitting data via the new MIS format for Transfer Centers will be required during the 2025-2026 academic year. ***Additional information on this process will be provided by the Chancellor's Office in late spring 2024, and colleges will have 15 months to prepare for the MIS changes.*** Any MIS submissions required during the 2024-2025 academic year will continue to be via the existing structure and process.

Engagement in Cross-Functional Conversations

The new reporting process has two levels of reporting. The first is a program-level reporting component during which programs report data on activities undertaken during the academic year. The second is the college-level component. College-level reporting requires that all program information be reviewed and analyzed by a cross-functional team for the purpose of answering a set of Vision goal-specific narrative questions. Those questions are:

- Provide 3 highlights in which specific disproportionately impacted groups were served with the goal of closing equity gaps.
- Aligning and organizing the efforts of multiple programs to support shared goals will create larger impact. Name 3 concrete steps the college has taken to braid the efforts/funds of programs to increase impact.
- List the 3 most effective strategies or tactics used to achieve this goal.
- Identify 3 important barriers the college faced in trying to achieve this goal.
- Identify the top three changes your college **will** make to achieve this Vision goal.

Vision Goal 2 is specifically related to transfer, and transfer center directors should ensure they are participating in these cross-silo conversations so that their insight and priorities are represented in Goal 2 narratives. They may also find it useful to participate in conversations about the other three goals to help specify the role transfer centers play in increasing completion, reducing unit accumulation, and helping students achieve a living wage.

Categories/subcategories specific to Transfer Center Reporting

To complete the VAR report, each activity undertaken by the transfer center must be reported under a category and subcategory. There are six main categories to choose from, and each has its own set of subcategories (see the appendix in the General VAR User Manual).

Given the number of category/subcategory combinations, the Chancellor's Office is providing program-specific crosswalks to identify the most common activities included in past reporting and specify the appropriate category and subcategory for each. The crosswalk for the Transfer Center Annual Report can be found in the Appendix to this document.

Where to get additional information

Moving forward, college program staff with questions about completing Transfer Center Annual Reports through the VAR have a variety of resources to support them. First, each college CEO has identified an implementation lead for their campus who can be a first source of information. Those implementation leads have received training on the new process during fall 2023. Second, implementation leads will conduct training for affected college program staff in spring 2024, with support from the VAR project team. Third, your regular Chancellor's Office transfer contacts are always available to assist. See Table 1 for that contact information.

Table 1: Chancellor's Office Vision-Aligned Reporting Contacts

Name	Campus or CO Role	Contact Information
Sean Madden	CO Program Assistant	Smadden@cccco.edu
Campus Implementation Lead	Varies	Email VARSupport@foundationccc.org to request name and contact information for your campus.
VAR Project Team	Project directors	VARSupport@foundationccc.org

Finally, throughout 2023-2024, there are a variety of electronic and other resources made available to you, including those listed in Table 2:

Table 2: Resources Provided During Vision-Aligned Reporting Implementation, 2023-2024

Tool	Information Provided	Date Available
VAR module on the VRC (You must be logged into the VRC first for the link to function)	A general overview of goals, background, structure, and implementation steps for the new process	Now
General VAR User Manual	Detailed explanation of how to accurately complete the reporting requirements using the online reporting tool	Link will be available on the Chancellor's Office VAR website soon
Transfer Center Report VAR Manual	Short brief covering specific changes to your program's specific reporting process and activity crosswalk to support accurate reporting	Link will be available on the Chancellor's Office VAR website soon
User Helpdesk	Responses to specific questions either through a self-help process or by contacting project team staff	Summer 2024

APPENDIX A: Vision Aligned Reporting Crosswalk for Transfer Center

Activity in Current Reporting		Included in VAR?	VAR Category/Subcategory	Guidance
ACTIVITIES FROM DETAILED QUESTIONS IN CURRENT REPORTING				
Transfer Center Plan	Active Transfer Plan	No	No longer required for reporting	
	How often updated	No		
	Who drafts the plan	No		
	Supported with dedicated funding	No		
Program Review	Has center undergone program review	Yes	Misc. Program Support Costs: Program review/evaluation	Only include this activity in the year program review is completed.
	Is program review "stand-alone"	No	No longer required for reporting	
Facility	Stand-alone or co-located (if co-located with whom (e.g., counseling))	No	No longer required for reporting	
	Describe space	No		
	Is there a satellite location?	No		
	How many hours open/evening hours/weekend hours	No		
Student services provided	Electronic communications to students	Yes	Outreach/Inreach: Marketing inreach	No longer separated by type of communication (e.g., email, social media, etc.).
	In-person student contacts: Counseling contacts	Yes	Counseling: Transfer	
	In-person student contacts: Classroom visits	Yes	Student Support Services: Event-Transfer	No longer separated by other transfer events.

	In-person student contacts: Univ. Rep contacts	Yes	Student Support Services: Univ. Tours/Univ. Rep. Visit/Transfer Fair [segment]	No longer separated from university tours or transfer fairs. Segment should be identified as UC, CSU, OOS, or ISP.
	In-person student contacts: Workshops	Yes	Student Support Services: Event-Transfer	No longer separated from other transfer events.
	In-person student contacts: Training Faculty and Staff	Yes	Misc. Program Support Costs: Professional Development [specify purpose and/or audience]	
	In-person student contacts: Other	Yes	Student Support Services: Unstructured Student Support	Only use this if the activity does not fit into another Student Support Services subcategory.
	Transfer field trips	Yes	Student Support Services: Univ. Tours/Univ. Rep. Visit/Transfer Fair [segment]	Segment should be identified as UC, CSU, OOS, or ISP. No longer separated from university tours or transfer fairs.
	College Nights/Transfer Days Fair	Yes	Student Support Services: Univ. Tours/Univ. Rep. Visit/Transfer Fair [segment]	Segment should be identified as UC, CSU, OOS, or ISP. No longer separated from university tours or university representative visits.
	Number of transfer agreements	Yes	Student Support Services: Other [Transfer Agreements #]	
Administration	Dedicated director	Yes	Misc. Program Support Costs: Program Staff Salaries and Benefits [Dedicated director FTE equivalency & employee classification] OR Misc. Program Support Costs: Program Staff Salaries and Benefits [Non-dedicated director FTE equivalency & employee classification]	Director salary and benefits should be reported separately from the rest of the transfer center staff. All three pieces of information (dedicated or not, FTE equivalency, and employee classification) must be included in the text field.
	Full-time equivalency of director	Yes	See "Dedicated director"	

	Employee classification of director	Yes	See "Dedicated director"	
	Experience of director	No	No longer required for reporting	
	Contract of director	No		
	Combined full-time equivalency of all Center staff	Yes	Misc. Program Support Costs: Program Staff Salaries and Benefits: [All center staff]	Must be separate from director salary/benefits
	Who Center director/coordinator reports to	No	No longer required for reporting	
	Representation of Center in other programs/initiatives	Yes	Various narratives	Ensure that activities under this umbrella are included in college-level narratives, where appropriate.
	Name of Director	No	**THIS INFORMATION WILL BE COLLECTED BY THE CHANCELLOR'S OFFICE TRANSFER STAFF BY A DIFFERENT MECHANISM AND MUST BE PROVIDED ANNUALLY**	
Challenges (each topic required ranking challenges)	Resources	Yes	Narrative: Three most critical barriers	Ensure that activities under this umbrella are included in college-level narrative for the transfer goal.
	Barriers	Yes		
	Student barriers	Yes		
Budget	At 1000 budget code level	Yes	N/A	This is reported by activity so that it can be aggregated at some point as needed.
	Source of funds	No	No longer required for reporting	
ACTIVITIES IDENTIFIED IN OPEN ENDED SECTION OF CURRENT REPORTING				
Advisory Committee	Membership	Yes	Misc. Program Support Costs: Other [specify]*	All staff and other costs related to advisory committee work will be included as a single item and specify [Advisory Committee].
	Meeting schedule	Yes		
	Agenda items/decisions	Yes		
Evaluation and Reporting	General program review/evaluation identified.	Yes	Misc. Program Support Costs: Program Review and Evaluation	All staff and other costs related to program review/evaluation will be included as a single item.
Facilities	Improving or maintaining current facilities	Yes	Misc. Program Support Costs: Other [specify]*	All staff and other costs related to improving or maintaining current facilities will be included as a single item and specify [Facility maintenance and upkeep].

	Advocating for more/better/to save facilities and resources (e.g., computer labs)	Yes	Narrative: Barriers Narrative: Next Steps	
	Increase usage/visibility	Yes	Outreach/Inreach: Marketing Inreach	
	Increase accessibility	Yes	Misc. Program Support Costs: Other [specify]* Narrative: Barriers Narrative: Next Steps Narrative: Highlights to close equity gaps	If the program would like to highlight different activities undertaken to increase accessibility, they can include them separately and identify the details in the [specify] field.
Staffing	Increase staffing – often very specific about counselors, coordinator, etc.	Yes	Misc. Program Support Costs: Other [specify]* Narrative: Barriers Narrative: Next Steps	Include all non-director staff in a single entry for Misc. Program Support Costs: Other [All other staff] VAR does not provide the option to enter staffing details. Programs should prioritize these needs and include them in the narratives, as appropriate.
	Providing staffing at centers or other satellite locations	Yes		
	Increase staffing hours to weekend or evenings	Yes		
	Improve professional development for staff	Yes	Misc. Program Supports Costs: Professional Development [specify purpose and/or who will attend training]	
Required Services	Focus on DI groups	Yes	All activities reported will include info on students served broken out by DI groups	
	University tours/University reps/Transfer Fairs	Yes	Student Support Services: University tours/University Rep visits/Transfer fairs [specify segment, if appropriate]	
	Counseling	Yes	Counseling: Transfer	
	Workshops	Yes	Event: Transfer	
	Provide info to students OR Support for specific processes (e.g., application)	Yes	Outreach/Inreach: Marketing Inreach Student Support Services: Event-Transfer Student Support Services: Unstructured Student Support	Category chosen will depend on how the information or support is provided

	Increase visibility/use of TC	Yes	Outreach/Inreach: Marketing Inreach	
	Improve relationships with K-12	Yes	Outreach/Inreach: Outreach event [specify audience]	
	Revise policies/procedures	Yes	Misc. Program Support Costs: Other [specify]*	
	Clear pathways/articulation agreements	Yes	Misc. Program Support Costs: Other [specify]*	
	Professional development	Yes	Misc. Program Supports Costs: Professional Development [specify purpose and/or who will attend training]	
	Collaborate with other divisions on campus (e.g., affinity groups)	Yes	Misc. Program Support Costs: Other [specify] Narrative: Highlights Narrative: Next Steps	
	Drop-in services (e.g., for application review)	Yes	Student Support Services: Unstructured Student Support	
	Online and in-person services (including use of Canvas to support transfer)	Yes	Student Support Services: Unstructured Student Support Student Support Services: Event-Transfer	Category chosen will depend on how the information or support is provided