



## Institute #5: Career and Transfer Pathways

### Pre-work OVERVIEW AND INSTRUCTIONS

a) **Pre-work Reading -- [The Transfer Playbook: Essential Practices for Two- and Four-Year Colleges](#)**

To be prepared for your meeting, have all members of your core pathways team read and take notes on the Aspen Institute and CCRC authored Transfer Playbook.

b) **The Transfer Playbook: Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges**

After reading the *Transfer Playbook*, convene your core pathways team and as a group and review the *Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges*. Give members of your core pathways team time to talk to others in their area about concepts in the assessment and then convene a meeting to complete the assessment as a team. Once your core pathways team has completed the assessment together, members should then engage others at the institution in conversation about the results, including faculty, staff, and administrators (a summary of the transfer playbook is attached to help engage others). Ideally these discussions should help refine the assessment, build shared understanding of the ways your college does and does not support transfer students, and motivate college leaders to continue to engage the wider college community in planning and implementing improvements.

The assessment is organized around four categories of essential practices: (1) prioritize transfer; (2) create clear, rigorous program pathways; (3) provide tailored transfer advising; and (4) build effective transfer partnerships. Within the four categories, use the assessment scale to rate how systematically each sub-practice is implemented at your college. **By “systemic,” we mean that the practice is implemented routinely and at scale, and that it is part of the regular operation and culture of the college.** Within the tool, you will also find questions to consider as you conduct the assessment, as well as space to identify possible next steps and anticipated challenges.

**Submit the assessment (at least the core pathways team draft before wider college engagement) to Renee Dimino by March 4, 2019 via email ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu))**



**c) Transfer and Employment Program Mapping Template**

Use the template to map the relationships between programs in a particular meta-major and related jobs and further education opportunities.

**Complete at least one Meta-major Area of the template (for the institution's top meta-majors by enrollment) and submit with other pre-work by March 4, 2019.**

Complete the remaining two areas as part of the post-work due April 8, 2019.

**d) Measuring Your College's Effectiveness Serving Transfer Students Data Template – Using National Student Clearinghouse Data**

The tables and definitions in the template provided are a basic set of metrics the institution can compute using National Student Clearinghouse data to measure the outcomes of your students who seek to transfer to a four-year institution. Table 1 presents overall measures of your college's transfer outcomes in comparison to national averages and top colleges, and Table 2 shows how your transfer students fare at your college's top five transfer destinations.

Please work with your IR department to complete the chart (sections: Table 1. *Tracking Transfer Measures* and Table 2. *Major Transfer Partner Measures*)

**Submit the completed data template as a part of Institute #5 pre-work by March 4, 2019.**

**Note: For this Institute, the Short-term Action Plan does not require work in advance. It will be used as a working document during the team sessions at the Institute at Monroe Community College. It is included with your pre-work for your preview.**

**If there are any questions about the submission of any Institute #5 work, please contact Renee Dimino ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)).**



## Summary Work Timeline

### Institute #5: Career and Transfer Pathways

#### Pre-work:

- a) Core team members read [The Transfer Playbook: Essential Practices for Two- and Four-Year Colleges](#) (share the summary handout with other college personnel consulted)
- b) Complete (with core team and then refined results with wider college conversations, if possible) **The Transfer Playbook: Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges**
- c) **Transfer and Employment Program Mapping Template (at least 1 Meta-major Area)**
- d) **Measuring Your College's Effectiveness Serving Transfer Students Data Template – Using National Student Clearinghouse Data** (completed by or with your college's IR department)

**\*\*Items b, c, and d above due to Renee Dimino via email ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by March 4, 2019\*\***

#### During the Institute:

- a) Begin work on short-term action plan parts I and II during College Team Strategy Session #1
- b) Begin work on **short-term action plan** parts III and IV during College Team Strategy Session #2

**Short term action plan should be submitted with all post-work by April 8, 2019 to Renee Dimino via email ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu))**

#### After the Institute:

- a) Finalize **short-term action plan** with appropriate college-personnel
- b) Refine and finalize **The Transfer Playbook: Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges** after wider college conversations (if not completed before institute)
- c) Complete meta-major areas (total of 3) on **Transfer and Employment Program Mapping Template**

**Submit all post-work items to Renee Dimino via email ([rdimino@monroecc.edu](mailto:rdimino@monroecc.edu)) by April 8, 2019.**