



Institute #2: Career and Transfer Pathways Pre-work OVERVIEW AND INSTRUCTIONS

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

Work Plan Suggestion: Decide which members of your institute team should read and take notes on the full Aspen Institute and CCRC authored Transfer Playbook and which members should read the playbook introduction on pages 1-3.

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

After reading the *Transfer Playbook*, convene your institute team and complete the [Tool for Assessing Progress toward Adoption of Essential Transfer Practices for Community Colleges](#) as a group.

Work Plan Suggestion: Plan a 2-hour meeting to complete this Tool.

- c) **Pre-work Reading – [The Workforce Playbook: A Community College Guide to Delivering Excellent Career and Technical Education](#)**

Work Plan Suggestion: Decide which members of your institute team should read and take notes on this Aspen Institute authored Workforce Playbook. Others should read the [executive summary](#).

- d) **The Workforce Playbook: Tool for Assessing Progress Toward Adoption of Essential Workforce Practices for Community Colleges**

After reading the Workforce Playbook, convene your institute team and complete the [Tool for Assessing Progress Toward Adoption of Essential Workforce Practices for Community Colleges](#) as a group.

Work Plan Suggestion: Plan a 2-hour meeting to complete this Tool.



e) [Linking Credentials, Career, and Continuing Education](#)

Use this template to examine the relationships between your institution's degree and certificate programs; related careers; and further education opportunities. Ideally, this should be completed with a group, rather than one or two individuals. Regardless of how you complete the template, your institute team should at least have reviewed the completed template prior to attending Institute #2.

Work Plan Suggestion: Plan a 1-hour session to complete this template.

f) [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.

Your institute team should review this completed chart prior to attending Institute #2.

Work Plan Suggestion: 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 above to Renee Dimino by end of the day on October 13, 2020

If there are any questions about the submission of any Institute #2 work, please contact Renee Dimino (rdimino@monroecc.edu).

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. It is included with your pre-work for your preview and planning.

****Please join us for a webinar on August 20 (see invitation for Zoom link) and bring any questions about pre-work. We will also give updates for Institute #2 and discuss lessons learned from working remotely. If you haven't already, please schedule your pre-work completion sessions as soon as possible as suggested above.****