

Transfer Workshop Action Plan Template

Part I: INSTITUTIONAL Data Review

TO BE COMPLETED DURING “Data Reflection: Transfer Student Outcomes for your College” SESSION AT MEETING

Instructions: Review your institution’s data report. Using the guiding questions, jot down your reflections in the box below. Once you complete the exercise with the broader transfer team from your institution, **submit one per institution to replace-with-appropriate-email@replace.org by DEADLINE.**

Guiding Questions on your institution’s data report:

- *What surprised you about these data? What questions do these data bring up for you?*
- *What seemed consistent with what you already knew?*
- *What student achievement gaps do you see? What hypotheses do you have about these gaps?*
- *How equitable are your transfer outcomes across student demographics (by race, Pell-eligibility, etc.)? What does this suggest about the specific outcome(s) you want to improve for any specific population(s)?*

Key Insights Gleaned from Transfer Data:

Submitted by *(Name, affiliation, email):*

Institution:

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Part II: Assessing **INSTITUTIONAL** Practices

TO BE COMPLETED DURING “Assessing Practices for Success (College Teams)” SESSION AT MEETING

Instructions: Based on your college team’s reflections on the data as well as your completed self-assessment tool, answer the following guiding questions on your institution’s transfer practices. Keep track of your responses to both the overall & practice area questions in the boxes below. Once you complete the exercise with the transfer team at your institution, **submit one per institution to replace-with-appropriate-email@replace.org by DEADLINE.**

Overall thoughts: *Looking at your self-assessment tool and data report, what jumps out at you? What makes you hopeful? And what raises concerns?*

For each of the three practice areas:

- *Where is your institution strongest within each of these three practice areas? How might those strengths explain strong quantitative student outcomes that appear in your data?*
- *Where are your institution’s practices least well aligned with those in the assessment tool? How might those misalignments explain relatively weak quantitative outcomes that emerge during your data review?*

Prioritize Transfer
Create Clear Programmatic Pathways with Aligned High-Quality Instruction
Provide Tailored Transfer Student Advising

Submitted by *(Name, affiliation, email):*

Institution:

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Part III: **INSTITUTIONAL** Action Plan to Close the Gaps that Still Exist

TO BE COMPLETED DURING “Action Planning for Success (College Teams)” SESSION AT MEETING

Instructions: Based on your college team’s work so far, identify one to two outcomes you would like to improve over the next 3-5 years. In light of those, identify short-term concrete action steps you would like to take, determine anticipated results at the end of 6 months & 12 months, and identify responsible parties to take the next steps in implementation. Once you complete the exercise with the transfer team at your institution, **submit one per institution to replace-with-appropriate-email@replace.org by DEADLINE.**

<p>Long-term Goal(s): What are one or two specific transfer student outcome(s) you would like to improve over the next 3-5 years? What are the subpopulation(s) you would target within this outcome? <u>For example:</u> Our long-term goal is to increase Pell-eligible transfer students’ Bachelor’s completion rates by X% (within X years of beginning community college)</p>		
<p>One Year Goal(s): In order to achieve your long-term goal(s) above, what does ‘success’ look like after one year? How will you know you are making significant progress on your long-term goal(s)? <u>For example:</u> Our one-year goals are to (1) measure the Bachelor’s completion rates of Pell-eligible students (within X years of beginning community college) with our major institutional partners and (2) convene professionals from across our major institutional partners (2- & 4-yr) to assess data and develop initial plans towards our long-term goal.</p>		
Major actions you will take to achieve the one year goal(s)	Who will be involved?	Anticipated result?
Within 6 months...		
Within 12 months...		

Submitted by (Name, affiliation, email):

Institution:

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Part IV: REGIONAL PARTNERSHIP Action Plan to Close the Gaps that Still Exist

TO BE COMPLETED DURING “Action Planning for Success (Regional Partnership)” SESSION AT MEETING

Instructions: As a region, share what you have determined as your priorities and action steps as an institution. Determine where there is overlap, and where as a regional partnership you can begin to take action on behalf of transfer students. Based on this conversation, **complete the following regional partnership action plan and submit one per region to a designated workshop facilitator by the end of this session.**

For 30 minutes discuss the following questions based on what we have discussed in college teams so far today:

Guiding Questions	Notes from Discussion
<ol style="list-style-type: none"> 1. In what areas is this region implementing transfer policies and practices at scale? 2. What are region-wide gaps that exist in terms of serving transfer students? What are the practices that are/aren't happening resulting in these gaps? 3. What would success of behalf of transfer students within this region look like? What is standing in the way of this vision becoming a reality? 4. What improvement strategies and action steps might you take as a region to achieve these aspirations? 5. How will you know you have achieved those goals? On what timeline will you assess progress? 	

Now, as a region, identify concrete action steps to advance your vision, address barriers and support transfer student success. Identify each step's associated timeline, the responsible parties to take the next steps in implementation:

Action Steps	Timeline	Responsible Parties
1.	1.	1.
2.	2.	2.
3.	3.	3.

Point(s) of Contact (*Name, affiliation, email*):

Institutions in the Region: