

UC-CCC Data Sharing Program Best Practices & Suggested Strategies

Below are best practices and suggested uses for the CCC-UC Data Sharing Program. Implementation activities are contingent upon community college resource constraints. Based on evaluation of prior years we have found that:

- The data we provide are easily accessed and understood. UC uses a secure data transmission approach that does not require recipients to possess unique software or expertise.
- Colleges benefited most by establishing a plan to follow-up with transfer applicants with advice regarding admission processes, campus selection, deadlines, housing deposits, and fee payment.
- The majority of students at the participating colleges received letters or emails and many had scheduled or walk-in appointments or telephone advising services at their community college.
- Students were invited to attend special events (including transfer events at certain UC campuses), were informed of scholarship options, and were given reminders in order to motivate them to seriously follow through with their interest in UC.

The following is an example of a process developed by one of your colleagues:

The community college transfer advisor reviews the data and creates two types of emails: one to students whose data indicated they were clearly eligible, and one to students who had questions as to whether they met minimum requirements. The first type of email lets students know that we received their application and encourages them to read their email, update their application, etc. They were encouraged to contact a counselor if they encountered any difficulties or had questions. The second type of email tells students that it is not clear that they are eligible, but reassures them that there are reasons why that might appear to be the case (e.g., they had taken AP exams or attended a university that the application program didn't automatically recognize) and asks them to contact the Transfer Center to discuss potential problems.

Additional examples of potential follow-up activities:

- Upon receipt of data from UCOP that provides details on UC transfer applicants in process, establish a caseload and a counselor/paraprofessional plan for follow-up with the applicant pool that continues to be enrolled at the CCC.
- Provide each pending transfer applicant with a transfer financial planning session to explore and address the costs of UC, as well as available federal, state, and campus-based assistance.
- Provide each pending transfer applicant with an academic transfer course review. This should be accomplished in time to capture any missing courses through late start classes since summer academic coursework is not accepted by most campuses in the pre-transfer summer.
- Provide each pending transfer applicant with a transfer success plan focused on critical response timelines for admissions offers, housing deposits, and fee payment.
- Provide each accepted student with guidance in selecting a campus to attend considering any and all intervening factors.
- Provide each pending transfer applicant with follow-up support over the summer to address any issues that may threaten transfer plans between the submission of the SIR and the start of the fall 2013 term.
- Submit a report detailing the transfer status of all cohort students with recommendations on how the program could be improved and scaled up to serve the entire community college system.