

Wednesday, March 22, 2023

Transfer Conference for Counselors



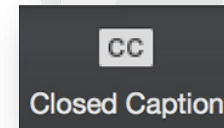
Welcome & Housekeeping

Tech Support

Tech Support is available, please message the staff members with Tech Support in their name in the participant list. Support is also available via email: conferences@foundationccc.org

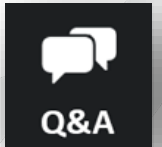
Closed Captioning

Click the Closed Caption (CC) tab to read live captions



Q&A

Click the Q&A tab to enter questions for the presenters and read their responses. Some questions will be answered live at the end of this session.





All of today's presentations will be recorded and accessible on the Transfer Counselor Website (TCW) under "Transfer Counselor Conferences."

ccctransfer.org

CALIFORNIA TRANSFER DAYS PROGRAM PLANNING

Produced by Transfer Days/College Nights
A Subcommittee of the Intersegmental Coordinating Committee 2023



TRANSFER DAYS/COLLEGE NIGHTS

Coordinates the annual statewide schedule of college information programs hosted by California high schools, community colleges and local education agencies;

Assists California college and university outreach, admissions and recruitment staff to plan their travel schedules; and

Establishes guidelines for hosting and participating in high quality college information programs hosted by California high schools and community colleges.

SCHEDULING & COORDINATION

- Transfer Days are coordinated by the Transfer Days/College Nights Subcommittee.
- The Statewide Coordinator responsibilities:
 - Establishing the calendar for all events statewide.
 - Managing the online registration process for all AICCU, CSU and UC campuses.
 - Serving as a program planning consultant.
 - Bringing issues of concern to the Subcommittee.

SCHEDULING & COORDINATION

TDCN Activity Timeline	
January	Tentative calendars created and sent to event hosts for confirmation of date, time and location.
February-March	Adjustments made to tentative calendar based on scheduling conflicts. Event dates are locked in on a rolling basis. Calendars are finalized no later than March 31st.
April-May	Final calendars and event host contact lists are sent to all campus representatives no later than April 15th. All event info is uploaded into the online calendar and registration system.
June-July	Online registration system opens to all UC, CSU, and AICCU campus representatives on June 1st. Online registration closes on July 30th.
August-November	Participant reports are available to event hosts via the online registration reporting functionality on August 1st. Ongoing resolution of last-minute changes to times, venues, and other event conflicts. Changes are communicated to all campus representatives.
December	Annual report submitted to TDCN subcommittee. Planning and refinements for next school year discussed among committee members.

LOCATION

INSIDE EVENT

- Should be in a centrally located area
- No weather concerns
- Easier to estimate attendee headcount

OUTSIDE EVENT

- More students may walk through event
- Weather:
 - Look into renting umbrellas for shade
 - Provide water for reps
 - Have a back up plan
- More difficult to determine attendee headcount



LOGISTICS

START TIME

- Start time no earlier than 9:00 am.
- Schedule during highest amount of student foot traffic.
- Provide enough time for campus reps to park and set up.

STAFFING

- Transfer Center Staff
- Volunteers
- Faculty, staff and student volunteers circulate during the event to check on representatives and answer student questions

TABLING

FLOOR PLAN AND TABLE ASSIGNMENTS

- Table Arrangements
 - Do not put all schools from one system together, i.e. all UC's in one area
 - One table per school with two chairs
 - Avoid table sharing
 - Extra tables
 - Ensure accessibility for persons with disabilities
 - Distribute most popular campuses around the room (crowd control)



CAMPUS REPRESENTATION

DETERMINING CAMPUS PARTICIPATION

- TDCN subcommittee coordinates registration for the UC, CSU, and AICCU campuses.
- Priority is given to the campuses that have registered via the TD/CN online registration system.
- You are responsible for inviting and registering reps from other universities and colleges

CAMPUS REPRESENTATION

EXTENDING PARTICIPATION INVITATIONS

- DO NOT RUN A SECONDARY REGISTRATION SYSTEM FOR THE UC, CSU, or AICCU CAMPUSES.
 - They are only required to use the online registration system provided to them by this subcommittee.

CAMPUS REPRESENTATION

PROGRAM DETAILS AND LOGISTICS

- You are responsible for notifying participants about any pertinent details or logistics about your event.
- Your e-mail should contain the following information:
 - map indicating how to get to the program site
 - where to unload
 - tram/shuttle service availability
 - a parking permit, if necessary
 - whether unloading personnel (students) and/or equipment(carts, dollies, etc.) will be available

CAMPUS REPRESENTATION

PROGRAM DETAILS AND LOGISTICS (CONTINUED)

- when campus representatives can begin to set up
- table accommodations, access to electrical outlets, food service availability, and the extent of refreshments that will be made available, i.e., water, coffee, etc.
- estimated attendance from local middle and/or high schools
- overnight accommodations and restaurant suggestions (for out of area colleges)
- a “day of” person, phone number (mobile suggested) and email address to contact for further information, upon arrival, or in case of cancellation or delay
- whether your college can accommodate materials sent in advance and how the representative can access the materials

CAMPUS REPRESENTATION

- Most colleges and universities will send one person to your event though some may bring additional representatives. If there is a limitation on the number of representatives at your event this should be communicated well in advance of your event.
- Campuses may be represented by another campus using the “buddy” system”. This should be communicated beforehand when the buddy system will be used.
- Unregistered representatives may show up unannounced. Having extra tables available to accommodate them is encouraged. If the campuses that show up unannounced are from the UC, CSU, or AICCU systems, please notify the Statewide Coordinator.

CLOSING

