

[View results](#)

Respondent

20 Angelie Lopez

41:45

Time to complete

Program Information

1. Program or DASG Account Name: *

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

4. What is the first Line Item you need to request funding for? *

- 2310 Student Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips

4010 Supplies

No General Office Supplies

5. 4010 Supplies Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 4010 Supplies Description *

7. What is the next Line Item you need to request funding for? *

- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

8. 4015 Food Amount *

Please round up to the nearest whole number.

2000

Please enter a whole number

9. 4015 Food Description *

Food/refreshments for students and families served during the annual Transfer Celebration.

10. What is the next Line Item you need to request funding for? *

- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

11. 5214 Professional Services Amount *

Please round up to the nearest whole number.

3000

Please enter a whole number

12. 5214 Professional Services Description *

Consultant for PIQ support and Photographer for Transfer Celebration

13. What is the next Line Item you need to request funding for? *

- 5510 Conference and Travel
- 5520 Field Trips
- None

5520 Field Trips

14. 5520 Field Trips Amount *

Please round up to the nearest whole number.

Please enter a whole number

15. 5520 Field Trips Description *

Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

16. Please provide a thorough description of your program. *

The Transfer Center serves as the focal point for transfer activities and, through collaboration with faculty, staff, and administrators throughout the college, and works to improve transfer rates. The Center offers and/or sponsors the following resources and support services to assist students in researching options, making sound choices, and planning a smooth transition between institutions:

1) Drop-in counseling to answer quick questions during specific hours; 2) Information regarding articulation agreements, guaranteed admission and impacted majors; 3) Virtual and physical resource library including access to college catalogs from private institutions and UC and CSU campuses; 4) ASSIST.org access and assistance through provided computer stations 5) Coordination of in person and virtual visits by UC, CSU, and select private and out-of-state university representatives who offer campus-specific transfer advising; 6) Transfer workshops, information sessions and working clinics (e.g., Online Application process, Writing the Personal Statement, Navigating ASSIST, ADTs).

While many counselors across campus can assist students with transfer-related questions, Transfer Center counselors are specialized in all transfer topics and can serve as resources for other counselors. The De Anza Transfer Center is a hub for all students interested in transfer to get assistance, meet their counselor, university representatives, and interact with fellow transfer students.

17. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

The Transfer Center has increased our on-campus presence to include more in-person appointments, drop-ins, workshops, and university representative workshops, appointments, and tabling. We have also made changes to our procedures to make sure we capture the data of how many students the Transfer Center is serving.

18. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

Data from the past 3 years (Duplicated)

2024-2025 Fiscal Year (duplicated):

Appointments: 1871

Drop-ins: 869

Workshops by TC Team: 1042

Workshops by University Reps (self-reported): 117

Transfer Day: Estimated ~ 500

2023-2024 Fiscal Year (duplicated):

Appointments: 1,819

Drop-ins: 1,365

Workshops by TC Team: 979

Workshops by University Reps (self-reported): 273

Transfer Day: Estimated ~ 500

2022-2023 Fiscal Year (duplicated):

Appointments: 1,967

Drop-ins: 1,263

Workshops by TC Team: 955

Workshops by University Reps (self-reported): 309

Transfer Day: Estimated ~ 500

Unduplicated #s of students who attended an appointment, drop-in, or TC workshop (excluding Transfer Day/workshops offered by University Reps)

2024-2025 Fiscal Year: 2401

2023-2024 Fiscal Year: 2332

2022-2023 Fiscal Year: 2341

Demographic Data: We don't have this data, but we do have demographic data of students who transferred to a UC or a CSU.

<https://www.deanza.edu/ir/research/transfer/TransferToFourYearInstitution2023-24.pdf>

19. Attach any relevant enrolment documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

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No answer provided.

20. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

The Transfer Center uses various platforms to promote our program and services to students. These include our Transfer Center listserv, Transfer Center website, social media channels, Guided Pathways, and Student Success Center Canvas announcement, Transfer Center Resources Canvas site and announcements, etc. We post our events on the College Event Calendar and work with the Office of Communication to include them in the weekly Quick Notes to students, staff and faculty. We also have Transfer Center promotional materials for tabling recruitment and have done tabling at various events such as the Welcome Day, Transfer Day, Transfer Celebration, Campus Resource Fair, virtual Club Day, Undocuwelcome/Summer Bridge Orientation, Latinx Student Empowerment Conference, Filipinx-Pacific Islander-Southeast Asian Student Empowerment Conference, and the Black Student Empowerment Conference.

We have made additional efforts to reach underserved students by reaching out and partnering with on-campus programs that primarily serve these student population to inform them about our Transfer Center activities. For example, the Transfer Center has worked with the Extended Opportunity Programs and Services (EOPS) and provided CSU and UC Application workshops to their students, and has attended their orientations. We collaborated with the Student Success and Retention Services (SSRS) and offered a CSU Application workshop to students in the Puente, Umoja, & IMPACT AAPI programs. We collaborated with the Umoja counselor, Maurice Canyon, to host an info session about Historically Black Colleges and Universities (HBCUs) for students to learn more about HBCUs and the guaranteed transfer pathway to one of the partnered HBCU campuses. De Anza was also selected to host one of the stops on the HBCU caravan which is an event where representatives from HBCUs visit community colleges to provide information to De Anza and Foothill students, local high school students, faculty and staff about transfer opportunities, scholarships, and admissions to potential students looking to transition to a four-year HBCU institution.

The Transfer Center has also collaborated with the Rising Scholars Program which works with students who were previously incarcerated or had other experiences with the criminal justice system, or who have been affected by a family member's incarceration. We have helped host representatives from the sister programs in the UC as well as help connect students to other resources and events on campus.

We have worked with Mentors@DeAnza and supported the group with their programs.

We have also partnered with university programs such as the Experience Berkeley Transfer Program (EBT) and the Community College Transfer Services (CCTS). These programs provide Black, Latinx, Native American and Pacific Islander-identifying community college students with mentors, tools and resources to complete a competitive UC application and prepare for transfer to the University of California, Berkeley. Although they focus on a specific population, all students are welcome to join as well. In 2023-2025 school years we had UC Berkeley representative come to De Anza every month to meet 1:1 with students, and also to facilitate workshops.

We plan to continue promoting our events through many different platforms and communication channels and partnering with various programs on campus, particularly those that primarily serve underserved students.

21. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

The Transfer Center offers a wide range of workshops for students, including but not limited to, Transfer 101, transfer application workshops, Associate Degree for Transfer, Personal Insight Question, etc. We conduct student surveys to see how our workshops increase students' knowledge on a particular topic and/or help them feel more prepared to apply to transfer. We also survey students on their preferred workshop days/times, how they hear about us, and the types of workshops they would like the Transfer Center to offer. These survey results are reviewed quarterly, and our team members work together to see how we can implement the suggestions made by students (offering the workshop on a particular day/time, using different ways to outreach to students, revising our workshop format/content, etc.).

We also collected student feedback on Transfer Day, an annual event where representatives from universities within and outside of California and the U.S. come to De Anza to provide students with information about their institutions. The feedback gathered from this event helps us better plan the annual Transfer Day event and other activities on Transfer Day for the following year. Students share feedback and suggestions for Transfer Day. Some suggestions we have received are getting more out-of-state and international universities, making school names more visible, etc. We will take this feedback into consideration when planning for the event next year.

We also have a "Share Your Good News" form where students can indicate where they have been accepted and are planning to transfer, their major, and whether they want to join our alumni network.

We collect student rep feedback from the Transfer Advisory Committee to see how we can improve our services. One student expressed interest in workshops/sessions that provide students with information on how to cope with the stress that is associated with the transfer process and a space for transfer students to connect with and support one another. Based on that feedback, we partnered up with the Mental Health and Wellness Center to put on weekly Transfer Support Group sessions for students in Fall 2022 and again in Fall 2025.

Other student feedback we have received is to make transfer information easier to navigate on our website, and to make it more accessible. We have worked with the web team to organize our website in a more user-friendly way as well as creating a Transfer Center Resource page on Canvas. Additionally, one of our team members also worked with the Guided Pathways Student Working Advisory Group (GP SWAG) during the pandemic and hosted an event to hear student voices and feedback.

22. Attach any relevant student feedback forms, surveys, etc.

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

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Please redact any Personally Identifiable Information (PII).

No answer provided.

23. Does your program offer any online services? *

Yes

No

24. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

Due to the pandemic, the Transfer Center transitioned to providing counseling appointments and drop-in counseling support via Zoom. This enables students to be able to connect with a counselor at the click of a button, making our services more accessible for students and enabling us to reach more students. We also have a team member who is trained in using the HyFlex rooms and has offered transfer workshops that allowed students to participate in person or virtually, based on their preference. We also offer both on-campus and virtual appointments and drop-in for students, depending on their needs. The Transfer Center also has a virtual help desk, where students can submit an inquiry, and one of our team members will respond to them. We also recognize that many students are busy juggling multiple responsibilities, and it can be challenging for them to come to campus to see a counselor if they are not already on campus taking a class. By offering online services, we have been able to serve those students and assisted many students who live far away from the area (e.g., students living more than 1 hour away from campus, out-of-state and international students) who cannot come to campus to meet with a counselor. As we have transitioned to post-pandemic times, we are still able to provide online and in-person services to students.

25. Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

Fund:114000 General Operating – Unrestricted

Orgn: 22208

Transfer Center Fund: 114000 General Operating – Unrestricted

The Transfer Center only has the "B" Budget fund, there are no external income or grants. The amount we have for the 2025-2026 school year is: \$2,800. Our budget was severely cut this year.

The Transfer Center was awarded an additional \$8,500 for the 2025-2026 school year by the DASG.

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

Public Disclosure:

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Please redact any Personally Identifiable Information (PII).

26. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

The Transfer Center Team helps students succeed in reaching their academic and personal goals of transfer or getting degrees/certificates at De Anza by providing current and accurate information about certificates/degrees and the transfer processes. We also help students explore their options for transfer and assist them in developing a comprehensive educational plan with a clear transfer timeline that best fits their needs. It's our goal to make transfer information accessible for all students at De Anza college. The information and services provided by the Transfer Center will benefit students and DASG constituents during the 2026-2027 fiscal year and beyond.

27. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

The Transfer Center has collaborated with student organizations such as DASG and MENTORS to plan and host the annual Transfer Celebration. This event gives students the opportunity to give input, make decisions, and execute their plans. Their collaboration is crucial to ensure a successful event which is focused on celebrating fellow students and their achievements.

We also invite students to serve on our Transfer Advisory Committee. The Transfer Advisory Committee is a committee comprised of De Anza faculty, staff, and administrators, students, alumni, and partners from the UC and CSU. The committee is responsible for evaluating Transfer Center resources and providing recommendations on how to improve and promote greater awareness and usage of Transfer Center services. The students' voices are particularly important on this committee, because the services we provide are intended for students.

28. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

The Transfer Center will offer students the opportunity to volunteer at various events we host during the year. Students can participate in all stages of the process, from brainstorming and planning to executing the event, and later, recapping how the event went and providing suggestions and feedback for the following event. Providing these experiences helps student volunteers engage with faculty and staff to ensure the event is student-focused and encourages them to engage with fellow students in a meaningful way.

29. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

The Transfer Center programs and services promote student retention by providing them a clear path to reach their goal, making the goal of transferring and obtaining the degree seem within reach and attainable. This helps students to stay on a clear path and motivates them to stay persistent in their educational journeys, and inspires them to work hard to overcome any adversities to reach their goals.

30. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

The Transfer Center team promotes diversity, equity, and inclusion among all students and strives to increase the number of underrepresented students transferring to four-year universities. This includes intentional partnerships and collaborations we have mentioned previously.

Our Transfer Center team is comprised of individuals from diverse ethnic, racial, and cultural backgrounds and identities, with wide range of experiences. We bring different perspectives into our work that enables us to effectively connect with students, provide multicultural counseling, and create safe environment for students of diverse age, gender, race, ethnicity, religion/spirituality, sexual orientation, socioeconomic status, etc. We can offer counseling and staff support in multiple languages: English, Spanish, and Vietnamese.

The Transfer Center team also consistently participate in professional development activities (e.g., attending a workshop on Historically Black Colleges and Universities, Disability Justice & Allyship training, workshop on Trans & Non-binary students, Supporting Student Success workshop, and other training webinars, etc.) and CSU and UC Counselor conference to learn best practices to serve students from a wide range of backgrounds. Our team members also regularly attend Counseling in-service meetings where we get trained on various topics that help us become equity-minded counselors who put equity at the forefront of our work. By centering equity in college counseling, we are able to recognize our own assumptions and stereotypes that affect student success and continually reassess our practices to create change to better serve students from diverse backgrounds.

31. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

The Transfer Center has transitioned from providing printed materials for students to having a few printed materials on our tables when conducting outreach that students can either scan or take pictures of. We have made a big effort to maintain the information on our website as up-to-date as possible so students can easily access the information online. We also send our flyers and information via email and Canvas announcements, post them on the website, social media platforms, as well as have them rotating on the TV in the General Counseling office and Transfer Center.

32. Attach any other relevant documents

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Public Disclosure:

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Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

The Budgeter and Administrator cannot be the same person.

33. Are the Requester and Budgeter the same person? *

Yes

No

34. Budgeter's Name *

Angelie Lopez

35. Budgeter's Email Address *

lopezangelie@fhda.edu

36. Budgeter's Phone Number *

408.864.5792

37. Budgeter's Relationship to Project *

Program Coordinator

38. Budgeter's Position on Campus *

Program Coordinator

39. **Administrator's Name** *

Laureen Balducci

40. Administrator's Email Address *

balduccilaureen@fhda.edu

41. Administrator's Phone Number *

408.864.8945

42. Administrator's Relationship to Project *

Supervisor

43. Administrator's Position on Campus *

Dean of Counseling and Disability Support Programs & Services