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**Chabot-Las Positas Association of Retired Employees  
CARE Fund Special Projects Grant Program  
2011-2012 Application Form**

**Please mail completed form to:**  
CARE Grants, c/o Sophie Rheinheimer  
5933 McAndrew Drive  
Oakland, CA 94611

**Deadline: September 16, 2011**  
Award announcement: October 14, 2011

**Applicant Information**

Name Ashley Odell and Michael Schwarz  
Name of Manager/Supervisor Jeff Baker / Kimberly Tomlinson  
Campus e-mail address mschwarz@laspositascollege.edu  
Campus phone number 925-424-1428  
(or home phone if no campus phone is available)  
Division or Department Transfer Programs and Services

**Project Information**

Name of project Transfer Student Web Services  
Amount of grant funding requested \$980.00 (Maximum \$1,500)  
Expected date for completion of project January 2012  
Who will be responsible for completion of the project? Ashley Odell and Michael Schwarz

**Description - Brief overview of project plan stating how grant funding will be used:**

We plan to oversee creation of a one-stop online resource of information and planning tools for for transfer students, to include the following: • Accessible PDF files of the CSU GE and IGETC Transfer pattern. • A PowerPoint, or video tutorial explaining the basics of the above, narrated by a knowledgeable counselor. It would show the basics of how to use Assist and explain generally how transfer patterns work. • A simplified version of an educational planning form for student use. • Several examples of student educational plans including both UC and CSU and several different majors. • Links to other helpful resources such as CSU Mentor, UC Pathways, CaliforniaColleges.edu etc. • Important dates for CSU, UC application. • General information about transfer including units limits, GPA requirements, TAG agreements, etc. • A Frequently Asked Questions page based on inquiries counselors hear most often.

To implement the one-stop resource, an assistant (if available, a student from one of our computer information systems academic programs) would be contracted to design and maintain the web resource. S/he would work with counseling faculty to create an easy to use counseling/transfer online program. In addition, the grant would be used to fund mobile computing equipment that would afford an opportunity to both develop and promote the one-stop web program in multiple locations.

**Benefits - Please briefly explain how the project will improve service to the colleges in your area of work responsibility:**

Due to the reduced availability of appointments with counselors at Las Positas College, many students do not have a timely opportunity to be guided through creating a Student Educational Plan for transfer. For students who do not have access to a counselor, the potential exists for them to choose unneeded courses, leading to an extended stay in the community college system. Although resources exist to help students plan a successful transfer, many of these resources are unknown to many students, or are difficult for them to find on their own. The purpose of this website would be to help students learn about the basics of transfer prior to their initial counseling appointment. This will help students become more self-sufficient and responsible for their transfer planning, as well as help the College by allowing counseling time to be used more efficiently.

I agree to provide a one-paragraph outcome report to CARE at the completion of the project.

Applicant's Signature  Date 9/13/11  
Mgr. / Supervisor's Signature  Date 9/13/11