

MEMO

Date: June 30, 2008

**To: Kathi Ketcheson, Ph.D.
Director, Institutional Research & Planning**

**From: Shelly Potts, Ph.D.
Director, Office of University Evaluation & Testing**

Re: Urban Transfer Research Network -- Arizona Progress Report

For Arizona, year three of the grant was one of transition and catch up. Co-PI responsibility was transitioned to the Office of University Evaluation and Testing, and an Arizona project team was formed. The new team quickly acquired background information about the UTRN project and its purposes, expectations, and activities in Portland and Florida as well as the state of transfer data and policies in Arizona. The team also rapidly brought Arizona up to speed in terms of data acquisition, processing, and analysis. I am pleased to report that the data tables were submitted to PSU in January 2008, and 27 'administrative' interviews have been conducted and transcribed to date. Additional interviews will be conducted with community college faculty during the upcoming fall semester.

The team is prepared to analyze the sizable data corpus upon receipt of the PSU codebook. Data tables for additional cohorts are being developed, and the analysis of transfer patterns is being conducted. Preparations for qualitative data collection from students have begun.

The AZ team has also conducted a considerable amount of environmental scanning and literature review in preparation for the data analysis.

The following memo summarizes grant-related activities during year three of the grant into six main categories: administrative activities, project management, data collection and analysis (quantitative), data collection and analysis (qualitative), advisory committees, and next steps.

Administrative Activities

- Personnel
 - Co-PI responsibilities were transferred from Gail Hackett (Dean, University College) to Shelly Potts (Director, Office of University Evaluation and Testing) in late 2007.
 - Day-to-day management of project activities and data collection was assigned to Susan Zobl (Management Research Analyst, Senior, OUE) (2/08)
 - Danna Cook was hired as a Graduate Service Assistant for the project. (2/08)
 - AZ team members participated in All-Site meetings (Summer 2007, 1/08) as well as in ongoing phone conversations/email exchanges with UTRN colleagues in Oregon and Florida.
 - The UTRN-AZ team met weekly to discuss project details and data collection, processing, and analysis activities as well as challenges.
 - Institutional Analysis staff at ASU and MCCCCD were paid for data acquisition, analysis, and reporting services.
 - Services were contracted with Escriptonist.com for transcription of the administrative interviews.

- AZ team members participated in training in basic skills in qualitative data collection and analysis. Shelly Potts participated in NSF PI training program.
- Paperwork
 - ASU submitted materials and received IRB approval for data collection & sharing for the quantitative stream and the administrative interviews. The team has begun drafting the IRB documents for the student interviews/focus groups. The materials will be finalized up on receipt of PSU's final documentation.
 - Materials for the main UTRN project website are being developed.
 - Meeting minutes, referrals, and resources were submitted to the PSU-UTRN team.
- Budget
 - Fiscal responsibility for the grant accounts was transferred to Shelly Potts, Office of University Evaluation and Testing.
 - Budget materials and previous expenditures were reviewed.
 - Administrative processes, procedures, and files were established for the project.
 - An expenditure plan was developed. Accounts were reconciled and reviewed on a monthly basis.
 - Materials and software were purchased for data collection, processing, and analysis.
 - Expenditures were processed for consultant fees, staff wages/salary redistribution, materials/supplies (digital recorders, voice recognition equipment, headsets, Atlas.ti software), and travel costs.
 - Autumn Fuhrmark (Administrative Associate, OUE) processed expenditures, payroll, and HR forms; reconciled accounts; and maintained documentation for the project. Ms. Fuhrmark also participated in training related to the use of online grant accounting tools as well as for salary redistributions.

Project Management

- A project plan was developed, including data collection/processing/analysis activities, timeline, staffing, record keeping, data security/storage, and consultant fees/wages/materials purchases. The team is currently updating the plan for year 4.
- An Access contact management database was developed and populated for tracking referrals, points of contact, and interview completion.
- The team contracted with Escriptorist.com for transcription of administrator interviews.

Data Collection & Analysis -- Quantitative

- Summary tables were produced for the 1999, 2000, and 1999/2000 combined cohorts. These products were a collaborative effort between ASU and MCCCDC institutional analysis and evaluation staff. The team worked on data/cohort definitions, extracted data from the ASSIST state-wide database, produced the tables, and enhanced the tables with data from "transfer intent" students.
- Initial analyses were conducted regarding student transfer patterns (1999, 2000, & 1999/2000 combined cohorts).
- The ASU-UTRN team met regularly with Institutional Analysis staff regarding additional data & analysis needs. ASU IA staff are currently working on data tables for additional cohorts and conducting more complex analyses regarding transfer patterns. AZ UTRN activities have led to new and different types of data sharing between ASU and MCCCDC schools.
- ASU IA and OUE team members had a conference call with PSU team members regarding data collection, storage, and report production in AZ.
- ASU data table shells were shared with UTRN colleagues at USF, and ASU participated in email exchanges regarding data/cohort definitions.
- ASU UTRN staff reviewed ASU fact books and enrollment summaries as well as MCCCDC reports to check the validity of the data tables.

Data Collection & Analysis -- Qualitative

- Document review & web scanning
 - The AZ-UTRN GSA conducted "first impressions" web and document review prior to beginning other project-related duties.
 - A web scan was conducted, and materials related to AZ transfer pathways were reviewed, including the Hezel study and other AZ-specific reports.
 - All available web and print materials for the project and individual sites were reviewed, including project and evaluation reports.
 - Relevant literature on transfer students, reports, theses/dissertations, etc. were reviewed, including articles written by Adelman, Pascarella & Terenzini, Tinto, Gardner; dissertations regarding CC transfers, barriers & bridges to baccalaureate degree attainment, and transfer typologies, etc. State and institution-specific websites and the National Articulation Transfer Network were visited.
 - Additional web research was conducted on topics introduced in interviews (e.g., systems & master plans adopted by CA schools). The AZ team also has begun to review research and practices by region in hopes of indentifying patterns.
- Data Collection
 - Pre-interviews were conducted with ASU's Director of Academic Transfer Articulation & Program Manager for ASU/MCCCD Alliance in order to better understand the transfer environment in AZ and to assist with participant identification. A snowball sampling technique and web search for potential CC participants were implemented in order to obtain interview participants.
 - 27 interviews were conducted with faculty, staff and administrators at ASU and at key MCCCD feeder schools. Additional faculty interviews will be conducted during the fall semester.
 - Additional "Arizona" probes were developed and integrated based on initial interview experience.
 - AZ team members drafted student interview questions and are developing the IRB materials for the student phase.
- Data Processing
 - 27 interviews have been transcribed by AZ team members and Escriptonist.com .
- Data Analysis
 - Team members installed ATLAS.ti and completed the online tutorial.
 - Preliminary general and specific themes were indentified in the data corpus, and team members are ready to begin analysis upon receipt of the PSU codebook.

Advisory Committees

- Data advisory committee
 - The committee met to discuss data collection and analysis strategies, data tables, and additional analyses (9/07, 10/07, 2/08).
 - Informal meetings and communications were held with ASU and MCCCD Institutional Analysis staff throughout the semester.
- Outcomes:
 - Data tables for the 1999, 2000, 1999/2000 cohorts were produced, with the addition of a profile for "intended transfers".
 - Preliminary analysis on transfer patterns for 1999, 2000, 1999/2000 cohort was conducted.

- Additional data analysis activities and expectations were determined.
- Next Steps:
 - Continue research on other transfer models and application to Arizona.
 - Continue to analyze cohort data; conduct analyses on transfer patterns; and determine additional data collection and analysis needs.
 - Meet twice during the fall semester.
- Policy advisory committee:
 - The policy advisory committee met in November 2007.
 - Outcomes: The committee reviewed data tables; provided directions for additional data to collect, analyze, and present; and discussed retention policies and programs.
 - Responsibility for transfer programs, etc. has been transferred within the ASU Office of the Provost. All programs have been consolidated under new leadership.
 - Next Steps: The AZ co-PI plans to meet with new leadership to discuss the project, to share data and to determine next steps.

Next Steps:

- Administrative
 - Process paperwork for summer salaries & expenditures.
 - Continue to update project activity log and contact database.
 - Submit financial report in 7/08.
- Data collection and analysis; report writing
 - Conduct additional MCCCDC faculty interviews and transcribe data (Fall '08).
 - Analyze data using PSU codebook.
 - Continue research on transfer models/patterns and apply findings to AZ data.
 - Review additional cohort data summaries (Summer/Fall 2008).
 - Continue to refine typologies.
 - Conduct student interviews/focus groups (Fall 2008); transcribe data; analyze using PSU codebook.
 - Produce summary of analysis of administrator data; organize based on PSU codebook.
 - Produce summary of analysis of student data; organize based on PSU codebook.
 - Examine data and determine similarities and differences across the states.
- Meetings
 - Convene data advisory group twice to discuss cohort data tables, analysis, & next steps.
 - Meet with ASU VP/transfer leadership to discuss the project, to share data and to determine next steps. Goals: Convene policy group to discuss data tables and initial analysis; Examine policies and practices in light of data.
 - Participate in PSU all site meeting.
 - Continue weekly ASU-UTRN meetings.
 - Participate in AIR 2009; make presentation related to project.

MEMORANDUM

TO: Kathi Ketcheson,
FROM: Jan Ignash
SUBJECT: Summary of Year 3 Activities
PSU Sub-Contract No. 205KET051, USF Account No. 1731-1007-00
DATE: July 2, 2008

This memo describes the activities completed from July 1, 2007 through June 30, 2008, the third year of the UTRN grant at the Tampa site. Because the Florida site has received a no-cost extension through August 1, 2008, this report provides just a brief overview of activities, with a comprehensive report to follow in August, 2008.

During Year 3, project participants at the Tampa site completed the following major activities:

- received data from the Florida Dept. of Education for 1999 through 2006 community college cohorts;
- matched community college files to University files;
- analyzed community college cohort data, including transfer and baccalaureate degree attainment to both USF and the Florida State University System, with results by gender, race/ethnicity, highest degree awarded at community colleges;
- wrote programs for further analyses by broad major areas and entering test scores to be completed by August 1, 2008;
- interviewed 27 administrators at Hillsborough Community College, St. Petersburg College, and the University of South Florida using the protocol that PSU developed;
- completed the 2nd iteration of the e-journal study, adding the revisions requested last June 2007 by the Policy Advisory Committee after review of the 2006-07 study;
- presented results of 2nd e-journal study to Advisory Committee and developed a list of 8 action items to address policy and practice and several others addressing the dissemination of the results to a wider audience

*An expanded Policy Advisory Committee will meet July 8 to discuss the results of the quantitative portion of the research and make recommendations for policy and practice.

Meetings and Conferences

All-Site Meeting, January 31 - February 1, 2008, hosted by Tampa site

Local Florida meeting: April 11, 2008 at St. Pete College, EPI-Center, [USF Summary Mtg 4 11 08](#)

Local Florida meeting: June 24, 2008, USF-Tampa, Advisory Committee meeting to discuss this year's e-journal results. [Advisory Committee Mtg Summary 6 24 08](#)

Local Florida meeting: July 8, 2008, 10:00 a.m. - 1:00 p.m., EDU 148, USF-Tampa, Advisory Committee meeting to discuss quantitative data and analyses and plan next steps.

All-Site Meeting: July 21-22, 2008, Portland, Oregon

NOTE: Information discussions in-person or via phone or e-mail were held with members of the Data Advisory Committee as needed throughout the year. Conversations occurred at a minimum several times weekly for much of March through June.

Conferences and Presentations

Ketcheson, K. & Ignash, J.M. (May 2008). *Different Approaches to Charting Transfer Student Pathways to the Baccalaureate: Examples from Two States*. Seattle, Washington: Annual Forum of the Association for Institutional Research. [AIR May 08 PPT Florida](#)

Ignash J.M. & Slotnick, R. C. (May 2008). "Hello . . . Is Anyone Out There?" *The Transfer Process as Students Experience It: A Year-Long e-journal*, Study at the Forum of the Association for Institutional Research, Seattle, WA, May 24-28. [AIR PPT 5 26 08 \(PPT presentation\)](#) (Paper presented and available on UTRN Florida website under "Research Highlights"
<http://utrn.coedu.usf.edu/ResearchHighlights.htm>)

Ignash J.M. & Slotnick, R.C. (April 2008). [Navigating the Transfer Process: What Students Tell Us](#), 50th Annual Conference of the Council for the Study of Community Colleges (CSCC), Philadelphia, PA, April 4-5.

Stoering, J; Ignash, J.M.; Owens, K. R.; & Schwalm, D. (July 2007). *Mapping the Pathways to Degree Attainment for Transfer Students: The Urban Transfer Research Network*. Phoenix, AZ: 4th Biennial Conference on Transfer and Articulation. ([Mapping the Pathways to Degree Attainment for Transfer Students: The Urban Transfer Research Network](#))