Community College Interview Guide

The following community college interview guide can be used as a roadmap to understand current state and future opportunities between your university and the college.

Before you conduct the community college interview, complete the following sections in preparation.

**College Name:**

1. Go to [IPEDS College Navigator](https://nces.ed.gov/collegenavigator/) and lookup this institution (use provisional data). Copy/paste the following:
	1. Total enrollment
	2. Transfer out
	3. Enrollment by age, race/ethnicity, distance education
2. Go to your website and community college website. List the following available on both sites:
	1. Name recognition, contact information, and links
	2. Co-Branding
	3. Articulation Agreements and/or Transfer Guides

Use the following questions as a guide for the community college interview. Adjust as needed.

* Date of Interview:
* Individual(s) Interviewed:

**Transfer Landscape at Your Institution**

1. Tell me a little bit about your role and key characteristics about your institution and student body.
2. What are the institution’s primary goals?
	1. E.g., increasing enrollments, degrees conferred
3. What is your current advisor-to-student ratio (i.e., how many advisors work with students)?
4. What number/percentage of your students transfer out and move on to a 4-year university?
5. What number/percentage of those students earn an associate degree before transferring?
6. Have these percentages changes over the last few years?
7. Do you have any initiatives to increase student transfer to 4-year institutions?
	1. If yes, what’s driving the desire to increase transfer rates?
		1. State regulations / funding
		2. Marketing to prospective students
		3. Leadership initiative
	2. If yes, what are you doing to increase your transfer rates?
8. What are your (1) largest and (2) fast-growing academic programs for transfer?
9. Who are your top 5 transfer partners in terms of number of transfer students per year?
10. Which of the following features are a part of these top partnerships?
	1. Dedicated admissions staff
	2. Frequent (weekly or bi-weekly) admissions visits
	3. Regular policy and program information sharing with advising staff
	4. Expanded admissions staff access to students (e.g. in-class presentations)
	5. Formal partnership agreement
	6. Co-branding of marketing and admissions materials
	7. Formal program articulation agreements
	8. Course equivalency and articulation collaboration with faculty and staff
	9. Professional development (faculty/staff professional development sessions) delivered by 4-year partners
11. Are any of these characteristics/features present in your partnership with

**Perception of 4-Year Institution**

*\*Note: change “4-Year Institution” to your college’s name.*

1. What are your most popular programs for transfer to **4-year institution**?
2. Why do your students choose to transfer to **4-year institution**?
	1. What is the key value proposition and motivating factor?
3. What are the main challenges that prevent more students from transferring to **4-year institution**?
	1. Cost
	2. Location
	3. Academic program availability
	4. Academic program articulation and curricular alignment
	5. Lack of engagement and outreach
	6. Too selective
4. Do you recommend your students consider attending **4-year institution?**
	1. Why/why not?
5. Do you have any positive and/or negative anecdotes from your students regarding their transfer experience with **4-year institution**?
6. Are you aware of any staff or faculty efforts/collaboration with **4-year institution** to improve the transfer student experience or align curricula?
7. How does **4-year institution’s** outreach and support programs compare with other institutions that your students transfer to?
	1. Do you have any recommendations to improve marketing and awareness?
8. Do you have any other feedback or recommendations for **4-year institution** as they look to improve their transfer friendliness with local 2-year students?