

**Policies for Ensuring
Complete Data in ASSIST
November 5, 1997**

I. Background

In May 1997, the ASSIST Board of Directors established ASSIST as the official repository of articulation and transfer information for the State of California.

Given the dynamic nature of college and university curricula, related articulation information is continually changing. In order for ASSIST to provide the most benefit for its users, the information in the database must be kept up to date and must be complete.

The document entitled "ASSIST Articulation Repository - Definition and Policies" describes the components of the ASSIST database that make up the repository. However, this "definition" document was not intended to describe the ways in which the database was to be kept up-to-date and complete. The following information describes the basic policies that have been established to help ensure up-to-date and complete data in ASSIST.

These policies are to be in effect while campuses continue to use the Revelation-based ASSIST software for performing all data entry and maintenance. When data entry and maintenance is performed directly over the Internet (targeted to begin around January 1999) policies related to the timing for data entry may need to be reviewed.

II. Data Entry/Maintenance

For each component of the ASSIST database, the specified institutions and/or agencies that are responsible for data entry and updating shall adhere to the following policies:

Course Lists:

Complete course lists represent all active lower-division courses for each term, as well as information which indicates how basic course attributes used in ASSIST have changed from one term to the next. While individual institutions may establish different beginning terms for tracking course list history, each institution is required to maintain current course lists data according to time lines published annually by the ASSIST Coordination Site.

Individual UC, CSU and community college campuses are responsible for ensuring that their course list data is complete and accurate.

Until the Web ASSIST Maintenance System is deployed in January 1999, only community colleges who sign annual ASSIST participation forms will be required to maintain their course list data in ASSIST. Other colleges are encouraged to work with the Coordination Site directly to provide course curriculum data. The

ASSIST Coordination Site shall continue to work with the Community College Chancellor's Office to investigate more effective methods of collecting course list updates for all community colleges each term.

Transfer Course Agreements - UC Transfer Course Agreements:

Complete UC Transfer Course Agreements represent all California Community College courses approved by the UC Office of the President (UCOP) for general lower-division credit to UC campuses upon transfer.

The UCOP annually reviews and updates, in ASSIST, the agreements for each California Community College. UCOP shall provide updated information to the ASSIST Coordination Site (ACS) within one month of any changes, or new courses, being approved.

Transfer Course Agreements - CSU Baccalaureate Lists:

Complete CSU Baccalaureate Lists represent all California Community College courses that the respective college has approved to be transferable for general lower-division credit to CSU campuses per CSU Executive Order # 167.

As of September 1997 no official CSU Baccalaureate Lists are available in ASSIST. The ACS and the CSU Chancellor's Office (CSUCO) shall continue working to establish an ongoing process for entering and updating this information in ASSIST.

Transfer Course Agreements - IGETC and CSU GE/Breadth Lists:

Complete IGETC and CSU GE/Breadth Lists represent all California Community College and CSU courses that have been approved for applicability to the IGETC and CSU GE/Breadth programs.

The ACS is responsible for entering and updating this information in ASSIST. New course approvals and technical changes shall be entered in ASSIST each Spring according to the update cycles established by CSUCO and UCOP.

Articulation Agreements:

Complete Articulation Agreements represent all of the most current, official articulation that receiving institutions have established with any of the California Community Colleges. "Official articulation" is defined as articulation that the receiving institution has committed to honor according to the details of the articulation agreement.

Receiving institutions are responsible for entering and updating complete articulation agreements in ASSIST. Via special arrangement with the CSUCO, the ACS provides data entry services for some CSU campuses who do not use ASSIST directly to enter and update their articulation. These CSU campuses are

still responsible for the completeness and accuracy of their data in ASSIST. All UC and most CSU campuses have established a complete database of articulation agreements in ASSIST. The ACS shall continue working closely with those remaining CSU campuses to establish complete articulation agreement data in ASSIST.

Receiving institutions who enter their own data into ASSIST shall enter into ASSIST and send updated electronic files to the ACS within one month of the update being approved by the campus articulation officer.

Receiving institutions for whom the ACS does the data entry shall send updated articulation agreements to the ACS within 2 weeks of the update being approved by the campus articulation officer. The ACS will then coordinate the data entry of this updated information.

CAN Information:

There are two forms for complete CAN information. The first, known as the “CAN Catalog of Courses” represents all California Community College and CSU courses that have been qualified for CAN identifiers according to policies set forth by the CAN System Office. The CAN Systems Office is responsible for communicating this information and will have it available on the Web beginning some time in 1997-1998. When their data is available on the Web, a hyperlink will be established from Web ASSIST to the CAN Web Site.

The second form of complete CAN information is represented in individual articulation agreements established between California Community Colleges and CSU campuses. The Coordination Site shall work with the CAN System Office and the ASSIST Board to develop a way of representing complete CAN articulation within regular ASSIST articulation agreement displays.

High School A-F Lists:

Complete High School A-F Lists represent articulation between high schools and universities by specifying courses from all public and private California High Schools that UCOP has determined to be applicable to the related UC admissions criteria. This course information is also used to determine CSU admissions eligibility directly from High School.

At this time, the ASSIST Board has determined that a complete, official database of High School A-F Lists within ASSIST is not a priority. The Coordination Site shall continue to maintain a link from ASSIST to the UCOP web site where current High School A-F information is located.

Degree Requirements:

The Mission and Vision statements in the ASSIST Strategic Plan discuss the inclusion of degree requirement data in the statewide repository. However, currently no official degree requirements are available in ASSIST. The ASSIST Board has determined that a complete, official database of degree requirements within ASSIST is not a priority at this time.

III. Monitoring Compliance

In order to help ensure that the responsible institutions and/or agencies adhere to the policies stated above in Section II, the following monitoring practices shall be established and followed:

Course Lists:

As part of the semi-annual data collection cycles managed by the ACS, in January and July of each year the ACS shall provide the ASSIST Board with a report detailing which colleges and universities have and have not provided corresponding course list updates. The July cycle shall be the deadline for course list updates for the following Fall term, and the January cycle shall be the deadline for course list updates for the following Winter/Spring terms.

Transfer Course Agreements - UC Transfer Course Agreements:

UCOP shall provide their schedule for annual updates and distribution to the ACS. The ACS shall monitor progress on this schedule and report any significant deviations to UCOP management.

Transfer Course Agreements - CSU Baccalaureate Lists:

When an official database of this information is established in ASSIST, an appropriate monitoring process shall be established.

Transfer Course Agreements - IGETC and CSU GE/Breadth Lists:

The ACS shall ensure that new IGETC and CSU GE/Breadth courses along with technical updates are entered into ASSIST by September of each year following the annual review processes. The ACS shall keep track of which colleges and universities submit technical updates, but at this time, it is up to each individual institution to decide whether or not to provide technical update information.

Articulation Agreements:

In August of each year, every UC and CSU campus shall submit a matrix to the ACS which identifies the years of the most current, official articulation agreements that have been established with any of the California Community Colleges and which types of articulation have been established with each college. Additionally, each UC and CSU campus shall identify the expected processes and time lines to be used in reviewing and updating articulation during the academic year.

The ACS shall monitor the progress of the UC and CSU campuses, checking that

the data included on each matrix is provided to the ACS in an appropriate and timely manner. In July and January of each year, the ACS shall provide the Board with a report which compares expected activity with actual data available in the ASSIST database.

CAN Information:

The CAN System Office is responsible for providing complete and accurate information to ASSIST.

High School A-F Lists:

No monitoring process is needed unless a process for entering and maintaining High School A-F Lists in ASSIST is established.

Degree Requirements:

No monitoring process is needed unless a process for entering and maintaining Degree Requirements in ASSIST is established.