

Web ASSIST Maintenance II

14th Annual ASSIST Conference
Country Inn & Suites, Newport Beach
December 1 & 2, 1999



Overview

- **Session:** Creating and Updating Agreements
- **Topics:**
 - Introduction
 - Creating an Agreement for a New Year
 - 5 Options for handling existing instances
 - Sign Off Dates
 - Draft Mode
 - Updating Instances
 - Open vs Copied Instances
 - Update Scenarios
 - Other Topics to be Covered Later



Introduction

- Try not to jump to conclusions now about how you will want to update your agreements in the new system
- This session is meant to expose you to a wide range of possibilities
- Formal training on the system will help you determine precisely which methods to use and when



Creating an Agreement for a New Year

- 5 Options for Creating an Agreement for a New Year
 - Option # 1 - Leave Instances Open
 - Option # 2 - End All Open Instances
 - Option # 3 - Copy Open Instances
 - Option # 4 - Copy Template Instances
 - Option # 5 - Extend an Existing Agreement
- You may use a combination of these options at different times depending on what you need to accomplish



Option # 1

Leave Instances Open

Articulation Agreement Editor

Receiving Institution: California State University, Fresno

Sending Institution: Fresno City College

New Articulation

Create a New Articulation Agreement

What should happen to existing instances?

- Continue existing instances to the new agreement
- Terminate all existing instances
- Terminate and make new instances as copies of old instances
- Terminate and make new instances from a template

Should instances be made draft?

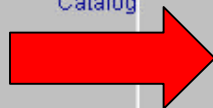
- Leave instances as-is
- Make all instances draft in the new agreement

What should happen to the signoff dates?

- Leave signoff dates as-is
- Remove all signoff dates
- Set to new date

- New
- Save
- Delete
- Clear
- Exit

OK Cancel



Agreements

AA ID	Re
7154	Ce
1411	Ce
1245	Ce
1123	Ce
6780	Ce
7240	Ce

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Option # 1

Leave Instances Open

- Used when there are no major structural changes to be made to the agreement
- Curriculum updates already submitted for Fall of the new year
- Current (Fall of the new year) versions of courses will automatically show
 - Name, title, unit, IGETC/CSU GE, CAN changes
 - Terminated Courses still show (we'll discuss later)
- Only course attribute changes show, AO still needs to do analysis to determine what other changes need to be made before the agreement is published



Option # 1

Leave Instances Open

- Subsequent changes made to instances may affect prior agreements
 - Example to be shown later in session
- Makes error corrections easier
- Reflects the true nature of instances
 - The relationship between courses lasts for many years
- Very different from Revelation structure

Option # 2

End All Open Instances



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Option # 2

End All Open Instances

- Used when the prior agreement is so bad that you just want to leave it as is and start all over from scratch
- Find all instances that are open or in effect for the new agreement year
 - Set or reset the instance end terms to the term prior to the first term of the new year
- Effectively gives you a blank agreement for the new year
 - No instances are active for the new year and therefore there's nothing to show
- Current versions of courses will automatically show (like Option # 1)
- You may want to consider a template instead



Option # 3

Copy Open Instances



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OK Cancel

Option # 3

Copy Open Instances

- Used when there are no major structural changes to be made, but you don't want any future changes to instances to affect prior agreements
 - This option simulates how data was usually updated in Revelation
- Find all open instances, set their end terms, then make copies those instances and reset their start terms
- Copy Open Instances w/ New Start Terms and End All Old Open Instances
- Subsequent changes made to new instances do not affect prior years agreements
 - Since they are not the same instances (just copies)
 - Error Corrections would be different than Option # 1

Option # 4

Copy Template Instances

Articulation Agreement Editor

Receiving Institution: California State University, Fresno

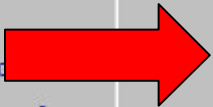
Sending Institution: Fresno City College

New Articulation

Create a New Articulation Agreement

What should happen to existing instances?

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Should instances be made draft?

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What should happen to the signoff dates?

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Option # 4

Copy Template Instances

- Used when there are major structural changes that can apply to all your agreements for the new year
 - Must have created an agreement in the same year for a template or other school
- Find all open instances, set their end terms, then copy open instances from a template (or other school) and reset the start terms in all new instances
- All information gets copied except sending inst course ids
- Current versions of receiving courses will automatically show



Option # 4

Copy Template Instances

- Templates are treated a regular schools
 - No curriculum data and they can't be published
 - 5 template schools are available
 - Only ACS can create a template school
- Does not require a prior agreement for the sending institution
- Templates cannot work with option # 1 (leave instances open)
- Will discuss processes for using templates at a later date

Option # 5

Extend an Agreement



Articulation Agreement Editor

Receiving Institution: California State University, Fresno

Sending Institution: Fresno City College

Begin AY: 98-99

End AY: 99-00

UC TCA AY:

Officer:

Officer: Russell Mitchell

Catalog Year: 98-99

Catalog Year: 98-00

Show CAN:

Show CAN:

Show IGETC:

Show CSU:

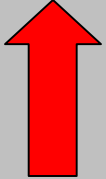
Show Course Titles:

Show Course Titles:

Show Course Units:

Show Course Units:

- New
- Save
- Delete
- Clear
- Exit



Agreements Text

Footing:

AA ID	Receiving Institution	Sending Institution	Begin AY	End AY
7154	California State University, Fresno	Fresno City College	98-99	98-99
1411	California State University, Fresno	Fresno City College	96-97	96-97
1245	California State University, Fresno	Fresno City College	94-95	94-95
1123	California State University, Fresno	Fresno City College	92-93	92-93
6780	California State University, Fresno	Fresno City College	90-91	90-91
7240	California State University, Fresno	Fresno City College	89-90	89-90

Option # 5

Extend an Agreement

- Extend the end year of an existing agreement
- Curriculum updates will not show automatically
 - Agreements are displayed with the same versions of courses as before since course versions are based on the start dates of courses, instances and agreements
- Users won't get the RED (alternate year) message in Web ASSIST
- ACS Data reports will show this agreement as being in effect for the new year
 - Even though no changes may have been made and subsequent curriculum updates are not reflected
- Cheating??? Maybe - Maybe not



Sign Off Dates and Draft Mode

- In Revelation the Sign Off Date also indicated draft or final mode
- In new system there is a separate sign off data and a separate draft mode designation

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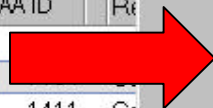
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Sign Off Dates in New Agreements

- Instances now have multiple sign off dates
 - One for each agreement to which the instance applies
- Only affects instances for new agreement
 - Prior dates are left as is
- 3 Options
 - Leave Sign Off Dates As Is
 - Prior date (if specified) is copied to new agreement
 - Remove All Sign Off Dates
 - Date for new agreement is left blank
 - Set to a New Date
 - Date for new agreement is set to specified date



Articulation Agreement Editor

Receiving Institution: California State University, Fresno

Sending Institution: Fresno City College

New Articulation

Create a New Articulation Agreement

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Should instances be made draft?

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What should happen to the signoff dates?

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Draft Mode for New Agreements

- Instances marked as draft are not displayed in Web ASSIST but they do display in the Maintenance Reports
- Instances now have multiple draft designators
 - One for each agreement to which the instance applies
- 2 Options
 - Leave Instances As Is
 - Mark All Instance Draft for New Agreement



Updating Instances

- Articulation Officers have to do their usual analysis work to determine what changes need to be made in agreements
- Only curricular changes will be automatically reflected in new agreements
- Some curricular changes don't track very well
 - Courses that split or join
- Important to not delete and then add courses when they are still the same course
- Curricular changes may also involve substantial content changes

Open vs Copied Instances

- Open instances may span across multiple agreements
- Copied instances probably don't span across multiple instances

Update Scenarios

- What changes effect earlier agreements when instances span across agreements
- Course additions to existing instances
- Adding new instances
- Terminating old instances
- Removing terminated courses from instances
- Changing footnotes, comments or instance titles
- Adding new or removing old footnotes and comments
- Sign Off Dates
- Draft Mode



Other Topics to be Covered Later

- ACS looking into hosting a March CSU/UC Articulation Officer conference
- Error Corrections
 - Effect on Data and Processes
- Major/Departmental Organization
- Mid Year/Agreement Changes
- Specific Processes for Using Templates
- Removing Existing Agreements
- Deleting Instances

Questions?

