

**Draft Policies for Including Data for  
Independent Colleges and Universities in ASSIST  
Draft - June 1999 - Page # 1**

As the official repository of California articulation and transfer information, the data in ASSIST represent articulation with public colleges and universities. The ASSIST Board of Directors is exploring the inclusion of articulation with independent colleges and universities in ASSIST to make the repository more complete for students. To accomplish this, the ASSIST Board Workgroup was asked to develop related background information and propose new policies for further consideration by the full Board.

This document summarizes the current issues and policies that the Workgroup has been discussing.

**Background**

Since the inception of ASSIST in 1985, no official policies have been established regarding the inclusion of data for independent colleges and universities in the ASSIST database. With the primary focus for ASSIST being on public higher-education institutions, no independent institutions have ever been actively engaged in maintaining data in ASSIST, nor have any independent institutions been solicited for participation in ASSIST.

At this time, a handful of independent colleges and universities are interested in having their articulation information represented in ASSIST. While the ASSIST Board has been in contact with the AICCU to pursue this topic via a central organization, these activities are moving slowly and many independent institutions would like to move forward as soon as possible.

Over the years, for various reasons, a small amount of data for independent institutions has worked its way into the ASSIST database. For example, there are currently UCOP TCAs and IGETC lists for Marymount College and DQ University that are in the publicly accessible database. The Coordination Site has also received requests from the CSU Chancellor's Office to including IGETC and CSU GE Certifications for a limited number of additional independent institutions.

Additionally, some CSU and UC campuses maintain articulation agreements with independent institutions as sending institutions in the Revelation-based ASSIST software. Many years ago, the Coordination Site instituted an unofficial policy that universities could maintain these agreements locally, but that they would not be distributed in the public database. Universities continue to maintain them locally so that they can manage their complete database of articulation agreements in ASSIST and avoid having to established a secondary process for maintaining the agreements with independents. These universities have continued to ask that this data be published in the public database. Also, with the new Web ASSIST Maintenance System, these universities want to continue to be able to maintain these agreements, so that they can get local printouts and send them in the mail, even if the data is never published in the public database.

**Draft Policies for Including Data for  
Independent Colleges and Universities in ASSIST  
Draft - June 1999 - Page # 2**

Some Community Colleges have also used the Revelation-based ASSIST software in the past to maintain agreements established between themselves and independent colleges and universities where the Community College is the sending institution in the agreement. Some of these colleges have requested that this data be included in the public database and that they be allowed to continue their maintenance of this data in the new Web ASSIST Articulation Maintenance System. The Coordination Site has never published any of this articulation in the public database.

Finally, the CAN System represents numerous independent colleges and universities. As work continues on the integration of CAN and ASSIST data, a decision will need to be made about having ASSIST display articulation information for independents that is generated via CAN.

**Proposed Policies**

The ASSIST Board Workgroup has discussed the following proposed policies related to including data for independent colleges and universities in the ASSIST database.

1. No data for institutions outside of California

While many Community College, CSU, and UC campuses have established articulation agreements with institutions outside of California, it is proposed that only the agreements with California institutions be published in the public database.

2. AICCU Member institutions only

In order to address concerns about articulation with accredited vs non-accredited institutions, it is proposed that only agreements with AICCU Member institutions be published in the public database.

3. Data Maintenance Responsibilities

It is proposed that if an independent institution would like their articulation published via ASSIST, all data entry and data maintenance would be handled by Coordination Site staff. This avoids numerous issues related to software distribution, training and support at locations where Coordination Site staff do not have established relationships or where they may be unknown infrastructure or institutional support issues.

4. CCC to independent 4-year articulation is the priority

It is proposed that the priority for including data with independent institutions in ASSIST be on agreements between California Community Colleges and independent 4-year

**Draft Policies for Including Data for  
Independent Colleges and Universities in ASSIST  
Draft - June 1999 - Page # 3**

baccalaureate degree granting institutions. This aligns with the primary goals for ASSIST but would not preclude articulation between public and independent 4-year universities.

5. Costs for participation

It is proposed that independent 4-year universities who would like to have their articulation agreements included in ASSIST (as receiving institutions) pay an annual fee. This fee would cover Coordination Site costs for data entry as well other operational costs for ASSIST similar to what the CCCCCO, CSUCO and UCOP contribute to ASSIST each year. It was discussed that there could possibly be a base annual fee for overall ASSIST operation costs and a separate fee for data entry costs. The base fee would be a similar amount for any institution while the data entry fee would be variable depending upon the number of agreements to be maintained in ASSIST.

Costs for independent institutions as sending institutions (maintained by CSU or UC campuses or UCOP TCA/CSU Bacc/IGETC/CSU GE) was not discussed by the Workgroup.

6. Complete data for Independents

In accordance with other Board policies related to complete data, it is proposed that independent 4-year universities who would like to have their articulation agreements included in ASSIST (as receiving institutions) be required to maintain all of the most recent agreements established with any California Community Colleges. They would have the option of including additional agreements with CSU, UC or other independent institutions as the sending institutions.

This implies that some form of monitoring similar to UC and CSU campus participation would apply.

**Additional Issues**

While the Board Workgroup was able to develop proposals for a number of issues as described above, there are a few remaining issues that require further discussion or research.

1. Curriculum Data for Independent Institutions

It still needs to be determined what level of curriculum data would be required for independent institutions and what is the best mechanism for collecting and maintaining this information. If an independent institution is to have UCOP TCA, CSU Bacc, IGETC, or

**Draft Policies for Including Data for  
Independent Colleges and Universities in ASSIST  
Draft - June 1999 - Page # 4**

CSU GE data represented in ASSIST, curriculum data is required by the database. If a CSU or UC campus would like to maintain agreements with an independent institution as the sending institution, curriculum data is option as the university can maintain the sending institution information as text. If an independent 4-year institution wants their articulation (as a receiving institution) included, curriculum information may be required depending upon the type of articulation they have established.

While the ASSIST Curriculum Update System can be used for collecting and maintaining this information each term, there are various issues that need to be discussed regarding compliance and consistency in order to ensure the integrity of the database.

2. Issues with independents as sending institutions in CSU/UC articulation agreements

The Workgroup has not yet discussed any possible issues with CSU and UC campuses publishing agreements that they have established with independent institutions. Some of these potential issues are related to the concepts of complete data.

3. What about IGETC, CSU GE Cert, CSU Bacc, and UCOP TCA data?

The Workgroup has not yet discussed any possible issues with publishing TCA data for independent institutions. There are issues about complete data, reviews and curriculum data involved in this discussion.

4. CAN Articulation

The Workgroup has not yet discussed any possible issues related to the integration of CAN data with ASSIST where CAN currently includes a substantial amount of information for independent colleges and universities.

5. Need to assess the number of agreements that exist for potential independents

The Workgroup discussed that it may be useful to survey interested independent institutions to collect information on their level of interest and the amount of articulation information that may be involved. This activity was going to be coordinated by AICCU but has moved slowly.