

**Online Services for Curriculum and Articulation Review - OSCAR
Overview and 2003 UC TCA/IGETC/CSU GE-Breadth
Submission Process Timeline
Draft – April 21, 2003**

Section I – OSCAR Overview

The Online Services for Curriculum and Articulation Review (OSCAR) system is a new online, web-based computer system for the submission, review, and archiving of course outlines for California Community College courses proposed for articulation with the California State University and the University of California.

OSCAR is a project developed by the California State University and ASSIST in close collaboration with the University of California. Using OSCAR, California Community College articulation officers can either type outlines into the OSCAR web pages, copy and paste outline data from other electronic sources into OSCAR web pages, or directly download outline data from computerized curriculum management systems. Standard Internet web browsers are sufficient to use OSCAR. Outlines submitted via OSCAR are stored in the ASSIST database, California's official repository of course articulation information.

OSCAR was originally conceived and developed in 2002-03 and was pilot tested by 14 volunteer California Community Colleges for the 2003-04 IGETC and CSU GE-B review cycles.

Based on the success of the pilot, use of OSCAR is being expanded. **For the 2003-04 UC TCA review cycle and the 2004-05 IGETC/CSU GE-B review cycles, any interested college that maintains course information in ASSIST will be able to use OSCAR to submit related course outlines.** CSU and UC faculty and system office staff will use OSCAR to record review decisions and notify colleges. While use of OSCAR by more institutions will be strongly encouraged, OSCAR is offered as an optional, although preferred, method of submitting outlines. Campuses may continue providing course outline information by mailing paper copies of the outlines to the CSU and/or UC system offices as appropriate.

By providing an electronic submission process, CSU and UC system office staff and faculty are able to automate their review processes and provide more timely and accurate results. In the near future, course outlines submitted via OSCAR may be made available to faculty and articulation officers at other institutions in order to facilitate campus-based articulation review processes.

The OSCAR project has been developed, evaluated, and guided by an intersegmental advisory committee which includes CCC, CSU, and UC faculty, campus, and system office representatives as well as ASSIST. Components of the OSCAR system used by campuses to submit outlines are developed, maintained, and supported by ASSIST. Components of the OSCAR system used by faculty and system office staff to record

decisions and notify campuses are developed, maintained, and supported by the CSU Chancellor's Office and ASSIST.

Notes: While OSCAR includes many of the data elements that one might see in a computerized curriculum management system, OSCAR is not designed to be used in this way. OSCAR is oriented toward collecting and facilitating access to finalized course outlines while a curriculum management system is oriented toward supporting the development and maintenance of curriculum.

The information submitted via OSCAR represents the official course outlines of record at colleges and not the course syllabi developed by individual professors. Course outlines of record are public information, while the status of course syllabi is subject to the intellectual property policies of the various institutions.

Section II – 2003 Submission Process and Timeline

The following is an outline of the overall process and timeline for using OSCAR in the next update cycles for UC TCA, IGETC, and CSU GE-B. **Note that the process and timeline for traditional paper submissions are not discussed in this document.** Further details and instructions for OSCAR and paper submissions will be sent by UC and CSU system office staff as specific activities require.

For the 2003-04 UC TCA update, UC is compressing the submission and review schedule in order to complete review work prior to the beginning of the 2004-05 IGETC review which is scheduled to begin in January 2004. Colleges will be assigned a specific month (June 2003 through November 2003) for their update. On the first working day of each month UC will email a draft 2003-04 UC TCA to each college scheduled in that month. Those colleges will have until the last working day of the month to mark-up and return the draft 2003-04 UC TCA and submit any related course outlines either via OSCAR or on paper. UC will attempt to complete the TCA update for those colleges by the end of the following month. **Note that use of OSCAR is a supplement to marking up the draft UC TCA. Campuses must still mark-up and return the draft 2003-04 UC TCA even if they are doing their submission of outlines via OSCAR.**

On **June 2, 2003** OSCAR will be activated for use by all interested colleges. Beginning at that time, regardless of their scheduled UC TCA update month, colleges may begin preparing course outlines via OSCAR for UC TCA, IGETC, or CSU GE-B submission and review. Colleges must complete the submission of outlines for UC TCA review by the last working day of their scheduled UC TCA update month. If using OSCAR, colleges must complete the submission of outlines for IGETC and/or CSU GE-B review by **January 9, 2004**. (paper submission deadlines will differ).

In order for a course outline to be submitted via OSCAR, the course must already exist in the ASSIST database. Courses can be added to the ASSIST database using the ASSIST Curriculum Update System or using the "ASSIST Curriculum Late Additions and Error

Corrections” form. Courses that will be activated in Fall 2004 and are submitted for IGETC or CSU GE-B consideration in January 2004 must be added to the ASSIST database by the time of submission, even though the ASSIST Curriculum Update System window for Fall 2004 will not have opened. Colleges may use the “ASSIST Curriculum Late Additions and Error Corrections” form to make these “early additions.”

After January 2004 OSCAR is expected to continue to remain open at all times throughout the year so that colleges may continue to review outlines submitted in the past and add additional outlines to the repository. Future UC TCA, IGETC, and CSU GE-B review cycles may proceed on a schedule similar to 2003.

2003 OSCAR Timeline:

<i>June 2, 2003</i>	OSCAR activated for access by any interested colleges to begin preparing course outlines. Outlines can be entered by hand, copy/pasted from other sources, or downloaded from other campus databases.
<i>June 30, 2003</i>	Deadline for “June” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>July 30, 2003</i>	Deadline for “July” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>August 30, 2003</i>	Deadline for “August” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>September 30, 2003</i>	Deadline for “September” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>October 30, 2003</i>	Deadline for “October” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>November 30, 2003</i>	Deadline for “November” colleges to complete the submission of any outlines for review in the 2003-04 UC TCA cycle.
<i>January 9, 2004</i>	Deadline for all colleges to complete the submission of any OSCAR outlines for review in the 2004-05 IGETC and CSU GE-B cycles.
<i>After Jan 9, 2004</i>	OSCAR remains open for continued access to historic outlines and preparation of new submissions.

Notes: The 2004 schedule of submission deadlines will likely be published in April 2004.

Paper IGETC and CSU GE-B submission deadlines will differ and will be publicized in Fall 2003.

Section III – Training and Support

Training and technical support for colleges using OSCAR to submit course outlines will be provided by the ASSIST Coordination Site in collaboration with the OSCAR Advisory Committee.

Beginning on June 3, 2003 and continuing through November 4, 2003, the Coordination Site will sponsor a one hour OSCAR training session on the first Tuesday of each month at 10 a.m. These training sessions will be conducted using a telephone conference call hosted by Coordination Site staff. Interested campus staff will call into the monthly conference call and follow along with the hands-on training on their local computer. College staff may call into any available session and may participate multiple times. The number of participants in a session may be limited (with priority to colleges doing updates for the current month), and college staff are encouraged to participate in the training session closest to when they expect to begin using OSCAR.

The Coordination Site will also develop an on-line training package for OSCAR that may be viewed at any time by campus staff. The on-line training package will be similar to those currently available for Web ASSIST and the ASSIST Curriculum Update System.

The Coordination Site is also planning on maintaining the training version of OSCAR as an open system that campus staff may use at any time to familiarize themselves with the system. All outlines entered into the training version of OSCAR will remain in the training database and will not be able to be copied into the official ASSIST repository.

Section IV – Downloading Course Outlines into OSCAR

College staff have three ways in which they can enter a course outline using OSCAR. First, they can type all of the outline information into the corresponding sections in the OSCAR Outline Editor web page. Second, if they have an electronic copy of the outline (either in a word processing document, web page, or other electronic form) they can use standard copy/paste techniques to copy the information from the source document and paste it into the corresponding sections in the OSCAR Outline Editor web page.

Third, if the college has a computerized curriculum management system they can download the outline information directly into the ASSIST database. After an outline is downloaded it will appear in the OSCAR Outline Editor just as if someone had typed the information by hand or copy/pasted. Further changes can then be made, if necessary, and

additional information regarding UC TCA, IGETC, and/or CSU GE-B review can be entered.

In order for a college to download course outlines directly into the ASSIST database the information must first be formatted into a specific format that ASSIST can interpret. A copy of this format, the OSCAR Data Interface Specifications, is provided in Appendix A of this document.

ASSIST is also working with the Academic Senate of the California Community Colleges on the development of an XML format for course outline information. Once an XML format is finalized and approved by the CCC Academic Senate, the ASSIST Board and the OSCAR Advisory Committee, colleges can elect to download outlines into ASSIST using either the OSCAR Data Interface Specifications or the adopted XML format.

Local MIS staff at colleges or the vendors of specific computerized curriculum management systems can provide further information on the possibility of downloading outline information into OSCAR.