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The following is a summary of the various activities in which the ASSIST Coordination Site has been engaged since the last ASSIST Board meeting. There will be time on the May 24, 2004 meeting agenda to discuss these items in more detail.

1. ASSIST Coordination Site Staffing

In January 2004 the ASSIST Coordination Site Administrative Assistant, Donna Duddy, resigned to take a new position at the UC Irvine Medical Center. An open recruitment was conducted and on March 1st Heidi Speare was hired to fill this position.

2. Web ASSIST

Use of Web ASSIST has continued to increase, except for the expected sag during the winter holiday break. In April 2004 over 84,000 unique visitors requested over 545,000 articulation reports and the system handled over 8.2 million hits. This is the highest level of activity ever on the ASSIST web site, and May is typically more active than April. A more detailed report on ASSIST web site activity is updated daily on the ASSIST Information Center.

Since the last Board meeting in October 2003 there have been two unplanned outages of Web ASSIST. Each of these lasted for only a few minutes. One was related to an unexpectedly high number of users and the other was a networking problem with the UC Irvine network early one morning before normal business hours.

There have been a few planned outages during off-peak times so that UCI could perform various network-related maintenance. Any planned outages are announced in advance.

3. ASSIST Articulation Maintenance Data Entry and Reports System

The ASSIST Articulation Maintenance System continues to operate effectively to support CSU and UC campuses in their data entry and updating of articulation agreements in ASSIST.

The Coordination Site offers free training on the ASSIST Articulation Maintenance System to interested university staff on request. Training is conducted in person at the Coordination Site in Irvine and campuses pay their own transportation and lodging expenses (if required). Approximately 8 new university staff were trained this past year.

The curriculum reports in the ASSIST Articulation Maintenance System Reports web site remain available to Community College ASSIST Managers. This site requires a secured log in and allows colleges to view additional details in the curriculum data for other colleges and universities.

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In the October 2003 Director's Report there was a description of problems with the technical environment used by Coordination Site programmers for software development and testing. These problems have been resolved and there have been no subsequent related problems.

4. ASSIST Curriculum Update System and Curriculum Error Corrections

All public colleges and universities have been using the on-line ASSIST Curriculum Update System to provide details on curricular changes for transferable and articulated courses. The Summer 2004 update cycle was conducted in February 2004 and the Fall 2004 update cycle was conducted in April 2004. The annual schedule is posted for all CCC, CSU, and UC campus managers and they are emailed with additional detail as each cycle approaches. The Coordination Site offers ASSIST Curriculum Update System training via telephone conference call at various times throughout the year.

There has continued to be a very high level of compliance on the part of all colleges and universities in using this system to update their curriculum. For the Fall term update of each year the Board requests the Coordination Site to ensure all colleges and universities submit an update. Those institutions that do not use the system within the first two weeks of the cycle receive an email reminder. Those institutions that do not use the system within the first three weeks get a letter sent to their campus Vice President/Vice Chancellor over articulation. For the Fall 2004 cycle, five institutions received letters (down from seven letters in Fall 2003) and all but one of those institutions eventually logged in and completed their work.

Immediately after each curriculum update cycle finishes, the new and updated curriculum information is made available for universities to use in entering and updating articulation agreements using the ASSIST Articulation Maintenance Data Entry System.

The Coordination Site has also continued to receive many curricular error corrections and late course additions via the web-based form. This is the process institutions use to correct historical errors in curriculum and to submit new courses being added after the update cycle for a given term closes.

5. OSCAR

Year-round operation of the OSCAR component of ASSIST continues and many colleges are already using this system to submit outlines for the 2004 reviews of courses for UC transferability, IGETC, and CSU GE-Breadth. Colleges can download course outline data from their campus curriculum management system (if they have one), copy/paste outlines from other electronic sources, or type the information directly into OSCAR. 68 colleges used OSCAR to submit outlines for UC TCA, IGETC, and CSU GE-B review in 2003. A few minor enhancements were made to OSCAR as requested by campuses and approved by the OSCAR Advisory Committee.

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For 2004 UCOP and CSUCO have requested that all colleges use OSCAR to submit course outlines for UC TCA, IGETC, and CSU GE-B review. Colleges who are not able to use OSCAR must request a variance from UCOP and/or CSUCO.

The Coordination Site is conducting OSCAR training via telephone conference call on the second Tuesday of each month from May through November 2004.

The UC Office of the President articulation staff also use OSCAR to record final transferability decisions and email final decision notifications on all courses submitted for UC TCA review (whether submitted via OSCAR or via paper). Final UC TCA decision information is immediately available in ASSIST once a college's review has been completed.

The CSU Chancellor's Office has finalized the development of another component of OSCAR that is used by UCOP articulation staff, CSUCO staff, and CSU campus articulation staff and faculty who are involved in reviewing and approving IGETC and CSU GE-B requests annually. This system receives all outline data submitted via the ASSIST OSCAR component and enables on-line reviews, recording of decisions, email notifications to campuses, and transmitting final decision information back to ASSIST. This system was very successful for the 04-05 IGETC and CSU GE-B review that was recently concluded.

After the Fall 2004 ASSIST Curriculum Update Cycle closes on May 7, 2004, the Coordination Site will load final IGETC and CSU GE-B decisions from the CSUCO OSCAR system and publish the new 04-05 CSU Bacc Lists, 04-05 IGETC Lists, and 04-05 CSU GE-B Lists in Web ASSIST by the end of May.

6. UC Major Preparation Explorer

In October 2003 the ASSIST UC DAP Compendium web site was activated and in January 2004 the Community College path on the Compendium web site was activated. In March 2004 the site was renamed to the ASSIST UC Major Preparation Explorer in order to reflect changes in UC's DAP and GTO programs. The UC Major Prep Explorer in ASSIST provides students with new ways to explore majors that are available at UC campuses and how courses at community colleges near the student can be used to fulfill lower division major preparation requirements. UCOP provided ASSIST with \$100,000 to develop the UC Major Prep Explorer and the Board approved the project. The development work is now complete and the UC Major Prep Explorer is being maintained as a standard component of ASSIST.

The Coordination Site has received many positive comments on this site and usage continues to increase as the site is useful to any students interested in UC, regardless of whether or not they are going to participate in the UC GTO program. Many people have asked about expanding the site to include CSU majors, but that would be a separate project the ASSIST Board would have to approve and it would probably require additional funding.

7. ASSIST Information Center

The ASSIST Information Center continues to be maintained in order to provide campus staff and others with operational information about ASSIST and access to the various ASSIST components, on-line training, publications, etc..

8. Displaying CAN Identifiers in ASSIST

On April 8, 2004 the display of CAN Identifiers in Web ASSIST was activated.

CAN Identifiers now display in CSU Baccalaureate List reports for all CCCs. CAN Identifiers are displayed beneath any courses that are qualified for CAN at the beginning of the year of the report.

In departmental and major preparation articulation agreements with CSU campuses CAN Identifiers may also be displayed in the same way. However, each CSU articulation officer has the authority to either allow or disallow the display of CAN Identifiers on agreements with individual colleges. 12 CSU campuses are currently display CAN Identifiers in their agreements and 10 are not.

This is the culmination of a project the Coordination Site has been working on with the CAN System Office for the past two years. The display of CAN Identifiers in ASSIST conforms to the specifications reviewed and approved by the CIAC membership last summer and approved by the CAN and ASSIST Boards. The information about CAN qualifications that is displayed in ASSIST comes directly from the CAN System Office. The CAN office will provide ongoing data updates on whatever schedule fits their needs.

9. “Articulation Not Honored” User Feedback

The Coordination Site continues to receive feedback from ASSIST users on a daily basis. Most responses are from students asking various transfer and articulation related questions. Coordination Site staff forward these on to ASSIST managers at the respective campuses for follow-up. A complete report will be provided at the Spring 2004 Board meeting in keeping with established practices.

10. Articulation Data Extracts

Many CSU and UC campuses continue to request data extracts from the ASSIST database in order to support their work with local campus-based information systems, such as degree audit systems. Other statewide efforts such as CaliforniaColleges.edu also use the data extracts in various ways. UCOP is using data extracts from ASSIST for the UC GTO initiative. UC Pathways is finalizing the use of ASSIST data extracts to facilitate more accurate self-reporting of student CCC coursework in their on-line admissions applications. CSU Mentor and

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CaliforniaColleges.edu are also considering the use of additional ASSIST data extracts to support a new method for students to self-report community college coursework in a more accurate manner than is currently employed.

11. UC Transfer Admissions Eligibility Course List Data and Report

The Coordination Site has continued work with UCOP on the development a new report for Web ASSIST that would be a companion to the traditional UC Transfer Course List report. This new report would list only those CCC courses that are approved to meet the UC Transfer Admissions Eligibility Requirements. This information is currently listed on the UC TCA, but students and evaluators would be better served by having access to the shorter list of only those courses that meet the eligibility requirements.

This project was funded as part of the UC Major Preparation Explorer project. The Coordination Site expects that this report will be completed in June and added to the Web ASSIST site.

12. CSU American Institutions Requirement Course List

The Coordination Site has continued work with CSUCO on the development of a new report for Web ASSIST that would list those CCC courses that meet the CSU graduation requirement in UC History, Constitution, and American Ideals. CSU has been working on reviewing all CCC courses proposed to meet this requirement and are now ready to display them in ASSIST.

This project was funded with a \$10,000 grant from the CSUCO. The Coordination Site expects that its work will be completed over the Summer and that approved CCC lists will be displayed in ASSIST beginning in the Fall of 2004. OSCAR will also include an enhancement that will enable CCC campuses to request reviews of new courses for the CSU American Institution requirement. CSUCO will provide updates to this data each year along with the annual CSU GE-Breadth updates.

13. CSU/UC Freshman Eligibility A-G Course List

The Coordination Site has been doing preliminary work with UCOP to determine the feasibility of adding data and a report to ASSIST for CCC courses that High School students can use to meet the CSU/UC freshman admissions eligibility A-G requirements. CSUCO staff will also become involved in this preliminary work in the next few months. If a feasible plan can be developed a related proposal will be developed and sent to the ASSIST Technical Advisory Committee and the ASSIST Board for further review and approval.

14. Collaborations

The Coordination Site has continued to collaborate with various organizations such as the ICC Transfer Committee, CIAC, CAN, and IMPAC. The Coordination Site can provide further

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details about specific collaboration activities at the May 24 Board meeting if anyone is interested.