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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 October 4, 2004 meeting agenda to discuss these items in more detail.

1. ASSIST Board Activities Between Regularly Scheduled Meetings

Since the last full Board meeting in May 2004, the ASSIST Board reviewed and approved the following documents and activities via email communication:

- “May 24, 2004 ASSIST Board Meeting Summary Notes”
- “ASSIST OSCAR Advisory Committee Structure and Charge”
- “Criteria for Authorizing and Prioritizing ASSIST Projects”
- “National University Authorization to Access ASSIST Curriculum Data Extracts”
- “Project Proposal: Adding CSU Data to the ASSIST Major Prep Explorer”

2. National University Authorization to Access ASSIST Curriculum Data Extracts

The ASSIST Board has authorized National University to access the ASSIST curriculum data extracts for an annual fee of \$1,000. The Coordination Site has provided National University with an invoice and a statement of their authorization and use restrictions. National University shall be paying the invoice soon and will begin using the data to help support the implementation of their computerized degree audit system.

3. Marymount College Approved to Participate in ASSIST

In September, Marymount College requested authorization to participate in ASSIST as a sending institution for an annual fee (they are a 2-year independent college). The ASSIST Board Executive Committee approved their request and established the annual participation fee for Marymount as a sending institution at \$5,000. The Coordination Site is drafting a service agreement and will review it with the Executive Committee before invoicing Marymount and providing them with the service agreement. Copies of the finalized service agreement will be provided at the October 4 Board meeting as an informational item so that Board members will be aware of the services to be provided.

4. Web ASSIST

Use of Web ASSIST has continued to increase in relation to the same time period in 2003. In August 2004 over 85,935 unique visitors requested over 535,000 articulation reports and the system handled over 8 million hits. November is typically the most active month during the year and ASSIST is expecting record high usage during that time. More detailed reports on ASSIST web site activity are updated daily on the ASSIST Information Center.

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Since the last Board meeting in May 2004 there have been two unplanned outages of Web ASSIST. Each of these lasted only a few minutes and were related to an unexpectedly high number of users who overloaded the system. There have been a few planned outages during off-peak times so that UCI could perform network-related maintenance. All planned outages are announced in advance via ASSIST-L.

Over the summer the Coordination Site worked on redesigning the first few pages of the Web ASSIST site in order to help clarify the intent of ASSIST, especially for new users, and to make the system a bit easier to use (all course articulation reports remain unchanged). This was an activity outlined in the ASSIST Strategic Plan. From September 13 through September 17 the Coordination Site activated a test site with the redesigned Web ASSIST user interface in order for campus ASSIST staff to test functionality and report any problems. Many people provided positive comments about the redesign (no negative comments were reported) and a few minor bugs were identified. The Coordination Site will finalize the software and cut-over to the redesigned system on September 27. There will be a brief presentation on the redesigned system at the October 4 Board meeting.

With this redesign, the ASSIST Major Prep Explorer is being more closely integrated with the main Web ASSIST site. Once the Major Prep Explorer is expanded to include data on all UC and CSU campuses, it will be more fully integrated with Web ASSIST and the Coordination Site will most likely discontinue talking about the Major Prep Explorer as a separate system.

5. 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).

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 all colleges and universities.

6. 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 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 as well as an on-line training package.

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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.

7. OSCAR

Year-round operation of the OSCAR component of ASSIST continues and most colleges are 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. 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 and an on-line training package is available at any time.

The UC Office of the President articulation staff use the ASSIST OSCAR UC TCA Review System 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 operates 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

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outline data submitted via the ASSIST OSCAR component (for IGETC and CSU GE-B requests) and enables on-line reviews, recording of decisions, email notifications to campuses, and transmitting final decision information back to ASSIST. ASSIST collaborates with the CSU Chancellor's Office to ensure smooth communication across the two OSCAR systems.

8. OSCAR Advisory Committee

Over the summer the ASSIST Board established the OSCAR Advisory Committee as a standing committee that will report to the ASSIST Board on OSCAR-related issues. Once the CCC, CSU, and UC faculty and campus representatives are appointed, the Coordination Site will develop an agenda and facilitate the first meeting.

9. Possible Enhancement of OSCAR to Support the New CAN Model

The CAN Board has been developing plans for operating under the new CAN model that calls for more comprehensive CAN Descriptors and direct faculty review of course outlines for qualification of college and university courses to receive CAN Identifiers. The CAN Board has expressed interest in the possibility of enhancing OSCAR so that colleges and universities could submit course outlines electronically (for subsequent faculty review). The ASSIST Director sits as an ex-officio member of the CAN Board and has been involved in discussions about the new CAN model. Over the next few months the CAN Board is planning to ask ASSIST to provide further information on how OSCAR could be used to facilitate the new process. This may lead to another ASSIST project proposal that would request such enhancements.

10. CSU American Ideals Requirement Course List

The Coordination Site has concluded work with CSUCO on the development of a new report for Web ASSIST that lists those CCC courses that meet the CSU graduation requirement in US 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 has received data for most CCCs, has completed the entry of this data, and has now published the lists in Web ASSIST. OSCAR is also being enhanced to enable CCC campuses to request reviews of new or revised courses for the CSU American Ideals requirement. CSUCO will provide updates to this data each year along with the annual CSU GE-Breadth updates.

11. "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

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follow-up. A complete report will be provided at the Spring 2005 Board meeting in keeping with established practices.

12. UC Transfer Admissions Eligibility Course List Data and Report

The Coordination Site has completed work with UCOP on the development a new report for Web ASSIST that is a companion to the traditional UC Transfer Course List report. This new report lists only those CCC courses that are approved to meet the UC Transfer Admissions Eligibility Requirements. This information is also listed on the UC TCA, but students and evaluators will 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 (\$100,000 in 03-04). The Coordination Site completed all work in June and added it to the Web ASSIST and Major Prep Explorer sites.

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. Once a feasible plan can be developed and funding is arranged, a related proposal will be developed and sent to the ASSIST Technical Advisory Committee and the ASSIST Board for further review and approval.

14. 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. UCOP is also now using ASSIST data for the Pathways system to facilitate more accurate self-reporting of student CCC coursework in their on-line admissions applications. CSU Mentor and CaliforniaColleges.edu are considering the use of 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. As referenced in item # 2 of this report, National University is also going to begin using ASSIST curriculum data extracts.

15. Collaborations

The Coordination Site has continued to collaborate with various organizations such as CIAC, CAN, and IMPAC. The Coordination Site can provide further details about specific collaboration activities at the October 4 Board meeting if anyone is interested. This year ASSIST is presenting the redesigned Web ASSIST user interface and the Major Prep Explorer at the five regional Fall UC Counselor Conferences. Next year ASSIST plans on presenting the expanded Major Prep Explorer (with CSU data) at the regional Fall CSU Counselor Conferences.