

**2004-2006 ASSIST Strategic Plan - Calendar of Activities**  
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The following activities are drawn from the 2004-2006 ASSIST Strategic Plan and are organized here by month to provide a better sense of how these activities relate over time. If any aspect of any activity is expected to be acted upon in a given month it will be listed. This does not imply that listed activities will take the entire month. This document also does not provide any information about who will be working on each activity or how much of their time they will be spending. Further information on activities, staff involvement, and status can be provided by the ASSIST Coordination Site.

This activity calendar will be used by the ASSIST Coordination Site to help stay on track in meeting the goals and objectives of the strategic plan.

**Notations:** Each activity item starts with a reference to indicate the related goal, objective, and activity numbers from the Strategic Plan. For example: G:1/O:3/A:6 refers to Goal # 1, Objective # 3, Activity # 6.

**Unscheduled Activities**

- G:1/O:3/A:6 – Consider enhancement of OSCAR to be an open repository of course outlines for articulation review

**Ongoing Activities Throughout Each Year**

- G:1/O:1/A:3 – Collect, analyze, and follow up on info from students regarding articulation not honored by universities
- G:1/O:3/A:1 – Ongoing support of OSCAR for UC TCA review
- G:1/O:3/A:2 – Ongoing support of OSCAR for IGETC/CSU GE-Breadth review
- G:2/O:2/A:1 – Ongoing education of ACS Web Design staff to remain current with ADA requirements and implications for web design
- G:4/O:1/A:1 – Ongoing education and training of campus staff on ASSIST functionality
- G:4/O:1/A:3 – Ongoing communication with campuses to increase awareness of available ASSIST services and capabilities
- G:4/O:1/A:5 – Ongoing publication of information on ASSIST in other newsletters
- G:4/O:1/A:6 – Ongoing providing of ASSIST updates to collaborative constituents
- G:4/O:1/A:7 – Ongoing participation in or providing relevant materials to CSU and UC for the annual Counselor Conferences and Ensuring Transfer Success Conferences
- G:4/O:2/A:2 – Ongoing activities as needed to encourage Board members to represent ASSIST
- G:4/O:2/A:3 – Ongoing activities as needed to support system offices as they lobby for ASSIST
- G:4/O:3/A:2 – Ongoing, as needed, Board Workgroup identification and prioritization of newly proposed functionality for ASSIST

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- G:5/O:3/A:1 – Ongoing technology planning activities to maintain a current ASSIST Technology Plan and ensure that ASSIST remains in synch with segmental technological directions
- G:5/O:4/A:2 – Ongoing provision of cost effective opportunities for ACS staff training and development as they arise

### **May 2004**

- ASSIST Board review and adopt the 2004-2006 ASSIST Strategic Plan

### **June 2004**

- G:2/O:2/A:1 – ACS Web Design staff update their knowledge of current ADA requirements and the implications for web design
- G:3/O:3/A:1 – Develop language and design changes to enhance Web ASSIST to better clarify the intent of ASSIST
- G:1/O:3/A:4 – Check in with CCC Academic Senate re: interest in OSCAR as an open repository of course outlines for articulation review

### **July 2004**

- G:1/O:2/A:1 – Develop specifications for longitudinal gap analysis
- G:2/O:3/A:1 – Determine process and costs for expanding the Major Prep Explorer to include information for CSU
- G:3/O:3/A:1 – Develop language and design changes to enhance Web ASSIST to better clarify the intent of ASSIST
- G:4/O:3/A:1 – Board Workgroup develop criteria for prioritizing/authorizing new projects and eliminating existing functionality
- G:5/O:4/A:1 – Establish ACS staff training and professional development goals

### **August 2004**

- G:1/O:1/A:1 – Request CSU/UC articulation planning matrices
- G:1/O:2/A:2 – Request info from CSU/UC campuses on top 20 majors for longitudinal gap analysis
- G:2/O:3/A:2 – Write and submit proposal to CSUCO re: expanding the Major Prep Explorer to include information for CSU
- G:2/O:3/A:2 – Determine CSUCO interest in expanding the Major Prep Explorer to include information for CSU and providing additional funding to support development – If approved, complete development by April 2005
- G:3/O:2/A:1 – Distribute information to campuses, system offices, and other appropriate agencies suggesting that information on ASSIST should be included in transfer-related PR projects and communications
- G:3/O:3/A:1 – Activate language and design changes to enhance Web ASSIST to better clarify the intent of ASSIST
- G:4/O:2/A:1 – Provide updated ASSIST talking points to system offices

### **September 2004**

- G:1/O:1/A:1 – Collect CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Request info from CCCs on articulation not in ASSIST

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- G:1/O:1/A:4 – Winter 2005 ASSIST Curriculum Update Cycle
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:4/O:1/A:4 – Publish a semi-annual electronic ASSIST newsletter

### **October 2004**

- Fall 2004 full meeting of the ASSIST Board of Directors
- G:1/O:1/A:2 – Collect info from CCCs on articulation not in ASSIST
- G:1/O:1/A:4 – Spring 2005 ASSIST Curriculum Update Cycle
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:4/O:3/A:2 – ACS and Board Workgroup discuss feasible projects that meet criteria for new functionality
- G:4/O:3/A:3 – ACS and Board Workgroup identify any existing ASSIST functions that could be eliminated
- G:5/O:1/A:1 – Investigate existing service-level standards for other systems

### **November 2004**

- G:1/O:1/A:2 – Analyze info from CCCs on articulation not in ASSIST and follow up with universities
- G:2/O:2/A:2&6 – Identify outside organizations that may be able to help re-assess level of ADA compliance with Web ASSIST and identify possibilities for improving usability for persons with disabilities beyond baseline compliance
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:5/O:1/A:1 – Complete the investigation of existing service-level standards for other systems

### **December 2004**

- G:1/O:1/A:2 – Analyze info from CCCs on articulation not in ASSIST and follow up with universities
- G:1/O:3/A:3 – Complete work on creating UC Transfer Eligibility data, reports, and data extracts
- G:1/O:3/A:3 – Complete work on creating CSU American Institutions data, reports, and data extracts, including enhancement of OSCAR to collect CSU American Institutions review requests
- G:1/O:3/A:7 – 2004 ASSIST Conference – meet with college and university articulation staff to identify needs to additional tools within ASSIST to support articulation processes
- G:2/O:2/A:5 – 2004 ASSIST Conference - educate college and university articulation staff on ADA issues with the presentation of articulation information
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:4/O:1/A:2 – 2004 ASSIST Conference – maintain and enhance communication with and across institutions

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### **January 2005**

- G:1/O:1/A:1 – Compare database to CSU/UC articulation planning matrices
- G:1/O:2/A:3 – Conduct CSU/UC top 20 majors gap analysis
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:4/O:2/A:1 – Provide updated ASSIST talking points to system offices

### **February 2005**

- G:1/O:1/A:1 – Report to Board Workgroup on status of CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Report to Board Workgroup on articulation not in ASSIST
- G:1/O:1/A:3 – Report to Board Workgroup on articulation not honored by universities
- G:1/O:1/A:4 – Summer 2005 ASSIST Curriculum Update Cycle
- G:1/O:2/A:3 – Report to Board Workgroup on CSU/UC top 20 major gap analysis
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:3/O:2/A:1 – Distribute information to campuses, system offices, and other appropriate agencies suggesting that information on ASSIST should be included in transfer-related PR projects and communications
- G:3/O:2/A:2 – Distribute information on ASSIST that can be included in the schedules of class to all CCCs
- G:4/O:1/A:4 – Publish a semi-annual electronic ASSIST newsletter

### **March 2005**

- G:1/O:1/A:1 – CSU/UC System Offices follow up on issues with CSU/UC articulation planning matrices
- G:2/O:3/A:3 – Development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development
- G:3/O:1/A:1&2 – Survey of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST
- G:5/O:2/A:1 – Develop a report of hardware and software needs and costs and system vulnerabilities
- G:5/O:2/A:2 – Investigate alternative ways of maintaining the currency of ASSIST hardware and software

### **April 2005**

- G:1/O:1/A:1 – CSU/UC System Offices follow up on issues with CSU/UC articulation planning matrices
- G:1/O:1/A:4 – Fall 2005 ASSIST Curriculum Update Cycle
- G:2/O:1/A:1 – Complete the identification of objectives for seeking student feedback and determine the feasibility of various methods to obtain feedback
- G:2/O:3/A:3 – Complete development of expanded Major Prep Explorer to include CSU information if CSUCO approves and supports the development

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- G:2/O:4/A:1 – Identify objectives for assessing the usability of ASSIST for non-student users and identify organizations that can be surveyed to provide useful feedback
- G:3/O:1/A:1&2 – Survey of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST
- G:5/O:2/A:1 – Develop a report of hardware and software needs and costs and system vulnerabilities
- G:5/O:2/A:2 – Investigate alternative ways of maintaining the currency of ASSIST hardware and software

### **May 2005**

- Spring 2005 full meeting of the ASSIST Board of Directors
- G:1/O:1/A:1 – CSU/UC System Offices report to full Board on follow up activities to issues with CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Report to full Board on articulation not in ASSIST
- G:1/O:1/A:3 – Report to full Board on articulation not honored by universities
- G:1/O:1/A:4 – Report to full Board on compliance with ASSIST Curriculum Update System cycles
- G:1/O:3/A:7 – Report for full Board on needs identified by college and university articulation staff for additional tools in ASSIST to support articulation processes
- G:2/O:2/A:6 – Report to full Board on possibilities for improving the usability of ASSIST for users with disabilities beyond baseline compliance
- G:2/O:4/A:1 – Review with the Board the proposed objectives and organizations for assessing the usability of ASSIST for non-student users
- G:3/O:1/A:3 – Report to full Board on changes recommended and made as a result of surveys of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST
- G:5/O:2/A:3 – Report to full Board on hardware/software maintenance needs and system vulnerabilities
- G:5/O:4/A:3 – Report to full Board on ACS staff development activities

### **June 2005**

- G:1/O:1/A:1 – Complete work on creating CSU/UC A-G data, reports, and data extracts
- G:5/O:1/A:2 – Develop service-level standards for ASSIST components

### **July 2005**

- G:2/O:2/A:3 – Complete the assessment of the level of ADA compliance for Web ASSIST
- G:5/O:1/A:2 – Complete the development of service-level standards for ASSIST components

### **August 2005**

- G:1/O:1/A:1 – Request CSU/UC articulation planning matrices
- G:1/O:2/A:2 – Request info from CSU/UC campuses on top 20 majors for longitudinal gap analysis

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- G:2/O:2/A:4 – Propose to the full Board any required changes to Web ASSIST re: ADA compliance
- G:3/O:2/A:1 – Distribute information to campuses, system offices, and other appropriate agencies suggesting that information on ASSIST should be included in transfer-related PR projects and communications
- G:4/O:2/A:1 – Provide updated ASSIST talking points to system offices

### **September 2005**

- G:1/O:1/A:1 – Collect CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Request info from CCCs on articulation not in ASSIST
- G:1/O:1/A:4 – Winter 2006 ASSIST Curriculum Update Cycle
- G:2/O:1/A:3 – Conduct activities to gain student feedback on ASSIST usability – include testing the effectiveness of August 2004 language/design changes per G:3/O:3/A:2
- G:2/O:2/A:4 – Implement proposed changes to Web ASSIST re: ADA compliance
- G:2/O:4/A:2 – Collect information from appropriate organizations on the usability of ASSIST for non-student users
- G:4/O:1/A:4 – Publish a semi-annual electronic ASSIST newsletter

### **October 2005**

- Fall 2005 full meeting of the ASSIST Board of Directors
- G:1/O:1/A:2 – Collect info from CCCs on articulation not in ASSIST
- G:1/O:1/A:4 – Spring 2006 ASSIST Curriculum Update Cycle
- G:2/O:1/A:3 – Conduct activities to gain student feedback on ASSIST usability – include testing the effectiveness of August 2004 language/design changes per G:3/O:3/A:2
- G:2/O:2/A:4 – Implement proposed changes to Web ASSIST re: ADA compliance
- G:2/O:4/A:2 – Collect information from appropriate organizations on the usability of ASSIST for non-student users
- G:5/O:1/A:3 – Report to full Board on how well ASSIST is meeting its service-level standards

### **November 2005**

- G:1/O:1/A:2 – Analyze info from CCCs on articulation not in ASSIST and follow up with universities
- G:2/O:1/A:3 – Conduct activities to gain student feedback on ASSIST usability – include testing the effectiveness of August 2004 language/design changes per G:3/O:3/A:2
- G:2/O:2/A:4 – Complete the implementation of proposed changes to Web ASSIST re: ADA compliance
- G:2/O:4/A:2 – Collect information from appropriate organizations on the usability of ASSIST for non-student users

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### **December 2005**

- G:1/O:1/A:2 – Analyze info from CCCs on articulation not in ASSIST and follow up with universities
- G:2/O:4/A:2 – Complete the collection of information from appropriate organizations on the usability of ASSIST for non-student users

### **January 2006**

- G:1/O:1/A:1 – Compare database to CSU/UC articulation planning matrices
- G:1/O:2/A:3 – Conduct CSU/UC top 20 majors gap analysis
- G:4/O:2/A:1 – Provide updated ASSIST talking points to system offices

### **February 2006**

- G:1/O:1/A:1 – Report to Board Workgroup on status of CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Report to Board Workgroup on articulation not in ASSIST
- G:1/O:1/A:3 – Report to Board Workgroup on articulation not honored by universities
- G:1/O:1/A:4 – Summer 2006 ASSIST Curriculum Update Cycle
- G:1/O:2/A:3 – Report to Board Workgroup on CSU/UC top 20 major gap analysis
- G:3/O:2/A:1 – Distribute information to campuses, system offices, and other appropriate agencies suggesting that information on ASSIST should be included in transfer-related PR projects and communications
- G:3/O:2/A:2 – Distribute information on ASSIST that can be included in the schedules of class to all CCCs
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### **March 2006**

- G:1/O:1/A:1 – CSU/UC System Offices follow up on issues with CSU/UC articulation planning matrices
- G:3/O:1/A:1&2 – Survey of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST

### **April 2006**

- G:1/O:1/A:1 – CSU/UC System Offices follow up on issues with CSU/UC articulation planning matrices
- G:1/O:1/A:4 – Fall 2006 ASSIST Curriculum Update Cycle
- G:3/O:1/A:1&2 – Survey of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST

### **May 2006**

- Spring 2005 full meeting of the ASSIST Board of Directors
- G:1/O:1/A:1 – CSU/UC System Offices report to full Board on follow up activities to issues with CSU/UC articulation planning matrices
- G:1/O:1/A:2 – Report to full Board on articulation not in ASSIST
- G:1/O:1/A:3 – Report to full Board on articulation not honored by universities

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- G:1/O:1/A:4 – Report to full Board on compliance with ASSIST Curriculum Update System cycles
- G:2/O:1/A:4 – Report to full Board on findings re: student feedback on the usability of ASSIST
- G:2/O:4/A:2 – Report to full Board on findings re: feedback on the usability of ASSIST for non-student users
- G:3/O:1/A:3 – Report to full Board on changes recommended and made as a result of surveys of primary college, university, and system web sites to ensure they include appropriate information about, and links to, ASSIST