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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 June 6, 2005 meeting agenda to discuss these items in more detail.

**1. ASSIST Coordination Site Staffing Changes**

On May 2, 2005 Quentin Clark began as the new ASSIST Coordination Site Systems Administrator, replacing Ken Segroves. Quentin was most recently a systems administrator at the UC Irvine School of Social Sciences and before that was an IT Consultant for the Business Services division at San Diego State University.

**2. December 2004 ASSIST Conference**

On December 6, 2004 the Coordination Site hosted the 2004 ASSIST Conference in San Jose. Approximately 175 people attended from CCC, CSU, and UC campuses. Some of the break-out sessions were used to conduct activities from the 2004-06 ASSIST Strategic Plan including collecting information on articulation officer user needs of ASSIST tools, educate college and university staff on ADA issues with the presentation of articulation information, and educating articulation users about the full breadth of current ASSIST system capabilities. Feedback on the conference and break-out sessions was quite positive. The Coordination Site and CIAC co-hosted a social hour in the evening and CIAC hosted their annual conference on December 7 at the same location.

CIAC is seeking another joint conference with ASSIST in spring 2006.

**3. CSU Data in Exploring Majors**

On March 29, 2005 the Coordination Site activated enhancements to the ASSIST Exploring Majors feature that included full data on CSU majors and other related enhancements. This project was originally referenced in the "2004-06 ASSIST Strategic Plan", was approved by the ASSIST Board in September 2004, and was funded by the CSUCO. The Coordination Site used existing staff on this project and CSUCO funds were used to support base ASSIST operations. The Coordination Site worked from September through March with CSUCO and CSU campus staff on the development of this project and the related data. The ASSIST Exploring Majors feature now includes complete information for all California public colleges and universities.

**4. Web ASSIST Status**

Use of Web ASSIST has continued to increase in relation to the same time period in 2004. In April 2005 over 98,000 unique visitors requested over 730,000 articulation reports and the system handled over 8 million hits. April 2005 was the busiest month yet for Web ASSIST and May is typically even busier. 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 October 2004 there was one unplanned outages of Web ASSIST. On May 13, 2005 the Coordination Site suspended activity on Web ASSIST for approximately 4 hours in the morning. This was done to allow the nightly publish processes to finish without any difficulties. The nightly publishes ran long that day because of an extremely large amount of data that was published, including all 05-06 CSU Baccalaureate Lists, all 05-06 IGETC lists, many 05-06 CSU GE lists, all of the F05 curriculum update data, and a large number of CSU/UC articulation agreements.

**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 Status**

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.

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 institution 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 2005 cycle only two institutions received letters (down from five letters in Fall 2004) and both 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.

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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. On May 9, 2005 the Coordination Site activated a significantly enhanced on-line Error Correction and Late Additions form. This was requested and discussed at the December 2004 ASSIST conference and will provide colleges and universities with a much easier to use (and easier to understand) method for making incremental and historical changes to the curriculum data in ASSIST at times when the Curriculum Update System is not active.

**7. OSCAR Status**

Year-round operation of the OSCAR component of ASSIST continues and most colleges are using this system to submit outlines for the 2005 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 2005 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 2005 and an on-line training package is available at any time. Approximately 40 people participated in OSCAR training last year.

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 annually reviewing and approving IGETC, CSU GE-B, and CSU AI requests. This system receives all outline data submitted via the ASSIST OSCAR component (for IGETC, CSU GE-B, and CSU AI 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.

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**8. ASSIST OSCAR Advisory Committee**

On May 11, 2005 the ASSIST OSCAR Advisory Committee held their first meeting. This was a very successful meeting where lots of issues were discussed and good progress was made. Summary notes from the meeting are included in the June 6, 2005 Board meeting packet and the Coordination Site will report on the meeting during the June 6 Board meeting.

**9. Articulation Data Extracts Status**

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. National University is also subscribing with an annual fee to use ASSIST curriculum data extracts.

**10. "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 June 6, 2005 Board meeting in keeping with established practices.

**11. ASSIST Collaborations**

The Coordination Site has continued to collaborate with various organizations such as CIAC, CAN, IMPAC, and the ICC Transfer Committee. The Coordination Site can provide further details about specific collaboration activities at the June 6 Board meeting if anyone is interested. During 04-05 ASSIST presented the redesigned Web ASSIST user interface and the Exploring Majors feature at the five regional Fall UC Counselor Conferences. In 05-06 ASSIST plans on presenting the expanded Exploring Majors feature (with CSU data) at the regional Fall CSU Counselor Conferences.

The Coordination Site has also been working to foster stronger ties with the CCC Transfer Center Directors Association (TCDA). Coordination Site staff attended the May 6, 2005 Southern TCDA meeting and will seek to attend future northern and southern TCDA meetings. The Coordination Site also provided (and will continue to provide) TCDA with a written

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“ASSIST Update” prior to their meetings so that members can have current information about ASSIST activities and issues.

The Coordination Site is continuing the production of the semi-annual ASSIST Transfer Channel electronic newsletter for counselors and other constituents. So far over 525 people have subscribed to automatically receive the newsletter when it is distributed in October and February each year.

The Coordination Site is also developing “ASSIST Talking Points” for system office staff and other people to use in providing basic information on ASSIST to those not familiar with it.

**12. Participation by Independents**

Over the summer the Coordination Site will contact Marymount College and National University to see if they are interested in subscribing to ASSIST services for 05-06.