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The following is a summary of the various activities in which the ASSIST Coordination Site has been engaged. There will be time on the May 19, 1997 meeting agenda to discuss these items in more detail.

1. IGETC & CSU GE-Breadth Lists

The ACS has completed data entry of new IGETC courses approved for 1997-98, has not yet received information on newly approved CSU GE-Breadth courses for 97-98, and is currently working on entering the technical changes reported by campuses. If this information is received and entered in time, colleges and universities participating in ASSIST will receive this information via ASSIST along with the July 15, 1997 semi-annual ASSIST Distribution Database. Non-participating colleges will receive hard copies.

2. New Campus Status

Twenty one additional colleges joined ASSIST to use the local Revelation-based ASSIST Articulation Subsystem software this past September 1996.

18 of these colleges are now up and running with ASSIST. These are: Alameda, Bakersfield, Contra Costa, Crafton Hills, Cuyamaca, Fresno, Grossmont, LA Trade Tech, Marin, Palomar, Redwoods, Rio Hondo, Sequoias, Shasta, Tahoe, Vista, West Valley, and Yuba.

Antelope Valley has not yet taken the initial steps toward participation and the ACS recommends that the Board ask them to reconsider their request to participate.

Coastline is just now in the process of installing the ASSIST software.

Moorpark is strongly interested and has done everything expected of participants. However, problems within their district have resulted in their inability to access the ASSIST software which is already installed on their district-wide network file server.

3. Documentation

The fourth volume of user maintenance documentation, "Configuration Maintenance Guide", has been distributed to all participating colleges and universities. The ACS is now developing the final two maintenance guides for the Revelation software; the "Database Maintenance Guide" and the "IGETC, CSU GE-Breadth, and UCOP TCA Maintenance Guide." All of the maintenance guides will be revamped as the ACS continues to work on development and deployment of the new Web-based ASSIST Articulation Maintenance System.

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The ACS is now revising the "Tour of ASSIST" guide (for students, counselors and other end-users) to provide a more concise users guide for those colleges who will continue to use the Revelation-based ASSIST software during the next year or two phase-out period of this product.

After releasing the "Transcript Users Guide" in November, the ACS has discontinued any documentation activities related to the Progress Check.

4. Usage Reports

In January 1997, the ACS distributed to the Board the results of the mid-year usage reports submitted by all of the participating community colleges. In late April, the ACS distributed to all participating community colleges the request for an end-of-year usage report due May 31, 1997.

5. User Training Sessions

In the early spring, the ACS conducted four series of training workshops for ASSIST users. These series included: Articulation Agreement Maintenance, Course List Maintenance, and ASSIST Configuration. The ACS also conducted workshops on Using ASSIST at the Spring regional meetings. The workshops were held at various college and university locations throughout the State and were very well attended.

6. Regional Meetings

The ACS conducted two regional meetings, one in Southern California on March 4, and the other in Northern California on March 6. The agenda for these meetings included review and discussion of the ASSIST Strategic Plan, Web ASSIST, Web ASSIST Maintenance, database updates, the ASSIST Articulation Repository, and increasing use of ASSIST at community colleges. These meetings were very well attended and provided a much needed opportunity for discussion among ASSIST participants.

7. Database Coordination

The ACS is continuing the cycle of semi-annual complete database collections and distributions along with monthly incremental distributions. The complete articulation database has continued to increase at the expected rate as colleges and universities update their data each year. The amount of data being distributed during the monthly updates has risen significantly as UC and CSU campuses work to move their articulation updates out to colleges on a more timely basis.

8. Data Entry for CSU Campuses not Using the ASSIST Software

The ACS has continued to work with the 10 CSU campuses who are not using the ASSIST software directly to enter their articulation data. This data entry work is being funded by the CSU Chancellor's Office and has already resulted in a significant amount of important articulation data being added to ASSIST. The CSUCO has established regular funding for this activity and the ACS is expected to continue coordinating the data entry in coming years.

The ACS has received complete data from CSU Humboldt, CSU Northridge, San Diego State, and San Francisco State.

The ACS has received partial data from CSU Bakersfield and CSU Stanislaus.

The ACS has received no data from CSU Long Beach, CSU Los Angeles, CSU San Marcos, and Sonoma State.

CSU Monterey Bay has elected to begin using the ASSIST software locally to support their articulation maintenance. This brings to 11 the total number of CSU campuses using ASSIST locally to enter their complete articulation information.

9. "ASSIST on the Internet" Update

"ASSIST on the Internet" continues to be available for use by any interested college and university staff. The ACS is currently updating the database on a monthly basis as updated data is received from participating colleges and universities. In October 1997, when all ASSIST articulation information is available via the Web, the ACS will discontinue support for the telnet-based "ASSIST on the Internet" since most people who have access to telnet now should have access to use of the Web.

10. ACS Staffing

Sean Hennessee, the ACS LAN/Unix Systems Administrator left the ACS in March for a new position in Maine. The ACS has hired Andre Humphrey as his replacement. Andre will start on May 1, 1997.

As referenced in the February 25, 1997 ASSIST Strategic Plan Budget Analysis, Jerry McMillan (Progress Check Documentation Writer) will be laid off on July 1, 1997.

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As additionally referenced in the Strategic Plan Budget Analysis, the ACS is working on the recruitment of a programmer with experience in PowerBuilder (the new programming environment for the Web ASSIST Articulation Maintenance System). One qualified and interested candidate was found, but she had to rescind the offer due to personal problems. The ACS is currently conducting another round of recruitment for this position.

11. Progress Check Services

According to plans approved by the Board at their November 1996 meeting, a letter was sent to each of the 16 colleges who had been using the Progress Check during 96-97 inviting them to continue use of the product during 97-98 for an annual subscription fee. Three colleges (Fullerton, Irvine Valley, and Long Beach City) have committed to use of the Progress Check during 97-98. Around July 1, 1997, the ACS will invoice each of these colleges for the subscription fee and they will be the only colleges allowed to use the Revelation-based Progress Check software and provided with corresponding support from the ACS.

12. The ASSIST Technology Plan

With the formal adoption of the ASSIST Technology Plan at the November 1996 Board meeting, the ACS developed two Project Proposals, one for Web ASSIST, and one for Web ASSIST Maintenance along with the corresponding Definitions of Functional Requirements. All of these documents have been posted for review by campuses and the TAC.

A. *New Database Environment*

The ACS has now purchased Sybase and PowerBuilder software as approved by the Board with the ASSIST Strategic Plan Budget Analysis.

B. *Web ASSIST*

The ACS has been actively working on the development of Web ASSIST (access to all ASSIST articulation information via the Web). The ACS has finished initial development, conducted internal testing, and will conduct beta testing with interested college and university staff during May 1997. The ACS will spend the summer making any final needed adjustments to this product in time for its planned deployment in October 1997.

C. *Web ASSIST Articulation Maintenance*

ACS staff have been receiving training and becoming familiar with the new Sybase/PowerBuilder environment. The ACS expects the development of Web ASSIST Maintenance to begin in full once a PowerBuilder programmer is hired.