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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 June 15, 1999 meeting agenda to discuss these items in more detail.

1. Annual ASSIST Conference

On December 1st and 2nd the Coordination Site hosted the Annual ASSIST Conference in Walnut Creek. The conference was well attended and the break-out sessions were focused on operation activities for campus staff. In the afternoon of the second day, attendees divided into segmental meetings to discuss segment-specific issues. At the Community College session, a number of issues were raised by campus participants and CCC Chancellor's Office staff promised to follow-up with the Coordination Site and the Board. These items were subsequently discussed by the Coordination Site and Board Workgroup.

Evaluations for the conference indicated that the conference was successful in meeting the expectations of many attendees.

2. Web ASSIST Articulation Maintenance System Development

The Coordination Site has been continuing to work on the development of the new Web ASSIST Articulation Maintenance System that will replace the Revelation-based ASSIST software. As mentioned at the November 1998 Board meeting, the Coordination Site is working along a new schedule that calls for the Curriculum Update System to be deployed in April 1999 and the full Articulation Data Entry System to be deployed in August 1999.

As described in more detail later in this report under item # 6, the Curriculum Update System was released on schedule and campuses have already used it to submit their Fall 1999 curricular changes.

While the Curriculum Update System phase of this project was completed on time, the Coordination Site had to do a great deal of extra work during April and May during the first round of statewide use for Fall 1999 updates. This extra work has caused about 8 weeks of delay in the development of the Articulation Data Entry component. After talking extensively with campus staff, it was decided to delay the roll-out of this component until January 2000. Most university staff felt that a January roll-out fit their schedules much better as they tend to be very busy updating articulation in July/August and not nearly as busy during December/January.

The Coordination Site will be publishing a more detailed schedule for this next phase of the system.

3. Articulation Database Clean-up and Conversion

The Coordination Site has continued its work on database clean-up and conversion activities related to the development of the new Web ASSIST Articulation Maintenance System. A significant amount of work was completed in preparation for the Curriculum Update System roll-out to support Fall 1999 updates. In addition, after consulting with many university staff, the Coordination Site prepared a "sample" database that demonstrated how a "central" copy of curriculum data would affect individual articulation agreements in the new system. This sample database is password-protected and many university staff have been using it to help in their local data clean-up activities. The Coordination Site is planning on generating another sample database in July after ACS staff have had an opportunity to enter historical curriculum error corrections that have been submitted by college and university campus staff during the F99 curriculum update process.

4. UCOP TCA Database Clean-up

The Coordination Site has also begun working closely with UCOP staff on the clean-up of data related to the UC Transferable Course Agreements - UC TCAs. The UC TCAs represent another important part of the overall database that must align with the new centralized curriculum data in ASSIST. Since UC TCAs have been historically based on college catalogs (instead of curriculum files like the CSU Bacc, IGETC, and CSU GE lists) numerous discrepancies exist between the current UC TCAs and the curriculum data in ASSIST. These discrepancies must be examined carefully so that CCC courses are not mistakenly dropped from UC transferability during this transition.

5. CSU/UC Articulation Officer Teleconferences

On February 10th and May 18th the Coordination Site hosted teleconferences of all UC and CSU articulation staff to discuss various issues related to the maintenance of articulation agreements in ASSIST. The primary topics related to the new Web ASSIST Maintenance System and included system features, data organization, data clean-up, local update processes, the sample database, and the development schedule. These teleconferences were well attended and proved successful in reducing the travel cost and time for many campus staff. The Coordination Site is planning another teleconference for some time in early September and may expand the number of sites from four to eight in order to make it even easier for some campuses to participate.

6. Curriculum Update System

As mentioned earlier in this report, the Coordination Site completed the development and deployed the new Web ASSIST Curriculum Update System on schedule. This system represents a critical component of the new ASSIST Maintenance System. Each college and university will use this system each term to provide detailed information on new and changing curriculum. The centralized database of curriculum information collected by this system will be directly linked to articulation agreements in ASSIST and will provide a significantly higher level of consistency to help improve the overall quality of data available to students through ASSIST.

Coordination Site staff provided hands-on training at 11 different sites around the state. All but two campuses attended one of these training sessions during March. The system was on-line from April 5th through May 14th as scheduled. During that time all but six of the 136 institutions involved completed their work. Only a small handful of community colleges had problems accessing the system due to local network configuration issues, and all of these colleges were provided a work-around in the mean time.

A few weeks into this first cycle, the Coordination Site sent a letter to the VP at any campus who had not yet signed on. This letter had a very positive effect and the Coordination Site expects to use a similar tactic in the future to help ensure compliance.

This system will next be activated in September for Winter 2000 updates, October for Spring 2000 updates, next February for Summer 2000 updates, and next April for Fall 2000 updates. This represents the basic annual schedule that colleges and universities will be able to follow to provide curricular updates as needed throughout the year.

In addition to the new Curriculum Update System, the Coordination Site has also provided a web-based form for campuses to use in submitting historical error corrections and late curriculum additions outside of the normal update schedule. After this first update cycle, a high number of corrections were submitted. Due to the nature of the error correction process and the structure of the data in the database, this web-based form cannot be linked directly to the database and the Coordination Site is working on entering them into the database by hand.

7. Electronic Submission of Curriculum Updates to ASSIST

On January 26th, the Coordination Site and the CCCCO jointly hosted a meeting of key campus staff from 5 campuses/districts to discuss issues and ideas regarding the electronic submission of curriculum updates for ASSIST. Such a process would dovetail with the new Web ASSIST Curriculum Update System and eliminate the need for colleges to enter their curricular changes each term. Unfortunately, very few colleges have local systems that can provide the full breadth

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of information needed, but some seem to be close. A detailed set of specifications is being reviewed by colleges and it is hoped that later this year a few pilot sites can be identified and begin working with the Coordination Site to develop an effective process.

8. 95-96 through 98-99 CSU Baccalaureate Lists

In January 1999, the Coordination Site posted the 95-96 through 98-99 CSU Baccalaureate lists for all Community Colleges on Web ASSIST. This represents the conclusion of a very time consuming project. From now on Community Colleges will update this information using the new Web ASSIST Curriculum Update System and the Coordination Site will no longer have to coordinate the data collection and data entry of this information each year.

9. 1999-2000 IGETC and CSU GE Updates

The Coordination Site has received information on all of the new courses approved for IGETC in 1999-2000 and many of the new courses approved for CSU GE Certification in 1999-2000. Coordination Site staff are currently working on entering this information into the database and hope to post it in Web ASSIST later this summer.

With the new Web ASSIST Curriculum Update System, individual colleges no longer need to submit a separate set of technical changes to the Coordination Site for data entry. All of the needed information is collected and entered into the database using the new system.

10. Web ASSIST Usage

Use of Web ASSIST for looking up articulation information has been very strong. During Spring 1999 there was an increase number of hits and reports requested.

	<u># Report</u>	<u># Hits</u>
February	53,623	733,674
March	70,944	935,201
April	87,227	1,166,936
May	107,778	1,450,451

While this generally represents the most active time of year for ASSIST usage, the total number of hits and reports is very exciting. Usage levels are expected to decrease over the summer and pick up again in the fall.

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The Coordination Site now provides detailed usage information on the ASSIST Information Center. Colleges and universities can use this information to see the number of reports being requested for a specific institution each month. This information is automatically updated on a regular schedule. After campuses have had an opportunity to use this information for a while, the Coordination Site hopes to provide more refined reports that better meet the needs of campus managers.

11. CAN/ASSIST Data Integration

The Coordination Site has had two meetings with Helena Bennett and her staff at the CAN System Office to begin working on identifying and resolving data consistency issues between ASSIST and CAN. It is expected that CAN will use the curriculum information being collected through the Web ASSIST Curriculum Update System each term to help keep data in synch.

After more progress is made on comparing and correcting data, Coordination Site and CAN staff will continue discussions on how to integrate the display of CAN articulation with other data in ASSIST to present a more complete picture of available articulation to students.