

**Policies for Including Data for Independent Colleges
and Universities in ASSIST as Receiving Institutions
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At the June 15, 1999 meeting of the ASSIST Board of Directors, the following policies were adopted in order support the inclusion of articulation data in ASSIST for independent colleges and universities as receiving institutions. A separate set of policies is being developed regarding the inclusion of data in ASSIST for independent colleges and universities as sending institutions.

Background

When ASSIST began in 1985, no official policies had been established regarding the inclusion of data for independent colleges and universities in the ASSIST database. With the primary focus for ASSIST being on public higher-education institutions, no independent institutions had ever been actively engaged in maintaining data in ASSIST, nor had any independent institutions been solicited for participation in ASSIST.

As the official repository of articulation information for the State of California, the ASSIST Board of Directors would like to enable articulation information for independent colleges and universities to be included in ASSIST.

Policies

The ASSIST Board of Directors has adopted the following policies related to including data for independent colleges and universities in the ASSIST database.

1. 4-Year Baccalaureate Degree Granting AICCU Member Institutions Only

In order to address concerns about articulation with accredited vs non-accredited institutions and in order to focus ASSIST activities, only agreements with AICCU Member institutions will be published in the ASSIST database.

While some Community College, CSU, and UC campuses have established articulation agreements with institutions outside of California, only agreements with California institutions will be published in the ASSIST database.

2. Data Maintenance Responsibilities

If an AICCU member institution would like their articulation published via ASSIST, all data entry and data maintenance would be handled by Coordination Site staff. This avoids numerous issues related to software distribution, training and support at locations where Coordination Site staff do not have established relationships or where there may be unknown infrastructure or institutional support issues.

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3. Priority on CCC to Independent 4-Year Articulation

The priority for including data with independent institutions in ASSIST will be on agreements between California Community Colleges and AICCU member 4-year baccalaureate degree granting institutions. This aligns with the primary goals for ASSIST but does not preclude articulation between public and independent 4-year universities.

4. Complete data for Independents

In accordance with other Board policies related to complete data, independent 4-year universities who would like to have their articulation agreements included in ASSIST (as receiving institutions) will be required to maintain all of the most recent agreements established with any California Community Colleges. They will have the option of including additional agreements with CSU, UC or other independent institutions as the sending institutions.

This implies that some form of monitoring similar to UC and CSU campus participation would apply.

5. Costs for Participation

Independent 4-year universities who would like to have their articulation agreements included in ASSIST (as receiving institutions) shall pay an annual fee. This fee would cover Coordination Site costs for data entry as well other operational costs for ASSIST similar to what the CCCCCO, CSUCO and UCOP contribute to ASSIST each year. The details of this fee have yet to be established.

6. Contract for Services

In order for an interested independent college or university to begin having their data included in ASSIST as a receiving institution, they will enter into a contract with the ASSIST Coordination Site. This contract will specify the specific services to be provided by ASSIST, the duties to be performed by the independent institution, annual costs, and a specific term for services to be provided. The ASSIST Board of Directors will review any contracts before they are finalized.

In order to help provide some level of continuity of services, the ASSIST Board of Directors will ask interested independent institutions to consider a 3 year commitment for participation in ASSIST.

**Draft - Policies for Including Data for Independent Colleges
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At the June 15, 1999 meeting of the ASSIST Board of Directors, the Board adopted policies to allow the participation of independent institutions in ASSIST so that their articulation agreements can be published in the ASSIST database. However, these policies only covered those institutions who act as a receiving institution and want to have their receiving articulation agreements included in the ASSIST database.

There are other independent institutions who want their data included in ASSIST as a sending institution. This would potentially include UC Transferable Course Agreements, CSU Baccalaureate Course Lists, IGETC Certification Course Lists, and CSU GE/Breadth Certification Course Lists. It would also allow CSU and UC campuses to publish agreements where the independent is the sending institution. (Current policies allow CSU/UC campuses to maintain these agreements in ASSIST, but they will not be published unless the independent institution is participating in ASSIST).

Currently, there is a moderate amount of data in ASSIST for DQ University and Marymount College. A few universities are currently maintaining articulation agreements in ASSIST for a handful of independent sending institutions. There have been a few requests by the CSU Chancellor's Office for additional independent institutions to have CSU GE/Breadth and CSU Baccalaureate lists entered into ASSIST.

The ASSIST Board Workgroup has developed the following proposed policies to allow the participation of independents as sending institutions in ASSIST.

Background

When ASSIST began in 1985, no official policies had been established regarding the inclusion of data for independent colleges and universities in the ASSIST database. With the primary focus for ASSIST being on public higher-education institutions, no independent institutions had ever been actively engaged in maintaining data in ASSIST, nor had any independent institutions been solicited for participation in ASSIST.

As the official repository of articulation information for the State of California, the ASSIST Board of Directors would like to enable articulation information for independent colleges and universities to be included in ASSIST.

Policies

The following policies are being proposed to the ASSIST Board of Directors in order to allow data for independent colleges and universities as sending institutions to be included in the ASSIST database.

**Draft - Policies for Including Data for Independent Colleges
and Universities in ASSIST as Sending Institutions
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1. AICCU Member Institutions Only

In order to address concerns about articulation with accredited vs non-accredited institutions and in order to focus ASSIST activities, only articulation information with AICCU Member institutions will be published in the ASSIST database.

While some Community College, CSU, and UC campuses have established articulation agreements with institutions outside of California, only articulation with California institutions will be published in the ASSIST database.

2. Data to be Included

An independent institution participating in ASSIST as a sending institution would be able to have the following information included in the ASSIST database if it has been developed for the institution and it is official:

- UC Transferable Course Agreements
- CSU Baccalaureate Course Lists
- CSU GE-Breadth Certification Course Lists
- IGETC Certification Course List
- Articulation Agreements with CSU and UC Campuses

3. Data Maintenance Responsibilities

If an AICCU member institution would like their articulation published via ASSIST, they would be required to provide base-line curriculum data for transferable and articulated courses to the ACS for initial data entry. In subsequent terms, the institution would be required to use the ASSIST Curriculum Update System to submit curricular changes each term. All other data entry and data maintenance would be handled by Coordination Site, UCOP, or CSU/UC campus staff as appropriate.

4. Complete data for Independents

In accordance with other Board policies regarding complete data in ASSIST, if an independent is participating in ASSIST as a sending institution, CSU and UC campuses would be required to enter and maintain in ASSIST the most current official articulation agreements that they have established with institution. CSU and UC campuses who have not established current agreements with the institution would not be required to establish new agreements.

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5. Costs for Participation

Independent institutions who would like to have their articulation information included in ASSIST (as sending institutions) shall pay an annual fee. This fee would cover Coordination Site costs for data entry as well other operational costs for ASSIST similar to what the CCCCO, CSUCO and UCOP contribute to ASSIST each year. The details of this fee have yet to be established.

6. Contract for Services

In order for an interested independent college or university to begin having their data included in ASSIST as a sending institution, they will enter into a contract with the ASSIST Coordination Site. This contract will specify the specific services to be provided by ASSIST, the duties to be performed by the independent institution, annual costs, and a specific term for services to be provided. The ASSIST Board of Directors will review any contracts before they are finalized.

In order to help provide some level of continuity of services, the ASSIST Board of Directors will ask interested independent institutions to consider a 3 year commitment for participation in ASSIST.