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The following is a summary of the various activities in which the ASSIST Coordination Site has been engaged since the June 1999 Board meeting. There will be time on the November 22, 1999 meeting agenda to discuss these items in more detail.

1. Staffing Changes

In August, Andre Humphrey, ACS LAN/Unix Systems Administrator, resigned for a significantly higher paying position at a private company. The ACS has been actively recruiting for a replacement but as of November 5 has not been successful. The only two qualified candidates declined offers of employment as their desired salaries could not be matched. The ACS is continuing with these recruitment efforts. In the mean time, other ACS technical staff are handling key duties of this position. It is yet unknown how the extended absence of this position will affect the software development schedule of the new Web ASSIST Articulation Maintenance System.

2. Server Crash

At approximately 7:45am on Thursday October 14th, the primary Unix server that runs Web ASSIST had a hard drive crash that also disable the power management systems of the computer. Coordination Site technical staff followed local server recovery plans which involved using a development Unix server to run Web ASSIST. The backup server was online by 8:00am and there was only a minimum of service disruption. The backup server was a much older and slower computer and the Coordination Site received a few calls about slow performance. A higher performance backup server was brought online the next day and service returned to normal. The original server has since been repaired and will be brought online at the next opportunity.

3. Web ASSIST Usage

Use of Web ASSIST for looking up articulation information has continued to be very strong. After a sharp increase in usage during Spring 1999 there was a slight lull over the summer and fall usage has picked up as expected.

	<u># Report</u>	<u># Hits</u>
April	87,274	1,294,161
May	107,946	1,600,929
June	87,557	1,278,884
July	79,551	1,144,947
August	78,245	1,153,664
September	93,949	1,311,070
October	89,763	1,337,200

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The Coordination Site is continuing to provide detailed Web ASSIST activity reports 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.

4. 1999-2000 IGETC/CSU GE/CSU Bacc Data

The Coordination Site began publishing 1999-2000 IGETC, CSU GE and CSU Baccalaureate lists in September as colleges returned requested information. In October, the Coordination Site completed this work and published the most of the remaining data in Web ASSIST. The 99-00 data for 5 colleges has still not been completed as those colleges failed to submit their reviews of this data in a timely manner. The data for the final 5 colleges will be published as soon as the Coordination Site has completed the work.

5. Curriculum Updates and Error Corrections

All public colleges and universities have been using the new Web ASSIST Curriculum Update System to provide details on F99, W00 and S00 curricular changes for transferable and articulated courses. The Winter 2000 update cycle was conducted during September and the Spring 2000 update cycle was conducted during October. As with the Fall 1999 update, conducted last April, there was a very high level of compliance on the part of all colleges and universities.

Over the summer, the Coordination Site distributed the new F99 curriculum update data to all universities for use in entering and updating 99-00 articulation agreements. As mentioned at the last Board meeting, this data had to be converted back into Revelation for distribution since the universities are still using the older Revelation ASSIST software for all articulation agreement data entry.

Also over the summer, the Coordination Site received an extremely high number of 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. The Coordination Site received approximately 10,000 curricular changes and has been working to enter these into the database. Most have been entered and will be converted into Revelation and distributed to universities in November to aid in their ongoing data entry.

6. UC/CSU Articulation Data Entry Planning Matrices

In August, each CSU and UC campus was asked to complete their annual Articulation Data Entry Planning Matrix. This year the Coordination Site filled out the matrix for each university with numbers gathered directly from the ASSIST database as of July 1999. The universities were then directed to indicate how any of the numbers might be changing for 99-00 and whether or not each agreement is expected to be updated. The Coordination Site uses these matrices to provide a mid-year and end-year report to the Board which compares original plans for updating articulation to the actual amount of new data in ASSIST. As in past years, the Coordination Site will prepare the mid-year report in January. San Diego State was the only university that did not return a 99-00 planning matrix.

7. Data Cleanup 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. In July, the Coordination Site prepared another "sample" database that demonstrated how the "central" copy of curriculum data affects 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 working on generating another sample database in November based on the W00, S00 and historical curriculum error corrections that have been submitted by college and university staff.

8. UCOP TCA Data Cleanup

The Coordination Site has continued to work 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. UCOP and ACS staff have been providing colleges with detailed lists of discrepancies for them to clarify and return. These discrepancies must be examined carefully so that CCC courses are not mistakenly dropped from UC transferability during this transition.

9. UC/CSU Articulation officer Teleconferences

On September 10th, the Coordination Site hosted another teleconference 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. The teleconference included 8 sites, was well attended

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and proved successful in reducing the travel cost and time for many campus staff. The Coordination Site is planning more teleconferences to continue these discussions.

10. Web ASSIST Articulation Maintenance System Development

The Coordination Site has continued to work on the development of the new Web ASSIST Articulation Maintenance System that will replace the Revelation-based ASSIST software. As discussed with the ASSIST Technical Advisory Committee and CSU/UC campuses at the recent Articulation Officer Teleconferences, the Coordination Site has had to change the primary tool being used to implement the data entry windows for this new system. A new development schedule was developed in conjunction with university staff to best fit their local schedules. This new schedule will be presented at the November Board meeting.

11. Model Articulation Agreement Format

One of the activities in the ASSIST Strategic Plan is to encourage the development of a model articulation agreement format. Coordination Site staff met with CIAC representatives to discuss their possible work on this topic. To date, no specific activities have been conducted, but the Coordination Site plans to meet again with CIAC representatives in December to regroup and determine what may be possible.

12. Student Focus Groups

Another activity in the ASSIST Strategic Plan is to coordinate student focus groups to help identify ways that articulation agreements and the ASSIST user interface could be improved. Due to delays in the Web ASSIST Articulation Maintenance System development, the Coordination Site has not yet identified any companies who might be able to provide this service.

13. Presentations and Training

Coordination Site staff have presented ASSIST and conducted large group training on a number of occasions this Fall including:

- September 1 & 2 - CCCCCO New Articulation Officer Training
- UC Fall 1999 Counselor Conferences
- October 8 - NCIAC Meeting
- October 19 - SCIAC Meeting
- October 28 & 29 - CAN Articulation Training Institute

14. CAN/ASSIST Data Integration

With the organizational changes the CAN System Office has been experiencing due to the move from Fresno to Sacramento, little work has been done in comparing CAN and ASSIST curriculum data. This is the first major step in integrating curriculum data between the two systems. Once the new CAN System Office has stabilized, these activities will continue.

15. 14th Annual ASSIST Conference

Coordination Site staff have been working on preparing the 14th Annual ASSIST Conference to be held in Orange County on December 1 & 2. The conference this year will focus primarily on operational issues with numerous break-out sessions covering a broad range of topics for campus staff. There will be a \$60 conference fee to help reduce the overall cost of the conference. As with last year, this fee is expected to pay for about half of the total conference costs. Approximately 160 people are expected to attend.