

**ASSIST Board of Directors
November 18, 1996 Meeting Minutes**

Present: Jackie Cotton, ASSIST Coordination Site
Jim Dolgonas, UC Office of the President
Carla Ferri, UC Office of the President
Vivian Franco, CSU Chancellor's Office
Kaylene Hallberg, Community College Chancellor's Office
Steve Handel, UC Office of the President
Barbara Hooper, CSU Fullerton
Allison Jones, CSU Chancellor's Office
Barbara Love, UC Santa Cruz
Allan MacDougall, Saddleback Community College District
Kathleen Nelson, Community College Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Eric Taggart, ASSIST Coordination Site
Chuck Wiseley, Community College Chancellor's Office
Kevin Woolfork, CPEC, Sacramento

The meeting was convened at the UC Office of the President, Oakland, California at 9:45 a.m. by Board Chair, Kaylene Hallberg.

1. May 1996 ASSIST Board Meeting Minutes

Final Board Decision:

The minutes to the May 1996 ASSIST Board meeting were approved with the following changes:

- Page # 3, second bullet, changed to state that the "Technical Coordination Guidelines" were approved by the Board.
- "Next Board Meeting" changed from November 4 to November 18.

2. 1996-1997 ASSIST Strategic Plan

Continuing agenda item:

Board members reviewed and made additional changes to the draft 1996-1997 ASSIST Strategic Plan.

Final Board Decision:

The Board adopted the 1996-1997 ASSIST Strategic Plan pending changes discussed at this meeting and a final round of reviews.

ACS Directives:

The ACS will immediately update the draft plan accordingly and coordinate a final round of reviews by Board members via fax/email resulting in a final plan by December 2, 1996. The final version of the plan will be included in the packet for everyone attending the annual ASSIST Users Group Meeting on December 4.

As described in the Strategic Plan, the ACS is to provide a budget analysis of the Strategic Plan for Board members in January 1997.

3. Carrera Consulting Group Evaluation of ASSIST

Continuing agenda item:

Woolfork reported that the final ASSIST evaluation by Carrera will be presented to the CPEC Commission at their December 1996 meeting and will include a cover report from the CPEC office. ASSIST Board members expressed strong interest in having the final ASSIST Strategic Plan and a response from the ASSIST Board included in the materials presented to the Commission. Kevin committed to including any materials received by December 2, 1996 in the packet for the Commission meeting.

ACS Directive:

The ACS will provide a final copy of the ASSIST Strategic Plan to CPEC by December 2, 1996.

Future Board Action:

Hallberg will coordinate discussion with other Board members on what additional information regarding the Carrera evaluation is to be provided to the Commission.

4. Progress Check

Continuing agenda item:

Hallberg reported on continued discussions by the ASSIST Executive Committee regarding the future of the Revelation-based ASSIST Progress Check component.

Final Board Decisions:

Based on recommendations in the Carrera evaluation and ongoing discussion by the ASSIST Executive Committee, the Board agreed to discontinue funding support of the current Revelation-based ASSIST Progress Check component. As agreed to previously, funding of ACS support services to the current 16 colleges who are using this component will continue through June 30, 1997. Any of the 16 colleges who are interested in continuing to use the Progress Check after that time will be able to do so if they fund it at the local level. No additional colleges will be offered use of the Progress Check.

The Board also affirmed that the concept of evaluating student progress continues to be a key requirement for each of the segments and established a secondary goal, with specific objectives and activities, in the ASSIST Strategic Plan related to a future transcript analysis tool to be made available by December 1999.

ACS Directive:

The ACS was asked to provide, in January 1997, specific information to the Board regarding the cost of Progress Check support services for interested colleges beyond June 30, 1997.

Future Board Action:

The Board will then work with any of the 16 colleges who are interested in continuing use of the Progress Check to determine how services will be funded beyond June 30, 1997.

5. Annual ASSIST Users Group Meeting

New agenda item:

Taggart recapped the agenda for the annual ASSIST Users Group Meeting to be held December 4, 1996 at the Red Lion Hotel in San Jose. Final copies of the 1996-1997 ASSIST Strategic Plan and 1996-1997 ASSIST Technology Plan will be provided in the packet for all attendees.

Action:

The ACS will prepare all materials for the meeting. Hallberg will coordinate with UC and CSU regarding presentation of the ASSIST Strategic Plan.

6. 1996-1997 ASSIST Technology Plan

Continuing agenda item:

Dolgonas reviewed correspondence from the ASSIST Technical Advisory Committee (TAC) to the Board regarding the final 1996-1997 ASSIST Technology Plan.

Final Board Decision:

The Board adopted the final 1996-1997 ASSIST Technology Plan pending removal of all references to Progress Check capabilities and a final round of reviews.

ACS Directives:

The ACS will remove all Progress Check references from the Technology Plan and coordinate a final round of reviews by December 2, 1996.

The ACS was asked to provide a budget analysis of the Technology Plan for Board members in January 1997.

7. ASSIST Database Software Selection

New Agenda Item:

Taggart reviewed correspondence from the ACS to the TAC and Board regarding final selection of a new Database Management System for future ASSIST software including associated initial purchase and annual maintenance costs. TAC members explained the importance of this decision and recommended Board approval so that the ACS can commence with the conversion of ASSIST articulation software components as described in the Technology Plan.

Final Board Decision:

The Board approved the selection of Sybase database software and PowerSoft application tools as recommended by the TAC.

ACS Directive:

The ACS will purchase Sybase and PowerSoft software and licenses as specified in the materials provided to the Board.

8. Director's Report

Regular Agenda Item:

Taggart reviewed the Director's Report provided to all Board members in advance of the meeting. Board members discussed various aspects of the report.

ACS Directive:

In January 1997, the ACS will provide information to the Board regarding the compliance of campuses reporting their usage of ASSIST. The ACS will provide the Board with a more specific definition of what it means for a campus to have "implemented ASSIST."

9. Refining Board Operating Procedures

New Agenda Item:

Past Board discussions and the Carrera evaluation included suggestions for refining Board operating procedures to facilitate Board meetings and activities.

Final Board Decisions:

The first draft of minutes to all Board meetings will be distributed to all Board members for review within 10 working days of the meeting. Board members will have 2 weeks to respond with comments. A final draft will then be distributed and Board members will have 1 week for final comments unless major changes are required.

The format of Board meeting minutes will be changed to better communicate the continuum of issues as well as Board decisions, future actions, and ACS directives.

The Board formalized the concept of a Board workgroup consisting of one representative from each of the segmental offices and representatives from the ACS. This will be an ad-hoc workgroup meeting outside the context of regularly scheduled Board meetings to work on the details of various issues as requested by the Board. Additional campus and segmental representatives may be requested to join this workgroup as needed to facilitate discussion and planning.

ACS Directive:

The ACS will coordinate new practices regarding the structure and review of Board meeting minutes.

10. Campus Advisory Committee

New Agenda Item:

The ASSIST Campus Advisory Committee met in Fall 1996 to discuss a number of issues. This group is requesting additional information from the Board regarding objectives for the annual ASSIST User Satisfaction Survey. There was insufficient time to discuss this item at the Board meeting.

ACS Directive:

The ACS will coordinate a discussion of this item among Board members via email.

11. 1997-1998 Project Budget

New Agenda Item:

The ACS reviewed the 1995-1996 end of year fiscal report provided to Board members in advance of the meeting. There was insufficient time to discuss the process for establishing the 1997-1998 Project budget.

Board Workgroup Directive:

The Board workgroup was asked to discuss suggestions for using available funds generated from ACS salary savings after the ACS provides their budget analysis for the Strategic Plan and the Technology Plan.

The meeting was adjourned at 4:00 p.m.