

**ASSIST Board of Directors Meeting, June 6, 2005
California State University Chancellor's Office, Long Beach
Summary Notes – Final – 7/25/2005**

Present:

Ron Basich, California State University Chancellor's Office
Jim Blackburn, California State University Chancellor's Office
Diane Glow, San Diego Miramar College
John Karras, California State University Chancellor's Office
Heidi Lockhart, Fullerton College – Guest
Linda Michalowski, California Community Colleges Chancellor's Office
Judy Osman, California State University Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Stephanie Samuels, San Diego State University
Heidi Speare, ASSIST Coordination Site
Jeff Spano, California Community Colleges Chancellor's Office
Bob Tacconi, University of California, Office of the President
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield
Christian Villasenor, UC Santa Barbara
Ian Walton, California Community Colleges Academic Senate
Sue Wilbur, University of California, Office of the President
Kevin Woolfork, California Postsecondary Education Commission

Judy Osman, ASSIST Board Chair, convened the meeting at the California State University Chancellor's Office in Long Beach at 9:35 a.m.

Welcome and Introduction of Board Members and Guests ~

Attending this meeting as a guest was Heidi Lockhart, Director Fullerton College Cadena/Transfer Center, representing the Transfer Center Directors Association

1. Community College a-g List in ASSIST Project Proposal ~

Sue Wilbur, on behalf of UC, withdrew the "Community College a-g List in ASSIST Project Proposal". UC continues to see value in using ASSIST to create, maintain, and communicate a clear list of CCC courses that can be used by High School students to meet the UC and CSU a-g freshman admissions requirements, but due to numerous competing priorities is not interested in pursuing the project at this time.

2. Projected 05-06 ASSIST Budget and Financial Status ~

The projected budget for 05-06 is similar to the budget of 04-05 with a few differences:

- CSU is providing an additional \$10K annually to support the Exploring Majors enhancements and maintenance
- CSU is providing a 3% COLA increase to their base ASSIST funding
- National University is anticipated to continue subscribing to use the ASSIST Curriculum Data Extracts
- Marymount College is anticipated to continue subscribing to participate as an Independent sending institution

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- Planned carry-forward of some funds from the "CSU Data in ASSIST Exploring Majors" project
- ASSIST is projecting a \$10K budget shortfall for 05-06 which should be addressed with funds provided for the "CSU LDTP in ASSIST" project

In response to a request at a recent Board Workgroup meeting, the Coordination Site drafted a 20 year historical funding summary for ASSIST. Board members expressed interest in seeing a final version of this document and having the Coordination Site update and distribute it annually to the Board.

Action: The projected 05-06 ASSIST budget was approved. The Board directed the Workgroup to finalize the draft ASSIST Historical Funding Summary and the Coordination Site to distribute it to the full Board and update/distribute it annually.

3. ASSIST Strategic Plan Status Report and Upcoming Activities ~

Taggart provided an overview of Board approved technology plans and funding augmentation strategies since 1997 in terms of implementing new technologies, seeking augmented funding to support more complex technologies, and the realities that have occurred. Board members recognized that ASSIST is now operating in a significantly more complex technological environment, as planned. However, since the 01-02 ASSIST funding augmentation (\$1.1M) was rescinded there is still a pressing need to secure sufficient funding to operate ASSIST and keep it moving forward as needs evolve. CPEC representative Woolfork urged the Board to submit a funding request each year until a permanent augmentation is secured.

Action: The Board agreed to continue work to secure an 06-07 ASSIST funding augmentation, directing the Coordination Site to 1) provide information to the Intersegmental Coordinating Council (ICC) regarding ASSIST needs, and 2) draft an updated ASSIST Budget Change Proposal for Board review.

An ASSIST Strategic Plan status report and calendar of activities were included in the meeting packet. The Board discussed various items related to the Strategic Plan including:

- Focus Groups

One of the activities called for in the 2004-2006 ASSIST Strategic Plan is to assess current user needs in order guide future activities. Board members discussed current plans for collecting information on user needs related to ASSIST. While this activity has been loosely referenced as "focus groups" it was recognized that a variety of methods may be used to collect information.

During general discussion on this topic, Ian Walton noted that it is important to collect information from appropriate groups of students. Students who already know their desired university and major will likely provide different feedback than first generation college going students who don't understand the potential value of college in their future lives, let alone

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the transfer process and course articulation. Contact with counselors is vital for such students.

Action: The Workgroup will meet to finalize questions for inquiry, and develop a plan for conducting the ASSIST user needs assessment. The Workgroup will also draft a proposal for contracting with a professional research organization to conduct the assessment. Details will be presented to the Board for further discussion.

• October 21, 2004 Transfer Center Directors Association (TCDA) Letter

On October 21, 2004 the TCDA sent a letter of concern regarding the a-g list proposal. The Board sent a response letter on February 9, 2005 and Heidi Lockhart attended the June 6 Board meeting to discuss the issue further. Board members discussed the TCDA letter with Heidi Lockhart. Since the "Community College a-g List in ASSIST Project Proposal" was withdrawn by UC, no further action was needed.

4. Proposed Changes to "Process and Criteria for Authorizing and Prioritizing ASSIST Projects" ~

As follow-up to recent Board Workgroup meetings, an updated version of the "Process and Criteria for Authorizing and Prioritizing ASSIST Projects" document has been drafted. Board members discussed the updated document. The Board Workgroup also requested a document to clarify how the Coordination Site develops cost estimates for projects being proposed to the Board. CCC Chancellor's Office staff have additional changes to offer for both of these documents.

Action: The Board directed the Workgroup to finalize the updated draft "Process and Criteria" document, add the cost estimate information to the document, and submit it to the Board for full review and adoption.

Board members also discussed the "ASSIST Project Priority List" that the Coordination Site maintains to identify all requested enhancements and new features, noting that the list is quite extensive and reinforces the need for ASSIST to be funded at a level that allows the Coordination Site to maintain existing systems and develop requested enhancements. It was suggested that the list be modified to include additional information including an indication of the importance of each item in maintaining the viability of ASSIST and the "risk" for not acting on an item.

Spano discussed the critical need for CCC articulation officers to have one of the items on the existing list developed – a "matrix of articulation" feature. Board members discussed a variety of issues regarding this item, and agreed that it was worth trying to see if an intersegmental group of articulation officers could meet to develop an acceptable proposal.

Action: The Board directed the Workgroup to plan and conduct a series of expanded Workgroup meetings (with representative CCC, CSU, and UC articulation officers) in the Fall to discuss the issues and work to develop a "Matrix of Articulation Project Proposal" by December 2005 (so that it can be reviewed at the January 2006 ASSIST Board Strategic Planning Retreat). The Board asked for an update on the status of this activity at their next full meeting in October 2005.

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5. CSU LDTP in ASSIST Project Proposal ~

Board members reviewed and discussed the "CSU LDTP in ASSIST Project Proposal" that was developed jointly by CSU and the Coordination Site and submitted to the Board for review and approval. The purpose of this project is to enhance various ASSIST components in order to facilitate the statewide implementation and operation of the CSU Lower Division Transfer Patterns (LDTP) initiative for California Community College students preparing to transfer to the CSU.

ASSIST components that are proposed to be enhanced include:

- OSCAR
- ASSIST Articulation Maintenance Data Entry and Reports Systems
- Web ASSIST
- ASSIST Exploring Majors
- ASSIST Data Extracts
- Linkages with other web sites

By linking detailed LDTP course articulation in ASSIST with CSUMentor & CaliforniaColleges.edu, there will be a more efficient implementation of LDTP where redundant work is avoided and appropriate use of complementary systems is emphasized.

Action: The Board approved the "CSU LDTP in ASSIST Project Proposal" and directed the Coordination Site to move forward with implementing this project, including the development of corresponding Definition of Functional Requirements documents that will detail the specific changes to be made.

6. Technical Advisory Committee (TAC) Status ~

The membership of the TAC now includes Ron Basich (CSUCO), Jon Good (UCOP), Patrick Perry (CCCCO), and Eric Taggart (ASSIST). Taggart reported that while the TAC has been serving its role in reviewing project proposals for technical merit, the group did not have full representation until recently and had not met in a long time to discuss ASSIST technology planning issues. The group has significant work to do on updating the ASSIST Technology Plan as well as reviewing and revising various operational documents such as the "ASSIST Technical Coordination Guidelines" and the "ASSIST Software Development Framework."

Action: Board members agreed that the TAC should move forward with reviewing current ASSIST technologies and developing an updated ASSIST Technology Plan.

7. OSCAR Advisory Committee Report ~

Taggart reported on the recent OSCAR Advisory Committee meeting (a full report was included in the meeting packet). The OSCAR Advisory Committee was requesting that the full Board discuss ideas for following up in some way regarding "distance education" issues with OSCAR course outline information. However, since the committee meeting, ICAS met and resolved certain issues. Therefore, the committee will move forward with their original plans to draft a slightly revised set of OSCAR data elements and share them broadly for review and comment before

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recommending some corresponding changes be made in the ASSIST OSCAR software. In the mean time, it was made clear that colleges can ignore the "distance education" question in OSCAR.

8. Summary of User Needs Discussed at the 2004 ASSIST Conference ~

The 2004-2006 ASSIST Strategic Plan directed the Coordination Site to collect information on articulation officer needs at the December 2004 ASSIST Conference. Board members reviewed the summary while discussing the "ASSIST Project Priority List". This information will be added to information collected during Fall 2005 activities to inform the Board as to the full range of user needs related to ASSIST.

9. Web ASSIST User Satisfaction Survey ~

Robin reported on preliminary findings from the 2005 Web ASSIST User Satisfaction Survey and the 2005 ASSIST Campus Manager Satisfaction Survey. A full report will be forwarded to the Board after the surveys have closed and all of the results have been compiled.

10. Maintaining Complete Data in ASSIST ~

Taggart reported on, and Board members discussed, a number of annual activities related to ensuring that ASSIST data is maintained according to established policy, including:

- Annual report of articulation not honored by universities
- Annual report of articulation not in ASSIST
- CSUCO and UCOP follow up on articulation data entry compliance
- ASSIST Curriculum Update System Compliance

11. Status of ASSIST Components ~

Taggart reported on the status of various ASSIST components. Most of the information discussed was included in the Director's Report.

12. Displaying CAN Information in ASSIST ~

Board members reviewed that ASSIST continues to display valid CAN Qualifications for CCC and CSU courses according to established criteria. Although the CAN project is no longer in operation, CSU continues to honor CAN Qualifications and they will continue to be displayed in ASSIST.

13. Director's Report ~

Taggart reviewed select information from the Director's Report, answered a variety of questions and provided some additional updates. May 2005 was the busiest month yet for Web ASSIST where over 117,000 people requested over 840,000 reports.

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14. ASSIST Conference ~

The Board discussed CIAC's proposal to hold a joint ASSIST/CIAC conference on April 27 & 28, 2006 at the Doubletree Hotel in Santa Ana near the Orange County Airport. The December 6 & 7, 2004 joint ASSIST/CIAC conference was very successful and CIAC seeks to hold their next conference in Spring 2006. While ASSIST was not scheduled to hold a conference in 05-06, the Board agreed that it was beneficial to hold a joint conference with CIAC since most of the same people attend both conferences and it would be a more efficient use of time and money. This may result in future recommendations to regularly conduct joint ASSIST/CIAC conferences in the spring instead of separate ASSIST conferences in the winter.

Action: Board members directed the Coordination Site to work with CIAC on a joint conference in April 2006 and to establish a registration fee that is sufficient to cover all costs since a conference was not budgeted for 05-06.

Announcements ~

- Quentin Clark started on May 2, 2005 as the Systems Administrator at the ASSIST Coordination Site replacing Ken Segroves.
- John Karras has accepted the position of Director of Advising Services at UC Davis. His last day at the California State University Chancellor's Office will be June 17th.
- A newly created position will be posted soon at the CSUCO for the CSU LDTP Articulation Coordinator.
- The ASSIST Board of Directors will meet in Sacramento at the California Community Colleges Chancellor's Office in October 2005. Board members will be surveyed for availability and a meeting date will be announced.
- The next biennial ASSIST Board Strategic Planning Retreat will be held in January 2006. As in past years, a consultant will be hired to facilitate the retreat. Board members will be surveyed for their availability and a meeting date and location will be announced.

The meeting was adjourned at 3:20 p.m. by ASSIST Board Chair Judy Osman.