

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

Present:

Ron Basich, California State University Chancellor's Office
Carole Bogue-Feinour, California Community Colleges System Office
Kate Clark, Irvine Valley College
Jon Good, UC Office of the President
Margaret Heisel, UC Office of the President
Rachel Hendrickson, California State University Chancellor's Office
Jane Patton, Mission College
Bob Quinn, California Community Colleges System Office
Bob Reilly, UC Irvine
Stephanie Samuels, San Diego State University
Heidi Speare, ASSIST Coordination Site
Jeff Spano, California Community Colleges System Office
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield
Christian Villasenor, UC Santa Barbara
Sue Wilbur, UC Office of the President
Kevin Woolfork, California Postsecondary Education Commission

Rachel Hendrickson, ASSIST Board Chair, convened the meeting at the CSU Office of the Chancellor in Long Beach at 9:50 a.m.

1. ASSIST Executive Committee Resolution

Hendrickson presented the final resolution reached by the ASSIST Executive Committee regarding the ASSIST User Needs Assessment. Since the Executive Committee was able to reach a unanimous decision on this topic, no further deliberation was required among the full Board.

Action: The Board agreed to postpone defining specific next steps for proceeding with the ASSIST User Needs Assessment until after the Board completed discussions regarding possible changes to Board operating protocols (agenda item # 2).

2. ASSIST Workgroup on Board Protocols and Member Roles/Responsibilities – Proposals for Board Consideration - Section I

Hendrickson distributed the document "Concepts for Enhancing ASSIST Governance" that included additional proposals for revising the ASSIST Governance document.

Some of the workgroup members provided an overview of Section I of their proposal and recommended that the ASSIST Board adopt the three included recommendations.

Action: The Board adopted all three items in Section I as proposed with a request for the Coordination Site to provide these beginning with the regularly scheduled Fall 2006 Board meeting. The following is the text of each item adopted:

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

1. The ASSIST Coordination Site shall develop and maintain a chronological list of all items proposed for Board review including information on their current status. This list shall be posted on the ASSIST Information Center web site for access by Board representatives and others.
2. The ASSIST Coordination Site shall develop and maintain a “Board Binder” of reference materials for Board representatives. These materials shall include executive summaries as well as the full text of any appropriate documents (will need to identify which specific documents/information are desired). These materials shall also include a current roster of Board members, information on Board committees, and the chronological summary of proposed projects (item # 1 above). These materials shall also include an up-to-date list defining common acronyms used in ASSIST, articulation, and student transfer. These materials shall be made available on the ASSIST Information Center web site and paper copies shall be delivered to new Board members each year (with initial distribution to all current Board members).
3. In addition to posting agendas and other materials for Board meetings on the ASSIST Information Center web site, the ASSIST Coordination Site shall send paper copies of materials via regular mail to all Board representatives who request paper copies.

For item # 3 above, when the Coordination Site emails the Board about the availability of meeting materials on the ASSIST Information Center web site, they will also ask for any individual members to reply if they would like to receive paper copies at that time.

3. ASSIST Workgroup on Board Protocols and Member Roles/Responsibilities – Proposals for Board Consideration - Section II

Board members began discussing each of the eleven items in Section II of the proposal.

Action: Related to Section II, Item 1, the Board agreed to the following:

“Direct the ASSIST Board Protocols Workgroup to draft additions to the ASSIST Governance Document:

- Statement regarding the role of UC as fiscal agent.
- Statement that the Board, as a group, reports to no agency. However, members act as representatives of their individual organizations and through that channel, are responsible to their individual segment superiors, and ultimately to their system head.
- Statement that members are expected to regularly attend meetings.
- Statement that members are expected to commit to devoting time to committee work.

Distribute draft to the full Board for consideration via email or telephone conference call prior to the Fall 2006 Board meeting.”

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

Action: Related to Section II, Item 2, the Board agreed to the following:
“Direct the ASSIST Board Protocols Workgroup to draft changes to the ASSIST Governance Document to clarify ‘voting members’ versus ‘members’ in item II, C, 1 and to clarify the Chair’s role to ‘assess unanimous consent on items’ which could include calling for a formal vote of voting members.”

Action: Related to Section II, Item 2, the Board also agreed to the following:
“Direct the ASSIST Board Protocols Workgroup to draft changes to the ASSIST Governance Document to clarify ‘voting members’ versus ‘members’ throughout the document as appropriate.”

Action: Related to Section II, Item 2, the Board also agreed to hold over to the next meeting further discussion on other aspects of this item.

Action: Related to Section II, Item 4, the Board agreed to the following:
“Retain the current language regarding the ASSIST Executive Committee as an ad-hoc committee.”

Action: Related to Section II, Item 4, the Board also agreed to hold over to the next meeting further discussion on other aspects of this item.

Action: Related to Section II, Item 5, the Board agreed to the following as an interim solution with further discussion on this topic to be held over to the next meeting:
“Direct the ASSIST Board Workgroup to resume meetings with two representatives per segment and the Coordination Site.”

Post-meeting note: Specific direction for the ASSIST Board Workgroup is unclear and the Coordination Site will seek further clarification at the follow-up Board meeting.

Action: Related to Section II, Items 3, 6, 7, 8, 9, 10, and 11, the Board agreed hold these items over to the next meeting.

4. Technical Advisory Committee Status

Taggart briefly summarized the membership and charge of the ASSIST Technical Advisory Committee noting that while the group had been functioning to review project proposals, they had not been maintaining an up-to-date ASSIST Technology Plan due to ongoing ASSIST funding problems. Prior to the day’s meeting, Chair Hendrickson emailed the Board (including TAC members) requesting that the committee schedule a meeting and work on developing an updated ASSIST Technology Plan to clarify the current status of ASSIST technologies, identify vulnerabilities, and propose a plan to achieve ASSIST technology-related goals. Taggart noted that the committee has scheduled their next meeting for July 6, 2006 in Irvine and will report back to the Board at the Fall meeting. Board members emphasized that the plan should include costs needed to achieve goals and should include specific recommendations as appropriate.

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

5. Update on CSU LDTP and CSU LDTP in ASSIST Project Status Report

Hendrickson reported on the overall status of the CSU LDTP project noting that while the project is behind schedule, the statewide patterns have been finalized and posted for all majors, the campus-specific patterns have been finalized and posted for eleven majors (with more to come soon), and OSCAR has been modified to support the new LDTP TCSU submission and review process with October 15, 2006 as the first submission deadline.

Taggart reminded the Board that the CSU LDTP in ASSIST project was approved by the Board last year and includes three phases:

- Phase 1 – OSCAR Enhancements
- Phase 2 – Maintenance of LDTP requirements/articulation data
- Phase 3 – Display of LDTP requirements/articulation in ASSIST

Phase 1 has been completed and the enhancements were activated on June 1, but the project was behind schedule and involved significantly more work on behalf of Coordination Site staff due to the nature of the delays in the overall CSU LDTP project. Phase 2 and Phase 3 were originally scheduled to be completed by June 2006 but have not been started due to the delays in the overall CSU LDTP project. Due to time constraints, there was no opportunity for further discussion by Board members.

6. Director's Report and Status of ASSIST Services

Taggart briefly summarized some key points from the Director's Report that was included in the Board meeting packet for review prior to the meeting. After discussion on the topic of student reports of articulation not honored by universities, Taggart mentioned that individual colleges and universities (and/or the system offices) could direct more students to the ASSIST "Courses Didn't Transfer" feedback web page in order to provide broader tracking of this issue. Patton asked the Coordination Site to email the full Board with a brief statement about the level of use of ASSIST, total amount of feedback received, and number of student reports of articulation not honored.

7. Proposal: Access to the ASSIST Maint Reports Web Site for Independents

Taggart summarized the request that originated from USC to allow independent institutions to pay an annual subscription fee and be authorized to use the ASSIST Maintenance Reports Web Site, including the new course search feature that will provide view-only access to CCC course outline information available via OSCAR. Board members discussed this request and expressed an interest in studying some of the issues further before approving an ongoing subscription service available to any interested institutions as proposed. Some of the issues of concern included: access by proprietary and/or non-WASC-accredited institutions, access by out-of-state institutions, access to CCC course outline information from OSCAR, and the

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

appropriate amount for an annual fee. For the time being, this service will only be offered to USC.

Action: The Board agreed to the following:

“Direct the ASSIST Coordination Site to draft a service agreement (to be approved by the Board) for USC to access the ASSIST Articulation Maintenance Reports System (including use of the ASSIST Course Search, view of OSCAR course outline information, and ASSIST Single Course Articulation Summary features) for the 06-07 academic year as a pilot for a \$1,000 fee.”

8. Update on “Streamlining UC Articulation”

Heisel distributed an "Overview of Streamlining UC Articulation" document and described the initiative. This initiative is aimed at providing students and advisers information that succinctly compares major-specific requirements across all UC campuses. With these new displays, students will be able to identify courses that will prepare them for the same major on multiple UC campuses and courses that are needed only for certain specific campuses. She indicated that the first phase of the UC Transfer Preparation Paths are now being developed for Biology, Chemistry, History, and Psychology; broad intersegmental consultation is being sought during their development. Expansion of this process to include all top UC majors is planned for 06-07. There has been preliminary discussion about the ways in which this information could be displayed within ASSIST and it is expected that a related proposal will be presented to the Board at their fall meeting. Patton asked that an electronic copy of the "Overview" document be emailed to the full Board.

9. ASSIST Curriculum Search and Single Course Articulation Summary Status

Taggart briefly noted that the new Course Search feature was activated on April 26 and that it was highlighted at a series of breakout sessions during the ASSIST Conference. Campuses have responded to this new feature with much enthusiasm and it is being used extensively. The Single Course Articulation Summary feature is under development and is expected to be activated in late June or early July. A prototype version of this feature was also highlighted during breakout sessions at the ASSIST Conference.

10. Proposed 06-07 ASSIST Budget

There was insufficient time to discuss this item.

Action: The Board agreed to hold this item over to the next meeting.

11. Annual ASSIST User Satisfaction Survey Preliminary Report

There was insufficient time to discuss this item.

Action: The Board agreed to hold this item over to the next meeting.

**ASSIST Board of Directors Meeting, June 6, 2006
CSU Office of the Chancellor (Long Beach)
Summary Notes – Final**

12. 2004-2006 ASSIST Strategic Plan Status Report

There was insufficient time to discuss this item.

Action: The Board agreed to hold this item over to the next meeting.

13. Discussion: Erosion of ASSIST as California's official repository of course articulation and transfer information

There was insufficient time to discuss this item.

Action: The Board agreed to hold this item over to the next meeting.

Since there was insufficient time to discuss many agenda items, the Board agreed to hold a follow-up meeting as soon as member's schedules allow. The meeting was adjourned at 3:15 p.m. by ASSIST Board Chair Rachel Hendrickson.