

## Summary Notes

ASSIST Board of Directors Meeting, May 15<sup>th</sup>, 2000

Final 5/30/00

California State University Chancellor's Office, Long Beach

**Present:** Helena Bennett, CAN System Office (guest)  
Suzanne Bolding, ASSIST Coordination Site (taking summary notes)  
Clyde Brewer, San Jose State University  
David Cupp, University of California, San Diego (guest)  
Patrick Farrell, University of California, Davis  
Carla Ferri, University of California, Office of the President  
Raschel Greenberg, California Intersegmental Articulation Committee  
and University of California, Irvine (guest)  
Kaylene Hallberg, California Community College Chancellor's Office (via  
teleconferencing)  
Allison Jones, California State University Chancellor's Office  
Debbie Kammerer, University of California, San Diego (guest)  
Thea LaBrenz, University of California, Riverside  
Miki Mikolajczak, Saddleback Community College  
Ross Miyashiro, California State University Chancellor's Office  
Judy Osman, California State University Chancellor's Office  
Patrick Perry, California Community College Chancellor's Office  
Cathy Robin, ASSIST Coordination Site  
Nelson Shirota, University of Southern California (guest)  
Mary Jennings-Smith, Mira Costa College  
Robert Tacconi, University of California, Office of the President  
Eric Taggart, ASSIST Coordination Site  
John Tarjan, California State University, Bakersfield  
Kevin Woolfork, California Postsecondary Education Commission

The meeting was convened at the California State University Chancellor's Office (Long Beach) at 9:03 a.m. by Board Chair Allison Jones. Reflecting the recent change in the ASSIST Board's membership bylaws, the three faculty representatives on the Board were present. Kaylene Hallberg announced that this is her last ASSIST Board Meeting as she will be moving into another position at the Community Colleges Chancellor's Office. The status of CCAN was added as an agenda item.

### **1. Web ASSIST Articulation Maintenance System Status Report**

Director Taggart reported on the status of the Articulation Maintenance System. The latest targeted deployment date of June 2000 will not be met due to the diversion of ACS technical staff time to assume the duties of an absent systems administrator during the lengthy recruitment process. Another targeted deployment date will not be set until campus beta testing has begun. Two months will be needed for data collection and training before final deployment. Articulation officers are advised to continue working

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in the old environment and not to plan around a target date. The Coordination Site hosted a conference for UC and CSU articulation staff on March 28<sup>th</sup> to preview a test version of the software. Another session is scheduled for June 20<sup>th</sup>. The Technical Advisory Committee also previewed the system at their last meeting two weeks ago. Data cleanup continues at the Coordination Site.

### **2. Student Friendly**

The Board reported on the status of the intersegmental Student Friendly project and the responsibilities of ASSIST in relation to Student Friendly. The Student Friendly project will be concentrating on data elements and the development of a transcript analysis tool as part of Phase 2. The scope of evaluation provided by the transcript analysis tool will depend on the data ASSIST provides to XXAP. Since ASSIST does not include degree requirement information, Student Friendly will not evaluate major preparation, but will evaluate fulfillment of IGETC and CSU GE patterns. The project will be developed using 1999-2000 IGETC and CSU GE data to form the architecture and then replace the data with 2000-2001 data when it becomes available. ASSIST staff met with the XAPP representatives in January 2000 to discuss the provision of ASSIST data to XAPP for use in Student Friendly.

### **3. Data in ASSIST for Independents**

Director Taggart reviewed the cost structure worked out by the Board for private institution participation in ASSIST and the status of negotiations with the AICCU. A policy has yet to be approved for sending private institutions which already have IGETC and CSU GE and UC TCA lists in ASSIST. At the request of the AICCU, the Coordination Site did not solicit participation to the individual independents pending outcome of a proposed AICCU survey.

The Board explored alternative ways of working with the AICCU and the independents and re-examined in light of the BCP and the MOU with the independents, the cost structure charging both direct and indirect costs. Marketing perspective was also discussed. The Board resolved to have the Executive Committee meet on how to continue discussions with the AICCU.

### **4. ASSIST BCP**

The Board reviewed the status of the ASSIST BCP. ASSIST will no longer pursue funding through the ICC given that the window for the May Revise process has

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passed. The Board motioned for full Board support to have UC carry the ASSIST BCP for 2000-2001 in their segmental budget request with intersegmental support. The motion was seconded and approved.

### **5. 2000-2001 ASSIST Budget**

The Board reviewed the proposed 2000-2001 ASSIST operating budget. UC will cover the increase in salaries (due to the increased systems administrator salary and UC's programmatic 3.5% increase for merits) as well as the facilities costs for 2000-2001. The funding allocation from UC therefore increases \$60K for facilities and \$120K for salaries for a total allocation of \$540K. The June 30<sup>th</sup> fiscal year-end summary for 1999-2000 will be provided to the Board. No carryover of funds into 2000-2001 is expected.

The Board motioned to approve the 2000-2001 ASSIST Budget. The motion was seconded, and the Board approved the 2000-2001 ASSIST Budget.

Eric Taggart announced that effective July 1<sup>st</sup>, 2000, UC Office of the President will contract with the UCLA campus for accounting and payroll services. The contracts and grants contact for ASSIST remains at UC Office of the President; contracts and grants accounting, however, will move to UCLA.

### **6. Ensuring Complete Data in ASSIST**

The policy established by the Board for ensuring complete data in ASSIST states that if articulation is established, the most current is expected to be in ASSIST. The ASSIST Coordination Site is unable to report on the extent of non-compliance with this policy since it only knows about articulation which has been submitted. In prior meetings, a status report was developed by the Board Workgroup and approved by the full Board rating each university based on its articulation in ASSIST in the categories of quantity of current articulation agreements, service area coverage, and amount of major preparation and discipline based articulation. The Board solicited from CIAC criteria for rating the quality of articulation in the report, but their subcommittee delegated for the purpose has not yet completed the task. The Board reviewed once again the criteria for the ratings and usefulness and purpose of the report. The Board decided that the status report in its current form should not be used and that the Executive Committee would meet to discuss desires for the annual report and to compose a committee for proposing a new format for the annual report. The Executive Committee will also issue a statement on its decision not to use the current annual report.

Director Taggart reported on the status of other projects for ensuring complete

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data in ASSIST. ASSIST and CAN are progressing with synchronization of data. The project of electronically loading community college curriculum data will be discontinued since no pilot campuses have been found.

Director Taggart also reported that the integration of CCAN into ASSIST will require a separate display. CCAN is a list of non-baccalaureate-level courses which could be used for transferring between community colleges in certificate or vocational programs.

### **7. Model Articulation Agreement Format**

The Board reviewed the status of the Strategic Plan goal to seek the development of a model articulation agreement format which the universities would be encouraged to follow. CIAC was asked to come up with a format, but they have not yet provided one. The Coordination Site will follow up with CIAC on this topic.

### **8. Student Focus Groups**

The Coordination Site engaged three graduate students in the California State University, Long Beach, Masters in Counseling program to conduct student focus groups in accordance with the Strategic Plan on the usability of ASSIST software and the information in ASSIST. The focus groups were conducted on the Irvine Valley, East Los Angeles, and Long Beach City Community College campuses and included a pre-survey, a half-hour of activities, a post-survey, and a discussion group. The preliminary findings of the focus groups show that student preferences do not necessarily reflect that of articulation officers. Navigational feedback was also provided. The final report on the focus groups will be delivered to the Coordination Site and distributed to the Board after the graduate students' semester ends.

### **9. Technical Advisory Committee Report**

The Technical Advisory Committee (TAC) updated the ASSIST Technology Plan as provide in the Board Meeting Packet. Comments from the Board on the draft plan were requested in any format by June 9<sup>th</sup>. Jim Dolgonas had requested a session to cover the plan at the Board Strategic Planning Summit. John Tarjan requested that the ASSIST Web site be set up at the summit with an LCD projector.

The Coordination Site has been working on ensuring ADA compliance of the ASSIST Web site. The list of ADA required and recommended improvements were e-mailed to the Board. The next step is to identify software development changes in the

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"Definition of Functional Requirements" document to the Technical Advisory Committee and then carry out the actual programming to implement the software changes. The bottom line, however, is that the articulation agreement reports are not compliant in that they present information in a columnar format not readable by a text reader.

### **10. Campus Participation 2000-2001**

The annual campus participation letter will be sent once again in August to universities and colleges along with a contact form and articulation planning matrix for the universities.

### **11. Fall ASSIST Strategic Planning Summit**

Kevin Woolfork proposed changing the name of the biennial Retreat to the Strategic Planning Summit to more accurately reflect the purpose of the meeting. The ASSIST Strategic Planning Summit will be held once again at the San Diego Marriott and Marina, August 31<sup>st</sup> - September 1<sup>st</sup>. Ray Rood will once again facilitate although he will be asked to focus more on objectives rather than vision, now that ASSIST is no longer undergoing major organizational changes. The meeting will run from 8:30 a.m. - 4:00 p.m. the first day and from 8:30 a.m. to 3:30 p.m. the second day. Chair Allison Jones emphasized the importance of adjusting individual schedules to accommodate the Summit.

### **12. Rotation of the Board Chair to UC**

The ASSIST Board Chair will rotate to UC effective July 1<sup>st</sup> as Chair Allison Jones will complete his two-year term. UC will provide its decision to the Board as to who will serve by July 1, 2000.

### **13. 2000-2001 ASSIST Board Calendar**

Pending a survey of calendars, the Fall 2000 ASSIST Board Meeting will likely take place mid-October, not on a Friday, the tentative date being Monday, October 23<sup>rd</sup>. The meeting will take place at UC Office of the President in Oakland.

The 15<sup>th</sup> Annual ASSIST Conference is already set for December 5<sup>th</sup> - 6<sup>th</sup> in Northern California, once again at the Walnut Creek Marriott.

The Spring 2001 ASSIST Board Meeting was targeted for mid-May at the CSU

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Chancellor's Office. For planning purposes, the Board was reminded that the May Revise usually comes out May 14<sup>th</sup> or 15<sup>th</sup>.

**14. Director's Report**

Director Taggart responded to questions and comments on the Director's Report. It was mentioned that the number of reported hits on the ASSIST Web site represented good usage and could be used for the ASSIST BCP.

**15. Campus Advisory Committee**

The Campus Advisory Committee (CAC), similar to the TAC, advises the Board on ad hoc policy issues. In addition, it is supposed to help with the annual user satisfaction survey. The structure of the CAC has not been effective. For the annual user satisfaction survey a student focus group was suggested followed by an on-line survey. Project assessment and the structure of the CAC was added to the ASSIST Strategic Planning Summit agenda.

Board members reported not receiving Chair Allison Jones' e-mail regarding the signed MOU between the Community Colleges and California State University. The e-mail will be re-sent.

The meeting was adjourned at 2:05 p.m.