

## Summary Notes

**ASSIST Board of Directors Meeting, May 20th, 2002  
California State University Chancellor's Office, Long Beach**

**Final 7-23-02**

### **Present:**

Suzanne Bolding, ASSIST Coordination Site  
Aiden Ely, California Community College Chancellor's Office  
Patty Faiman, California State University, Northridge  
Carla Ferri, University of California, Office of the President  
Stephen Handel, University of California, Office of the President  
Judith James, California Community Colleges Chancellor's Office  
Mary Jennings-Smith, Mira Costa College  
John Karras, California State University Chancellor's Office  
Judy Osman, California State University Chancellor's Office  
Suzanne Shaefer, University of California Irvine graduate student (guest)  
Cathy Robin, ASSIST Coordination Site  
Eric Taggart, ASSIST Coordination Site  
John Tarjan, California State University, Bakersfield  
Renee Tuller, Grossmont Community College  
Juan Yniguez, Association of Independent California Colleges and Universities  
(guest)

The meeting was convened at the California State University Chancellor's Office (Long Beach) at 10:15am by Board Chair Carla Ferri.

### **1. ASSIST Funding Status and Proposed 2002-2003 ASSIST Budget**

Director Taggart reported on the status of 2001-2002 ASSIST funding. The normal UC allocation of \$420K (including \$120K for facilities) was permanently increased in 01-02 by \$80K, attributed to adjustments for COLA and merits for the current and past years. The normal CCC and CSU allocations for 2001-2002 of \$589K and \$360K (\$60K of which goes to the Coordination Site) were unchanged. An additional \$100K from CSU and \$100K from UC were secured as one-time funding for the current fiscal year. With the additional permanent and temporary allocations for the 2001-2002 fiscal year, combined with cost-savings at the Coordination Site due to careful spending and savings in the equipment contingency category, a carryforward of \$170K is projected at fiscal year-end for use in 2002-2003.

The proposed 2002-2003 ASSIST Budget was presented to the Board for approval, including the planned new equipment purchase with associated co-location, software and licensing costs and \$20K for the bi-annual conference in December. UC may permanently

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increase its allocation by \$40K to cover expenses for administrative oversight of the Coordination Site, bringing the total UC allocation to \$540K including facilities. The CSU and CCC allocations remain \$360K and \$589K, respectively. The Coordination Site expects to end the year with a \$170K deficit (correcting the Board packet figure). Using salary savings and faculty workshop savings funds from the current fiscal year, CAN is negotiating a \$120K contract for ASSIST to integrate CAN data into the ASSIST database and display CAN identifiers appropriately in ASSIST using existing staff and equipment. Another \$45K may be provided by CAN after the State budget passes for ASSIST to prototype an automated CAN request for verification process, again using existing staff and equipment. If the CAN funds are secured and there are no major equipment failures, the Coordination Site is expected to end 2002-2003 fiscally solvent. Until the \$120K CAN contract is executed (expected July), the Coordination Site will hold off on the new equipment purchase. The Coordination Site will continue to keep the Board apprised of progress on the CAN contract and the pending new equipment purchase.

Director Taggart also projected the longer term 2003-2004 and 2004-2005 ASSIST Budgets (with the same operational expenses, no new equipment purchases, and the annual conference changed to biennial). The Coordination Site is expected to end 2003-2004 with a \$145-150K deficit. The most optimistic economic forecasts do not call for submission of a BCP until 2003-2004 for funding in 2004-2005; most likely, an ASSIST BCP will be submitted in 2004-2005 for 2005-2006 funding. The 2004-2005 ASSIST Budget projects another \$200K deficit with merits and the planned biennial conference. Dennis Galligani and Carla Ferri of UC, Patrick Lenz, of the CCC, and Allison Jones and Judy Osman of the CSU already conferred once on April 22<sup>nd</sup> regarding long-term funding for ASSIST. With these longer term budget projections, Dennis Galligani will continue high-level talks with the segments to determine funding plans through 2004-2005.

The annual ASSIST conference has changed to a biennial conference to conserve funds. The December 2002 conference, to be held in Southern California, is expected to run \$20K including the \$60 per person registration fees collected. A jointly sponsored, two-day ASSIST-CAN meeting has been proposed as a method of more cost savings. The Board proposed bringing in other topics of interest as well (perhaps as workshops) such as IMPAC, CSU Core Alignment projects, and the Master Plan and the possibility of more sources of funding. Consultation with CIAC was advised so as not to overlap agenda. (Note: ASSIST will seek additional funding from CAN beyond the possible \$165K CAN contracts for a joint CAN-ASSIST conference. A misunderstanding occurred when this question was raised during the meeting.)

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### **2. ASSIST Legislative Supplemental Report Language**

The Board reviewed the report and evaluation of articulation not in ASSIST prepared by the Coordination Site in response to the Supplemental Report Language (SLR) for the University of California for the 2001-2002 Budget Act. The report listed articulation submitted by the community colleges which was found to be not in ASSIST and responded to the SLR's request for the proportion of articulation not in ASSIST. The Board briefly reviewed individual instances in the report's appendix and trends or problems by university and concluded that the segmental offices should use the report to address problem areas with the non-compliant campuses. The Board found the report useful and proposed that the report be repeated next year as well incorporating the suggestion that university articulation officers be involved in the review process.

Separately, the Coordination Site reported on its review of major advising sheets prepared by the community colleges and not representing official articulation. The major advising sheet review was conducted by the Coordination Site to investigate quality and value of major advising sheets. The major advising sheets were reviewed and evaluated for the accuracy, content, and presentation of information. The investigation also looked into how the major advising sheets do or do not overlap with existing articulation. The report found that most advising sheets, which come in variety of formats, are not reviewed by the universities, and some are not reviewed by community college articulation officers. Content sometimes overlaps with existing articulation in ASSIST and sometimes fills gaps where no articulation existed or which may not be approved until the end of the academic year. The information sometimes conflicts with information provided by articulation in ASSIST, or suffers degradation from official articulation. The findings of the investigation led the Board to recommend the need for guidelines for developing major advising sheets. The Board suggested responding with an issuance of a report of its findings, with a statement that at this point, major advising sheets are not official articulation and raise serious concerns about accuracy. The Board directed the Workgroup to identify the appropriate groups (articulation officers, counselors, transfer centers) for the distribution of the Board's report and statement.

Finally, the SLR required that a feature be added to the ASSIST web site to provide a place for students to report articulation in ASSIST not honored. Of the 500 reports received thus far, only about 5 or 6 were reporting the problem solicited by the feature. Only one case turned out to be legitimate, but the articulation has since been honored. Another case involved a university student wanting to take a second-semester calculus class at a community college, and the first-semester taken at the university was not honored as a pre-requisite to the community college's second semester. (Articulation agreements are not bi-lateral, but students have recourse to faculty to review and waive.) This information will be included in the November

2002 ASSIST Legislative Report to be drafted by the Workgroup.

### **3. Strategic Plan**

The ASSIST Strategic Plan was revised for the October, 2001, Board Meeting. Many activities have been suspended due to funding. One item, ADA compliance (as measured by Web Bobby), was completed by the Coordination Site. ASSIST now has an on-line, ADA compliant Web ASSIST. Although the interface to get to articulation agreements is ADA compliant, the reports themselves are not because a text reader cannot read across lines. The agreements would have to be re-written for compliance. There are magnifiers available now for the vision-impaired. Transferable course lists are compliant. The Coordination Site will be sending its technical writer to a class at UCI this summer on ADA compliance.

### **4. Status of CAN Data in ASSIST**

Since Jose Michel, Director of CAN, could not make it to the Board meeting as scheduled, Director Taggart briefly summarized the progress of integrating CAN Data in ASSIST. CAN is developing a new process of canning courses, but until it is fully developed, the traditional canning process is being used. The CAN System Office will continue operating its own web site and database and will give its data to the Coordination Site to load into ASSIST. The project is expected to be completed by the end of next academic year. CAN formerly provided CAN data to ASSIST so this move is to return to a regular process.

### **5. Data Extract Policies**

Director Taggart reviewed some of the legitimate uses of data extracts for course lists for UC TCAs, CSU Bacc, CSU GE/Breadth, and IGETC and for university degree audit systems. A new version of data extracts with all versions of courses will address concerns from Student Friendly.

The Workgroup met to discuss concerns about appropriate use and distribution of ASSIST data extracts after community colleges requested ASSIST data extracts for use in advising systems being designed by outside companies. The potential exists to misrepresent or misuse data so the Workgroup consulted with Jim Dolgonas at UCOP as well as UC General Counsel regarding use of ASSIST data. General Counsel concluded that the ASSIST reports as provided by Web ASSIST are public reports paid for by the State and by the Public Records Act

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cannot be restricted but was concerned about the use of ASSIST software. Articulation information is stored as data in the ASSIST database and codified by the ASSIST software. The raw data extracts, devoid of context presented in the reports can be restricted. The universities are entitled to the extracts as it is their own data, which they use for degree audits. The Workgroup's draft policy limits the use of ASSIST data extracts. The policy would not prevent anyone from extracting the data by hand from the ASSIST reports, however. Director Taggart was directed by the Board to finalize the policies on the provision and use of data extracts by ASSIST imposing limitations on use of data, but also showing how the data extracts could be legitimately used. The Board will adopt the new policies and post them on the ASSIST Information Center web site.

### **6. Model Articulation Format**

The Model Articulation Format prepared by CIAC was distributed and discussed. Significant changes impacting ASSIST software include always presenting articulation reports with the university courses on the left side to present the logical arrangement of university courses. The implementation of the Model Articulation Format within the ASSIST software is not an issue of funding and its completion is expected by the end of next year. Training of users will not be required, but ASSIST may arrange a workshop at the biennial conference to introduce the changes to ASSIST. The Model Articulation Format was approved by the ASSIST Board by consensus. The Board directed Director Taggart to draft a letter to notify CIAC of the ASSIST Board's approval.

### **7. UOP Letter**

The Board reviewed the letter of request by Gary Martin, Professor and Assistant Dean of the University of the Pacific's School of Engineering, to participate in ASSIST. The Board expressed concern over partitioning institutions by department and concluded that working with the independent colleges was within the goals of ASSIST and that UOP should be able to individually participate, but as a full institution in ASSIST and following a set of policies for independents to be established by the ASSIST Board.

The Board revisited the issue of coming to consensus on policy and cost for participation in ASSIST by individual independent colleges. The Board resolved to draft a written policy regarding individual participation by independent institutions which would address honoring articulation, complete data, and fee structure for sending and receiving institutions to participate in this State-funded project. The policy would also stipulate that the Coordination Site would be

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responsible for data entry upon submission of hard copy articulation from the institution. The ASSIST Board will notify the AICCU that it is establishing a policy under which individual independents can participate in ASSIST.

### **8. AICCU**

Juan Yniguez of the AICCU presented the up and running ISAP web site developed alternatively to AICCU participation in ASSIST. He apologized for the AICCU's failure to bring closure to its negotiations with the ASSIST Board regarding cost of participation in ASSIST. Juan Yniguez suggested linking the two sites now that two sites existed, but the ASSIST Board declined, citing concerns about linking to a site currently representing non-binding articulation and without a mechanism in place to assure quality control of articulation.

### **9. Director's Report**

The Director's Report on ASSIST operation since the last Board Meeting was presented to the Board.

Director Taggart reported the impending retirement of Bill Cooper, one of the Coordination Site's programmers, on June 7, 2002. Director Taggart defined as critical the need to quickly fill Bill Cooper's position as his area of expertise does not overlap in programming language and knowledge with that of the other programmers at the Coordination Site.

Director Taggart reported that a few letters were sent to campus vice presidents/vice chancellors for failure to log on in a timely fashion to the Fall 2002 cycle of the Curriculum Update System. Also reported: all CSUs will be entering their own data as of July 1, 2002.

Campus Representative Mary Jennings-Smith announced this was her last ASSIST Board meeting. Board Chair Carla Ferri also announced the rotation of the Chair's two-year term from UC to the Community Colleges. Judith James will notify the Board of the Community College's appointee.

The next Board Meeting was suggested for the 1<sup>st</sup> or 3<sup>rd</sup> week of October 2002. The Coordination Site will request calendars of availability and coordinate a date.

The meeting was adjourned at 3:30 p.m.