

**ASSIST Board of Directors
Spring 2003 Meeting – May 19, 2003
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Board Members Present:

Suzanne Bolding, ASSIST Coordination Site
Aiden Ely, California Community College Chancellor's Office
Patty Faiman, California State University, Northridge
James Given, University of California, Irvine (UC Academic Senate)
John Karras, California State University Chancellor's Office
Linda Michalowski, California Community Colleges Chancellor's Office
Judy Osman, California State University Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield (CSU Academic Senate)
Renee Tuller, Grossmont Community College (CCC Academic Senate)
Sue Wilbur, University of California, Office of the President
Yoly Woo-Hoogenstyn, University of California, San Diego

Guests:

Mary Jennings-Smith, Mira Costa College (Representing CIAC)
Jose Michel, CAN System Office
Patricia Servin, CAN System Office

The meeting was convened at the California State University Chancellor's Office (Long Beach) at 10:00 am by the new ASSIST Board Chair Linda Michalowski, replacing Judith James of the California Community Colleges Chancellor's Office.

1. Staffing

Eric Taggart announced the upcoming departure of the ASSIST Coordination Site Administrative Assistant, Suzanne Bolding, on May 27th. The UC Office of the President has already approved recruitment for a replacement, and it is anticipated to take about 2 months to fill the position.

2. Financial Status, ASSIST 03-04 Budget, and Future ASSIST Budget Change Proposal

Eric Taggart presented the projected ASSIST 03-04 Budget and a summary of 02-03 finances. The projected 03-04 allocations for ASSIST total \$1.3M – including base CCC/CSU/UC allocations (without reflecting possible reductions) and 02-03 carry-forward (which includes \$100K for the UC DAP Compendium project). Detailed projections for 03-04 are difficult to

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provide due to the uncertainty of the 03-04 State budget, but the following items are likely to affect the ASSIST budget:

- The CSU 03-04 allocation is expected to remain at \$70K
- The CCC allocation may be further reduced by 10.8% (about \$60K)
- The 03-04 UC base allocation was reduced from \$540K to \$520K to reflect \$20K savings on the renewed space lease for the Coordination Site
- The UC allocation may be further reduced by 5%-20% (about \$20K-80K)
- The 02-03 carry forward may increase as some currently pending fiscal actions are resolved

Board members discussed the possibility of generating income for the service of providing ASSIST Data Extracts to colleges, universities, and other agencies. It is expected that the use of ASSIST data in other systems will continue to increase as campuses and the system offices seek to leverage the work being done with ASSIST. The topic was deferred to the Board Workgroup for further discussion to identify the desirability of such a fee, the impact it would have on campuses, and any other issues that might be raised.

Board members discussed the possibility of resubmitting the ASSIST Budget Change Proposal (BCP) via the ICC Intersegmental Budget Task Force for consideration of funding in 04-05. The ASSIST BCP requests a \$1.1M augmentation to the base funding for ASSIST. The reasons for requesting the 01-02 ASSIST Budget Change Proposal, which was unexpectedly blue-lined by the Governor in July 2001, persist: high technology costs and technical salaries have put a strain on the operational budget of the Coordination Site, and ASSIST has not received a funding augmentation since 92-93. In addition, equipment maintenance to support the newly purchased servers, marketing of ASSIST to increase student usage, and implementation of enhancements to ASSIST software, all outlined in the Strategic Plan, are on hold until new funding is available. Though passage of another BCP is unlikely until 05-06 given current economic conditions, the Board agreed to submit an 04-05 BCP to the ICC in order to keep awareness about ASSIST needs high. The 04-05 BCP will be based on the 01-02 BCP and current needs expressed in the ASSIST Strategic Plan. Board members also suggested that the BCP address the expanded use of ASSIST data in other systems such as OSCAR, CAN, UC Dual Admissions, CaliforniaColleges.edu, UC Pathways, CSU Mentor, and campus degree audit systems.

The Coordination Site will draft an updated BCP for review by the Board in June so that it can be submitted to the ICC in July.

3. ASSIST Strategic Planning

The Board discussed the need to hold an ASSIST Strategic Planning Retreat in order to revisit the ASSIST Strategic Plan with the new Board membership. The previously biennial Strategic

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Planning Retreats, which shaped ASSIST's mission and high-level goals and objectives, has been on hold for several years due to the funding situation. The Board recommended a one-day, all-day meeting in an inexpensive, convenient locale, with a less expensive facilitator than the previous one. Director Taggart will be providing materials on the status of the Strategic Plan to help with the retreat discussions and will take suggestions for a facilitator. The retreat was targeted for January 2004, providing an opportune time to begin a strong push for an ASSIST BCP in the 05-06 State budget cycle.

4. Follow-Up on the 2002 ASSIST Conference

Eric Taggart recapped the November 2002 ASSIST Conference noting that it was well attended and received favorable reviews from attendees. Many issues were discussed including Community College-to-Community College articulation in ASSIST where it was found that most college-to-college articulation is vocational and non-transfer related, and therefore outside of the scope of ASSIST. Where college-to-college articulation is done, it generally summarizes existing university articulation in a grid-like manner showing the articulation for many colleges. Such a feature has been desired within ASSIST for many years but is on hold along with numerous other items referenced in the ASSIST Strategic Plan.

The Coordination Site has followed up on a number of items raised during the conference.

- CSU and UC attendees discussed the status of their degree audit systems and how ASSIST data is being used in this context. The Coordination Site sponsored a two hour follow-up conference call on December 11 to continue the discussion. A summary of which system each university is using and their status was then compiled and distributed among the CSU and UC campuses.
- As follow-up to discussions at the conference regarding better access to curriculum information in ASSIST for Community College articulation officers, in March the Coordination Site opened up access to the ASSIST Articulation Maintenance System Reports web site. Now all community college articulation officers can use their ASSIST username and password to access this site in order to view the detailed curriculum information in ASSIST for all colleges and universities.
- As follow-up to another discussion at the conference regarding increased access to the maintenance reports by other CSU and UC staff (beyond those that do the data entry), in April the Coordination Site announced to all CSU and UC campuses that they can now request additional usernames and passwords that will allow others at their campus to view the articulation maintenance database for their university. These new users will not be authorized to do any data entry but can use the Maintenance System Reports web site to view draft agreements and other related information.

5. Maintaining Complete Data in ASSIST

Each year the Coordination Site surveys Community Colleges to identify any current articulation from CSU and UC campuses that is not in ASSIST. Eric Taggart reported on the findings from this year's survey which showed that the amount of missing articulation was very small. The Coordination Site will continue to conduct this survey each year and report findings to the Board.

Board members revisited the question of annually reporting what articulation is *in* ASSIST. A report prepared by the Coordination Site for the UC Dual Admissions project provided a gap analysis which identified where there were existing gaps in articulation. This could provide some parameters for a future annual report for the Board. Aiden Ely suggested that the report of "Articulation Not in ASSIST" provides a detailed level of inquiry and that the Board could use it to define some agreed upon parameters for evaluating the quantity of articulation in ASSIST. The discussion of whether to do an annual report of articulation in ASSIST will be taken up at the Strategic Planning Retreat.

Other monitoring activities to ensure complete data in ASSIST include the annual CSU/UC Data Entry Planning Matrices and monitoring of campuses which do not submit fall data during the Curriculum Update cycle. Planning matrices for articulation planned to be completed during the year are sent out in August, and the Coordination Site follows up with the Board Workgroup in February on any problems with campus follow-through with the plans. Also in August, the Coordination Site sends a letter to the campus vice presidents or vice chancellors over articulation reminding the campuses of the duties of the ASSIST campus contact and with a form to sign and return designating the ASSIST contact for the year. At the request of the Board, the vice president or vice chancellor of any campus that does not log on to the Curriculum Update System within the first few weeks of the fall cycle is sent a letter stating the Coordination Site's concern. Seven such letters were sent to campuses for the Fall 2003 cycle – down from 24 in the prior year.

6. CAN Data in ASSIST

The Coordination Site and the CAN System Office are making progress on the exchange of CAN data to work out discrepancies for the display of CAN identifiers in ASSIST. It was decided to focus only on currently qualified courses as historical CAN data contained too many errors and problems. The next phase of the project is the display of CAN identifiers in ASSIST. Display samples will be presented to the CAN and ASSIST Boards for their review. Individual university articulation officers will have control over whether or not to display CAN qualifiers in articulation agreements in ASSIST. (For example, UC may not want to show CAN identifiers in

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articulation agreements which may erroneously imply that UC accepts CAN qualified courses as articulation.) The third item in the CAN contract for ASSIST calls for development of a prototype of an automated CAN Request for Verification System which would draw on the ASSIST database of course articulation to verify CAN courses. The new model for CAN, based on direct faculty review rather than existing articulation, will probably eliminate the need for ASSIST to develop the prototype for an automated system based on existing articulation. ASSIST will negotiate the details of any amendments to the contract with CAN Director Jose Michel.

7. ASSIST Data in Pathways

UC Pathways, the on-line application system for UC, has asked ASSIST to provide data so that Pathways can provide pick-lists for students so that self-reported data would draw on the consistency and accuracy of the ASSIST curriculum data, rather than student-typed data. CSU Mentor, the on-line application system for CSU may be requesting similar data extracts from ASSIST. Similar functionality may also be built into the CaliforniaColleges.edu Transfer Planner.

8. Participation of Independent Colleges and Universities in ASSIST

Eric Taggart reported that, since the last Board meeting, a handful of independent institutions have contacted ASSIST for information about participation. These institutions include: DeVry, The Art Institute of California – Los Angeles, Pacific Union College, Fresno Pacific University, and Loyola Marymount. They were provided with copies of the ASSIST Board policy on participation in ASSIST and were asked to send a letter to Director Taggart if they were interested in participating. Such a letter would then require that the Board establish an annual fee for their participation.

Board members also discussed the AICCU's ISAP web site.

9. OSCAR

Eric Taggart demonstrated OSCAR and updated the Board on its status and progress. OSCAR is a public repository for course outlines, geared specifically for the annual IGETC, CSU GE-B and UC TCA review processes. It is not intended to be a curriculum management system for colleges. The IGETC and CSU GE-B administrative review portion of the OSCAR system for on-line faculty review is being developed separately by the CSU Chancellor's office. The Coordination Site completed the pilot OSCAR project in January 2003, and all beta colleges

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expressed a desire to continue to use OSCAR. OSCAR will open in June 2003 for all colleges to submit course outlines for the IGETC, CSU GE-B, and UC TCA review processes. OSCAR will also be presented to a CCC Academic Senate task force headed by Kate Clark to investigate standards and formats for transmitting course outlines electronically. The CCC Academic Senate is expected to submit a proposal to the ASSIST Board requesting the development of a public web site where outlines submitted via OSCAR could be viewed by others, especially college and university faculty working on articulation.

One question to be addressed in the future is whether the oversight of OSCAR should continue to be coordinated by the CSU Chancellor's Office or become a part of ASSIST.

10. UC Dual Admissions Program (DAP) Compendium

Last summer the ASSIST Board approved the project proposal for ASSIST to develop the UC DAP Compendium. Sue Wilbur provided an overview of DAP and Eric Taggart provided an update on the status of this project. ASSIST has worked with UCOP to develop an initial prototype and once it is approved by UCOP, ASSIST will write the "Definition of Functional Requirements" for the ASSIST Technical Advisory Committee and ASSIST Board to review and approve. It is expected that this document will be ready for review in June. Once the functional requirements are approved the Coordination Site develop the related features and report to the Board on progress. The initial phase of the DAP Compendium web site is expected to be activated in September 2003. UC has provided \$100,000 to ASSIST for the development of the DAP Compendium. These funds will be used to maintain existing ASSIST operations, no new staff will be hired.

11. Links to ASSIST from Campus Web Sites

Coordination Site staff conducted an investigation into how well connected the ASSIST web site is to web sites at California colleges and universities. The results of his investigation was reviewed, with each link characterized as: 1) just a link 2) a link with good, accurate detail describing ASSIST or 3) no link, or a link that providing little or erroneous detail about ASSIST. Appropriate placement of the link within the web site was also examined. The Coordination Site then e-mailed those colleges with par or sub-par links with suggestions for improving their link to ASSIST. Grossmont College's link with well thought-out descriptive text about ASSIST served as the suggested model.

The Coordination Site also found two links which it found problematic. www.IGETC.org was created by a CSU Northridge faculty member to demonstrate that IGETC can be completed solely via distance education courses. CCCtransfer.com is a site which offers evaluation of

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transcripts for a fee and links to ASSIST and campus web sites. The Coordination Site is checking with UC General Counsel to determine if there is a legal basis for requesting that links to ASSIST resources be removed from a specified web site.

Meeting Postscript: As of June 9, 2003 the www.igetc.org site is no longer available.

On a related note, all ASSIST web sites, software, and the database are copyrighted by University of California Regents. The Coordination Site recently added copywrite statements to key pages of Web ASSIST, the ASSIST Articulation Maintenance System, the ASSIST Curriculum Update System, the ASSIST Information Center, and OSCAR.

12. ASSIST Board Governance

The State budget's May revise has proposed integration of CPEC into the California Student Aid Commission. Kevin Woolfork and ZoAnne Laurente, who have represented CPEC on the ASSIST Board, have left the agency. Since CPEC is officially recognized as an ex-officio member of the ASSIST Board the ASSIST Board of Directors Governance policies and document will need to be revised accordingly if this change become effective. This topic will be raised at the Fall 2003 ASSIST Board meeting and at the Strategic Planning Retreat.

13. Fall 2003 ASSIST Board Meeting

The Fall 2003 ASSIST Board Meeting will take place in Sacramento at the California Community Colleges Chancellor's Office in early October. The Coordination Site will request calendars from the Board for availability.

The meeting adjourned at 2:30 p.m.