

ASSIST Board of Directors Meeting
Monday, May 24, 2004
California State University Chancellor's Office, Long Beach
Summary Notes

Present:

Dan Crump, American River College
Patty Faiman, California State University, Northridge
Diane Glow, San Diego Miramar College
Steve Handel, University of California, Office of the President
Linda Michalowski, California Community College Chancellor's Office
Judy Osman, California State University Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Jeff Spano, California Community College Chancellor's Office
Heidi Speare, ASSIST Coordination Site
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield
Sue Wilbur, University of California, Office of the President
Kevin Woolfork, California Postsecondary Education Commission
Yoly Woo-Hoogenstyn, University of California, San Diego

The meeting convened at the California State University Chancellor's Office (Long Beach) at 9:40 a.m. by ASSIST Board Chair Linda Michalowski.

1. Proposed ASSIST 04-05 Budget and Financial Status

Eric Taggart presented the proposed budget for 2004-05 to the Board. Following a brief discussion of future projects and associated costs the budget was unanimously approved.

2. 2004-2006 ASSIST Strategic Plan

The Board discussed and unanimously approved the Strategic Plan pending the inclusion of the following revisions:

- Goal 1, Objective 3 Add reference to " intersegmental articulation processes";
- Primary Goal 2, Objective 2 Add an activity to investigate and report on possibilities for improving the usability of accessible features. This activity should be concluded by June 2005;
- Primary Goal 4, Objective 1 Add an activity for participating in or providing materials for the annual counselor conferences and "Ensuring Transfer Success" conferences.
- Primary Goal 4, Objective 2 Include the California Postsecondary Education Commission in the list of agencies to receive updated ASSIST Talking Points.

3. Maintaining Complete Data in ASSIST

Board members reviewed and discussed the following reports:

- 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

4. Status of ASSIST Components

Eric Taggart reviewed the status of all ASSIST system components and Board members discussed various details. CSUCO requested the ASSIST Board establish a standing OSCAR Advisory Committee with appropriate representation from faculty, campuses, and the CSUCO. This committee would continue the work of the original OSCAR Advisory Committee established by CSUCO to oversee the initial development of OSCAR.

ACTION:

- Web site activity statistics for the ASSIST UC Major Prep Explorer will be included in the ASSIST Information Center web site.
- The Board agreed to establish a standing OSCAR advisory committee with a representative membership. The ASSIST Board Workgroup will communicate between now and early June to work out details and report back to the ASSIST Board with a proposed committee charge and membership.

5. Follow Up on Campus Request for an Advisory in ASSIST

The Board Workgroup will continue to discuss this topic and will report to the Board in June with any proposals.

6. IMPAC Request

The IMPAC Math discipline committee requested to add university contact information in ASSIST.

The Board concluded that while this issue is of great importance to every discipline, not only Math, maintaining detailed contact information would be very difficult and some of this information is beyond the scope of ASSIST. However, the new UC Major Prep Explorer does include specific departmental/major web site links to university information. The Board expressed an interest in seeing how this could be expanded to meet the intent of the IMPAC request.

ACTION:

The ASSIST Coordination Site will draft a response letter from the ASSIST Board Chair explaining the discussion, issues, and decisions.

7. Independent Colleges -- Request from National University for access to curriculum extracts

In May 2004 National University expressed interest in purchasing access rights to the ASSIST Curriculum Data Extract files to aid in the development and operation of their local degree audit system. The information they are most interested in obtaining is,

- CSU Transferable Community College Courses;
- IGETC Applicable Community College Courses;
- CSU-GE/Breadth Certification Applicable Community College Courses;
- Curriculum data extracts for CSU and UC courses referenced in ASSIST articulation agreements;

The Board discussed the request and related issues. Any future requests of this nature will be considered on a case by case basis.

ACTION:

The Board agreed to National University's request and directed the ASSIST Board Workgroup to develop a proposed fee and use restrictions. The proposed fee should be fair and cover any additional costs associated with providing the information.

8. December 2004 ASSIST Conference

The 2004 ASSIST Conference will be held in conjunction with the CIAC Conference Monday, December 6 and Tuesday, December 7 respectively in the San Jose area. Pending confirmation of final arrangements, an announcement will be distributed.

The Coordination Site will work with the ASSIST Board Workgroup and campuses to develop the conference agenda.

9. Directors Report

The Director's Report was provided to Board members in advance of the meeting. Board members discussed a few items from the report.

10. Rotation of Board Chairship to CSU

Linda Michalowski will complete her two-year term as Chair on June 30, 2004. Effective July 1st The ASSIST Board Chairship will rotate to California State University Chancellor's Office for a two-year term.

11. Fall 2004 ASSIST Board Meeting Date

The fall meeting will be in mid-October 2004 at the Community Colleges Chancellor's Office in Sacramento. The Coordination Site will contact board members to request dates of availability and coordinate a meeting date.

The meeting adjourned at 1:40 p.m.