

**ASSIST Board of Directors
Fall 2003 Meeting – October 23, 2003
Summary Notes – Page # 1**

Board Members Present:

Dan Crump, American River College
Donna Duddy, ASSIST Coordination Site
Aiden Ely, California Community College Chancellor's Office
Patty Faiman, California State University Northridge
Diane Glow, San Diego Miramar College
Steve Handel, University of California Office of the President
John Karras, California State University Chancellor's Office
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
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield
Sue Wilbur, University of California Office of the President
Yoly Woo-Hoogenstyn, University of California San Diego

Guests Present:

Teresa Aldredge, Cosumnes River College
Christine Jamshidnejad, Diablo Valley College
Jose Michel, CAN System Office
Linda Rosa-Corazon, Skyline College
Patricia Servin, CAN System Office

The meeting was convened at the California Community Colleges Chancellor's Office (Sacramento) at 9:50 a.m. by ASSIST Board Chair Linda Michalowski.

1. Status of 04-05 ASSIST BCP

Board members discussed the Budget Change Proposal that was submitted by the ASSIST Board to the Intersegmental Coordination Council (ICC) Intersegmental Budget Taskforce. Linda Michalowski reported that the ICC would not be forwarding the budget request this year due to the current economic outlook. Board members agreed to pursue resubmitting the request for the 05-06 budget cycle. John Tarjan made a few recommendations for the next version regarding the inclusion of additional detailed information for the target audience.

2. Maintaining Complete Data in ASSIST

Eric Taggart reviewed the annual processes for ensuring complete data in ASSIST including the "Annual CSU/UC Articulation Planning Matrices" and the "Annual Request for Articulation Not in ASSIST". Annual reports on both of these activities will be discussed further at the Spring Board meeting.

3. Status of ASSIST Components

Eric Taggart reviewed the status of the various ASSIST components including Web ASSIST, the ASSIST Articulation Maintenance System, the ASSIST Curriculum Update System, the ASSIST Information Center, ASSIST Data Extracts, and OSCAR. Eric referenced that separate proposals for adding three new reports to Web ASSIST would be forwarded to the Board after the new year – CSU American Institutions Course Lists, UC Transfer Admissions Eligibility Course Lists, and CSU/UC A-G Admissions Requirement Course Lists.

Action - The Coordination site will provide the Board a list of which institutions are using OSCAR for the current UC TCA, IGETC, and CSU GE-B cycles.

4. Proposal to Display CAN Identifiers in ASSIST Reports

Board members reviewed the proposal to display CAN Identifiers in ASSIST reports. The proposal was approved by the CAN Board at their October 10, 2003 meeting.

Action - The ASSIST Board approved the proposal as is. The Coordination Site will begin work on enhancing the ASSIST software and is targeting January 2004 for activating this new feature.

5. UC Dual Admissions Program Compendium

Eric Taggart gave a demonstration of the Dual Admissions Program Compendium that was developed by the Coordination Site under a contract with the UC Office of the President. The Compendium is now online and many of the new features on this site could be integrated into the primary Web ASSIST site as well as CaliforniaColleges.edu. Any future work to integrate Compendium features with Web ASSIST or CaliforniaColleges.edu would require Board approval and would follow the established ASSIST Software Development Framework process.

6. ASSIST Strategic Planning Retreat

The next ASSIST Board of Directors Strategic Planning Retreat will be held at the UC Irvine University Club on January 15, 2004. Plans for a full day retreat, 8:00 a.m. – 4:00 p.m., are being finalized by the Coordination Site. A facilitator will work with the Board on reviewing and updating the mission, vision, goals, and objectives. Following the retreat the Coordination Site and Board Workgroup will draft a new ASSIST Strategic Plan for review and adoption at the Spring meeting of the ASSIST Board.

7. Displaying CSU Core Alignment Grids in ASSIST

John Karras provided Board members with some basic information about the CSU Core Alignment projects. Eric Taggart described that CSU was interested in seeing how results from the Core Alignment projects could be presented via ASSIST in order to provide students more specific information about which CCC courses could be used to satisfy common major prep requirements established via these projects. After more progress has been made on these projects a proposal may be presented to the full Board with ideas for how this could be accomplished.

8. Streamlining UC Articulation Feasibility Study

Board members discussed the UC Academic Senate proposal for “Streamlining UC Articulation” and the related feasibility study proposed by the Coordination Site. The UC Office of the President is seeking funding to support the feasibility study. If funding becomes available, the ASSIST Board will be asked to approve the feasibility study proposal before any work commences. Existing Coordination Site staff would conduct the study and any funds provided would be used to support the base operations of ASSIST.

9. Directors Report

The Directors Report was provided in advance of the meeting along with the other meeting materials. There were no questions or discussion on the Directors Report.

10. Campus Issues

Linda Rosa-Corazon addressed the Board with concerns regarding student utilization of ASSIST for self-advising without seeing counselors. She requested that some type of advisory message be placed on all ASSIST major agreements recommending to students that they work with a counselor as there may be additional admission criteria or transfer issues not apparent from the agreement. She commented that many students are using ASSIST without seeing counselors and are not receiving complete information. There are anecdotal reports that an increasing number of students are not eligible for CSU/UC admission due to this lack of information. Board members discussed issues related to this proposal.

Action - The ASSIST Board Workgroup was directed to look into how to proceed with this request. The members are Eric Taggart, Cathy Robin, Aiden Ely, Judy Osman and Steve Handel. It was noted that the group may include campus representatives and conduct a poll/survey if they desire broader input.

11. Spring 2004 ASSIST Board Meeting Date

The Spring meeting of the ASSIST Board will be held in mid-May 2004 at the CSU Chancellor's Office in Long Beach. The Coordination Site will request calendars by e-mail and confirm a date. Initial agenda items will include (1) 2004-06 ASSIST Strategic Plan, (2) other issues that arise at the January 2004 retreat, and (3) status of the CCC Academic Senate Electronic Course Outlines Taskforce.

The meeting adjourned at 2:30 p.m.