

**ASSIST Board of Directors Meeting, October 11, 2005
CPEC Office, Sacramento
Summary Notes – Final**

Present:

Ron Basich, California State University Chancellor's Office
Kate Clark, Irvine Valley College
Margaret Heisel, UC Office of the President
Barbara Hoblitzell, UC Office of the President
Linda Michalowski, California Community Colleges System Office
Judy Osman, California State University Chancellor's Office
Jane Patton, Mission College
Bob Reilly, UC Irvine
Stephanie Samuels, San Diego State University
Dawn Sheibani, UC Office of the President
Heidi Speare, ASSIST Coordination Site
Jeff Spano, California Community Colleges System Office
Eric Taggart, ASSIST Coordination Site
John Tarjan, California State University, Bakersfield
Christian Villasenor, UC Santa Barbara
Kevin Woolfork, California Postsecondary Education Commission

Judy Osman, ASSIST Board Chair, convened the meeting at the California Postsecondary Education Commission office in Sacramento at 10:15 a.m.

1. Welcome and Introduction of Board Members ~

After introductions, Eric Taggart presented Judy Osman with retirement gifts from the Board, noting that Judy had attended all but one ASSIST Board of Directors and ASSIST Board Workgroup meetings since the Board was established in 1997. The gifts included a crystal vase with an inscribed base, and a culinary arts school gift certificate.

2. ASSIST Budget Change Proposal ~

Taggart reported that while, at their last meeting, the Board directed the Workgroup to pursue drafting a Budget Change Proposal (BCP) to secure a funding augmentation for ASSIST, the Workgroup was unable to reach agreement on the scope of the BCP. And, as Taggart worked with other system office representatives during the summer and fall it became clear that there were differing views as to whether the BCP should be oriented solely toward securing funds to adequately support existing ASSIST capabilities or whether it should be more open ended to also potentially request funding to support new capabilities that may become priorities as further information about needs is collected during the ASSIST User Needs Assessment and the ASSIST Board Strategic Planning Retreat. Taggart noted that the window was now closed for an 06-07 funding request and that this is the appropriate time to begin structuring and marketing an 07-08 funding request.

Action: After extensive discussion about the scope and intent of an 07-08 ASSIST BCP, the Board reached agreement on the following:

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- Securing a funding augmentation for ASSIST (via BCP) remains a priority for the ASSIST Board in order to ensure the long-term viability and success of ASSIST
- The rationale for the BCP should include:
 - The resources needed to support core ASSIST capabilities are currently strained;
 - Recent new policies and functionality related to ASSIST further strain ASSIST resources; and
 - Future policies and initiatives will strain those resources even further
 - A funding augmentation (via a BCP) is required to address these three issues, position ASSIST to remain effective over the long-term and improve transfer services
- The ASSIST Board Workgroup shall continue work on drafting an 07-08 BCP for ASSIST that is oriented toward supporting the current, full ASSIST mission
- In the initial draft, the BCP will be left open-ended (through Spring 06) so that the BCP could be amended to include additional items if they are supported by the Board (based on a broader environmental scan, the ASSIST User Needs Assessment, and the ASSIST Strategic Planning Retreat)
 - By May 2006 the ASSIST BCP should be finalized
 - Until that time, those who are working to support the ASSIST BCP should reference that it may be amended before May 2005 to include additional requests if they are deemed appropriate by the ASSIST Board
- The Board Workgroup shall be tasked with being the central, intersegmental resource for developing and fostering the BCP
 - The Workgroup shall develop a briefing book of facts, issues, arguments, answers, etc. that is maintained throughout the BCP development, review, marketing, and approval process
 - System office reps and others who are working to support the ASSIST BCP should call on the Workgroup to provide needed information and help to address issues that may arise
 - The Workgroup shall develop and propose activities for conducting an environmental scan where transfer- and ASSIST-related issues of key constituents (Senate, Assembly, Governor's Office, DOF, LAO, etc.) are understood so that the ASSIST BCP can be presented in an informed context
 - Barbara Hoblitzell volunteered to draft some initial ideas for this activity

3. CSU LDTP in ASSIST Project Status Report ~

Osman reported on the status of the overall CSU LDTP project, and Taggart reported on the status of the "CSU LDTP in ASSIST" project. Work is underway on enhancements to OSCAR to support the new CSU transfer course numbers that will be used in expressing CSU LDTP statewide and campus-specific requirements. At this time, it is anticipated that colleges will be able to begin proposing courses some time in February or March 2006. ASSIST is also working on developing the "Definition of Functional Requirements" for the second phase of the project – enhancing the ASSIST Articulation Maintenance System to enter, store, and maintain CSU LDTP statewide and campus-specific requirements and course articulation. Once this is completed, the functional

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requirements document will be presented to the ASSIST Technical Advisory Committee and ASSIST Board for review and approval. The third phase is displaying CSU LDTP requirements and articulation in Web ASSIST and ASSIST Exploring Majors, and the final, fourth phase is providing data and linkages with CSU Mentor to support the CSU LDTP Transfer Planner.

4. Matrix of Articulation Status Report ~

Taggart reported on the recent Matrix of Articulation Workgroup that met on September 19. A written report was included in the Board meeting packet. The workgroup will be proposing two new features to be added to the password-protected ASSIST Articulation Maintenance Reports web site – a course search, and a single course articulation summary report. The Coordination Site is drafting a related project proposal that will be sent to the workgroup, the ASSIST Technical Advisory Committee, and the ASSIST Board for review and approval.

5. ASSIST User Needs Assessment Status Report ~

Taggart reported on the status of the ASSIST User Needs Assessment project. JD Franz Research won an open bid for the project. The ASSIST Board Workgroup plus a CCC and a UC academic senate rep met with Jennifer Franz and Lupe Strickland (of JD Franz Research) on October 5 to provide additional information so that JDFR could develop a draft plan for conducting the study. A draft plan would then be presented, discussed, and finalized with a larger group including other campus, academic senate, and system office representatives. At the October 5 meeting, the Workgroup was not able to agree upon the scope and intent of the study, and it was agreed to seek further direction from the Board.

Action: After extensive discussion about the scope and intent of the study, the Board reached agreement on the following:

- The intent of the study is to:
 - Inform decisions about specific changes that could be made to improve the current ASSIST system
 - Inform the ASSIST Strategic Planning process
 - Potentially inform the ASSIST BCP development process
 - Inform the CCC, CSU, and UC systems about student, faculty and staff perspectives on transfer and the role of ASSIST
- Separate questions about ASSIST from the larger questions about transfer
- Specific areas of inquiry desired by the Board include:

(The following list is not intended to be an exclusive list – it is a list of specific items of interest raised by Board members at the meeting)

 - Feedback on current information presented in ASSIST, including content, format, functionality, etc.
 - What information do students need to transfer?
 - Where do students get information about transfer?
 - How does/doesn't ASSIST serve those needs?
 - Is ASSIST accessible to students?
 - How could it be more accessible?
 - How do people find out about ASSIST?

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- When do students find out about ASSIST?
 - Within a certain number of units, at a certain step in the transfer/preparation process, ???
- What is the nature and intent of students who currently use ASSIST?
- What is the nature and intent of students who do not use ASSIST?
- How effective was ASSIST for students who used it and successfully transferred?

6. ASSIST Strategic Plan Status Report and Upcoming Activities ~

Taggart reported on the current status of activities in the 2004-2006 ASSIST Strategic Plan. A written summary was included in the Board meeting packet. He noted that with the exception of only one minor activity, all of the activities in the plan were either completed or are currently in progress.

7. ASSIST Board Strategic Planning Summit ~

Taggart proposed further details for the January 2006 ASSIST Board Strategic Planning Retreat as follows:

- A two-day retreat of all Board members at a hotel in Irvine, possibly on January 12/13, 19/20, or 26/27
- Board member travel and lodgings (up to 2 nights per person) will be paid by ASSIST
- Facilitated by a management consultant (as in past years) who will work with the Board to establish an updated vision, mission, goals, objectives, and activities for ASSIST from July 2006 through June 2008
- Possibly include a presentation by Jennifer Franz on initial findings from the ASSIST User Needs Assessment (this was suggested during the June 2005 Board meeting)

Action: The Board approved the plans and directed the Coordination Site to finalize a date (expressing preference for January 19/20), secure a facilitator, and see to any other details.

8. ASSIST Technical Advisory Committee Status ~

Taggart reported on the ongoing delayed status of ASSIST Technical Advisory Committee work. Work has been delayed because the Coordination Site has not yet completed updated drafts of various technical working guidelines for ASSIST. Once updated drafts are ready for review, an in-person meeting will be scheduled with topics to include review/approval of documents, discussion of current ASSIST technical issues and vulnerabilities, and development of an updated ASSIST Technology Plan.

9. OSCAR Advisory Committee Report ~

Taggart reported on the work of the OSCAR Advisory Committee. A written proposal from the committee was included in the Board meeting packet. The proposal is currently being reviewed by the committee and will then be shared with the articulation community before it is forwarded to the ASSIST Board Workgroup and the full ASSIST Board. Taggart noted that the committee is recommending some changes to data elements in OSCAR, a new feature for CCC/CSU/UC

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articulation officers to have view-only access to any course outline information in OSCAR, and a redesign of the OSCAR Summary web page to meet evolving user needs.

10. Joint ASSIST/CIAC Conference ~

Taggart and Heidi Speare reported that ASSIST and CIAC are continuing work on planning a two-day conference for campus ASSIST/articulation staff on April 27 and 28, 2006. The conference will be held at the Doubletree Hotel near the John Wayne Airport in Orange County. ASSIST will coordinate events on April 27 and CIAC will coordinate events on April 28 (with possible CIAC training/meetings on the evening of April 26). All ASSIST Board members are encouraged to attend.

11. Director's Report ~

Taggart referenced the Directors Report that was included in the Board meeting packet, provided a brief overview of select items, and addressed a few questions raised by Board members.

Announcements ~

- Linda Michalowski announced that this would be her last ASSIST Board function as the CCC System Office is undergoing reorganization. Transfer and Articulation is moving from the Student Services unit to a new Academic Affairs or Educational Affairs unit that will be headed by a new Vice Chancellor, Carole Bogue-Feinour. Carole will begin at the CCC System Office on October 17, 2005.

The meeting was adjourned at 2:15 p.m. by ASSIST Board Chair Judy Osman.