

Present: Suzanne Bolding, ASSIST Coordination Site (taking minutes)
Clyde Brewer, San Jose State University
Bob Ferrando, University of California, Davis
Carla Ferri, University of California, Office of the President
Steve Handel, University of California, Office of the President
Allison Jones, California State University Chancellor's Office
Ross Miyashiro, California State University Chancellor's Office
Judy Osman, California State University Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Mary Jennings-Smith, Mira Costa College
Eric Taggart, ASSIST Coordination Site
Gwyneth Tracy, California Community College Chancellor's Office
Kevin Woolfork, California Post-Secondary Education Committee

Guests: Helena Bennett, CAN System Office
Raschel Greenberg, California Intersegmental Articulation Council
Dick Williams, Intersegmental Committee of Academic Senates

The meeting was convened at the CSU Chancellor's Office (Long Beach) at 9:00 a.m. by Board Chair, Allison Jones.

1. ASSIST Board Representation

The Board assessed current gaps in representation on the ASSIST Board and its committees:

Campus Advisory Committee: The Board determined that one CSU campus articulation representative for the Campus Advisory Committee still needed to be appointed. Appointment of the two Community College Technical representatives to the Campus Advisory Committee would be postponed until more technical issues arose.

Board of Directors: Chair Allison Jones announced that he had selected Ross Miyashiro to serve as the ASSIST Board's interim CSU technical representative on the Board and Technical Advisory Committee, replacing Russ Utterberg, until the appointment was filled and requested Judy Osman to return as a CSU Chancellor's Office representative during the interim. Clyde Brewer was selected as the new CSU campus representative, replacing Helena Bennett, who is now Director of CAN.

2. ICAS Presentation on IMPAC

On behalf of ICAS, Dick Williams presented IMPAC to the Board, a project that attempts to foster major preparation articulation agreements through faculty collaboration. Faculty meet at campus and regional meetings to discuss articulation by discipline cluster. Funding for IMPAC is currently being obtained at the Community College level.

The Board acknowledged the important work of IMPAC as a foundation for discussions for individual major preparation articulation. IMPAC has requested data from ASSIST as preparation for faculty meetings. The Board was very supportive of ASSIST providing data for IMPAC but was concerned about the workload for ACS staff. The Board requested that IMPAC define the role of ASSIST more clearly in terms of ACS resources required to provide support.

Board Resolution: The Board resolved to draft a letter from Chair Allison Jones to the Academic Senates to address the above issues regarding IMPAC.

3. ICAS and CIAC Presentation of Resolution on ASSIST Board Representation

Dick Williams presented for ICAS the Resolution drafted by ICAS and CIAC to include one faculty member from each of the public segments and one articulation officer to represent CIAC on the ASSIST Board. The Board addressed the two parts of the resolution separately.

a. ICAS Representation on the Board

The Board discussed the organizational and political reasons for including faculty representation on the Board, clarifying that the ASSIST Board of Directors does not make or decide articulation policy and that faculty representation on the Board would relate to the role of ASSIST as a repository for storing and displaying articulation data.

Board Resolution: The Board resolved to respond with a letter to the three Academic Senates with copies to ICAS and CIAC supporting faculty representation from the three Academic Senates on the ASSIST Board, leaving it to the Academic Senates for selection of representatives. An amendment to the ASSIST Governance Structure would follow.

Board Directive: The systemwide offices were directed to clarify the mechanics of senate appointments in their respective systems before the Board amends the ASSIST Governance Structure so that appointment terms for faculty representatives on the ASSIST Board could be defined more clearly.

b. CIAC Representation on the Board

The Board discussed the CIAC/ICAS recommendation for CIAC representation on the Board. It has been an historical practice of the university systemwide offices to select articulation officers as the campus representatives. The UC and CSU systemwide offices will continue to emphasize the importance of articulation officers as campus representatives to the Board in future appointments. Board members discussed that numerous other constituent groups have informally asked about direct representation on the ASSIST Board. Since the current voting Board membership is already quite large and includes articulation officers, and all Board meetings are open and well publicized, Board members did not support a designated Board seat for a CIAC representative.

Board Resolution: The Board resolved to respond with a letter to CIAC with a copy to ICAS, expressing its decision not to act on the Resolution's recommendation to include CIAC representation on the ASSIST Board. The Board would instead continue to encourage participation by CIAC and other constituent groups at ASSIST Board Meetings with special invitations and make available to all guests full packets of materials for ASSIST Board Meetings. The Board also concurred not to amend the ASSIST Governance Structure to specify articulation representation for campus representation, affording systemwide offices the latitude to decide campus representation based on individual system needs.

Board Directive: The ASSIST Coordination Site will no longer use the Secured Pages of the ASSIST Information Center to post Board Meeting Agendas and materials, posting them instead where they are publicly accessible.

4. End of Year Articulation Report

The Board discussed the draft of the End of Year Articulation Report, which this year reports the progress of four-year universities on entering all of their articulation information into ASSIST.

The final End-of-Year Articulation Report will be based on June 20th data and submitted in July to the signatories of the Joint Resolution, the Chief Executive Officers of the three systems and of CPEC. The Board instructed the Workgroup to work out a format which would provide the right data to make the report more insightful and comprehensive. A prototype will be presented to the Board for comment, and the Board will also have the opportunity to review the final report with cover letter to the CEO's. While discussing a later agenda item, the Board suggested adding the number of campus web site links to ASSIST in the report.

Follow-up to Mid-Year Report: The Board followed up in accordance with the Strategic Plan on activities by UC- and CSU-systemwide efforts on compliance issues manifested in the Mid-Year Articulation Report. CSU cited lack of resources and personnel changes as barriers to compliance and discussed remedies and activities, including a recent letter regarding participation in ASSIST to those campuses for whom the Coordination Site does data entry. UC reported that they have followed up on issues with the campuses.

Board Directive: The Workgroup will draft a final End of Year Articulation Report and cover letter.

5. Development of Web ASSIST Maintenance

The new schedule for the Web ASSIST Maintenance System was presented to the Board. The Coordination Site reported that the Web ASSIST Curriculum Maintenance System was turned on April 5th with a very high level of compliance. ASSIST will discuss on-going requirements for campuses to use the Curriculum System in the August letters to campus VP's which confirm ASSIST Campus Contacts and reinforce campus responsibilities to ASSIST.

The Coordination Site reported that roll out of the Curriculum System has delayed development of the Articulation Maintenance System, originally scheduled for August 1999. After consulting with the campuses, a new release date of January 2000 has been targeted by the Coordination Site. Training on the new system will be conducted at university campuses after conversion to the new database. The Coordination Site has hosted two video-conferences to help introduce the new system to the universities, and two more are planned for September 1999 and November 1999.

The Technical Advisory Committee needs to meet to discuss the direction of Internet technologies to compare with other systemwide offices activities to help ensure that ASSIST technologies stay on-track.

6. Marketing of ASSIST

The Coordination Site reported a very high volume of ASSIST usage in March, April, and May 1999. In accordance with the Strategic Plan, the Coordination Site plans an on-line survey of the campuses sometime in 1999 on what kind of local marketing is being implemented. The survey results will be shared in hopes of sparking more marketing

activity. The Coordination Site is also conducting a review of campus and systemwide office links to ASSIST, following up on any problems with language and promoting the establishment of new links where appropriate.

7. Intersegmental BCP

An Intersegmental BCP was developed by the Executive Committee for the 2000-2001 academic year. The Board discussed the next steps for approval and the need for all segments to be fully and openly supportive of the proposal. It was unclear as to whether the Community College Chancellor's Office was fully supportive of the BCP. The Community College Chancellor's Office was asked to research and clarify their position of support before the BCP moved further in the process. CPEC expressed its support for the BCP, but recommended a more compelling defense for the funds requested.

The Board reviewed the Intersegmental BCP process and discussed strategies to increase the chances for funding, including linking it with the already funded Student Friendly project.

8. ASSIST Budget

The 1999-2000 ASSIST Budget, developed by the Workgroup, reviewed by the full Board, and discussed by the Executive Committee, presented no major concerns. The Community College contract budget was approved by the Board of Governors May 10th and is awaiting the Governor's signature. Unallocated and leftover funds will be rolled over and used for Student Focus Groups. The five-year lease for the Coordination Site was renewed after a comparison study was conducted and found the current location the least expensive due to lower networking access costs to the UCI campus. UC will continue to pay in-kind for facilities costs, but asked the Board to look for long-term funding for space, as requested in the BCP.

The Board approved the 1999-2000 ASSIST Budget.

9. Joint Resolution

The Joint Resolution Endorsing ASSIST as the Official Statewide Repository for Articulation Information signed by the CEO's of UC, CSU, and CPEC will be distributed to campus presidents and chancellors along with a cover letter from their systemwide offices. Copies will be distributed to campus ASSIST managers and other relevant

campus officers.

Board Resolution: The Board resolved to draft a letter to be sent with the Joint Resolution to the Department of Finance and other relevant agencies as an introduction to the BCP.

10. **Fall 1999 ASSIST Board Meeting Date**

The next ASSIST Board Meeting was tentatively set for November 8th to be held at the new California Community College Chancellor's Office in Sacramento, and the Spring 2000 meeting was tentatively set for May 15th at the Coordination Site in Irvine.

The Board concurred that with biennial planning retreats, Workgroup meetings, and Executive Conference calls, two full Board meetings per year are currently sufficient to conduct its business. CPEC suggested that the full Board be on call for conference calls related to the BCP.

11. **Policies for Data for Independent Colleges in ASSIST**

The Board concurred with the Workgroup's draft policies for inclusion of data of Independent Colleges in ASSIST. A fee structure for individual Independent receiving institutions was discussed based on some fee to cover overall ASSIST operational costs plus data entry costs. Once actual costs could be decided, a pilot group of individual Independents could begin participating in ASSIST.

The Board recognized that a small number of two-year Independent sending institutions have or would like to have IGETC, CSU GE Certification, and UC TCA data in ASSIST. These institutions are not covered by current policy. The Board concurred that no fee should be required of them and that any further questions on policy regarding these institutions should be relegated to the Workgroup.

Board Directive: The Board directed the Coordination Site to send an open invitation to interested AICCU campuses to meet with the Workgroup to review these policies and discuss their level of interest. The Coordination Site will then develop for the Board's review recommended costs based on feedback from the meeting.

12. **Integration of CAN and ASSIST Data**

In accordance with Strategic Plan Activities, the Coordination Site and CAN System

Office have been meeting to work on the seamless display of articulation generated by CAN relationships in ASSIST.

CAN and ASSIST have also discussed streamlining the data submission process so that ASSIST could share with CAN the curriculum data submitted by campuses.

13. Director's Report

The Coordination Site updated the Board on its plans for Student Focus Groups this fall. More suggestions were welcomed for companies or other organizations to conduct the focus groups on software and information usability from the student perspective. The Coordination Site is also considering an internally conducted study.

The meeting was adjourned at 3:20 p.m.