

**ASSIST Board of Directors
May 19, 1997 Meeting Minutes**

Present: Jackie Cotton, ASSIST Coordination Site
Jim Dolgonas, UC Office of the President
Carla Ferri, UC Office of the President
Vivian Franco, CSU Chancellor's Office
Dennis Galligani, UC Office of the President
Kaylene Hallberg, Community College Chancellor's Office
Steve Handel, UC Office of the President
Barbara Hooper, CSU Fullerton
Barbara Love, UC Santa Cruz
Allan MacDougall, Saddleback Community College District
Kathleen Nelson, Community College Chancellor's Office
Judy Osmond, CSU Chancellor's Office (for Allison Jones)
Cathy Robin, ASSIST Coordination Site
Eric Taggart, ASSIST Coordination Site
Chuck Wisely, Community College Chancellor's Office
Kevin Woolfork, CPEC

The meeting was convened at the ASSIST Coordination Site in Irvine, California at 9:07 a.m. by Board chair, Kaylene Hallberg.

1. Review ASSIST Strategic Plan Activities

Continuing Agenda Item:

Board members reviewed the "ASSIST Strategic Plan Activities Status Report" prepared by the ACS. The strategic plan activities report focused on ASSIST activities between January - May, 1997.

A. "Commitment" Activities:

The Board recognized that most of the activities in this area have been carried out as planned, including a variety of correspondence with campuses about the status of ASSIST, establishing 97-98 participation criteria, and approving a budget for the ASSIST Strategic Plan.

The CCCCCO is planning to send their segmental letter endorsing ASSIST to all community colleges in May or June.

B. “Repository” Activities:

Board members reviewed and amended the draft “ASSIST Articulation Repository” document developed by the Articulation Repository Committee.

ACS Directive:

The ACS will coordinate another round of reviews by the Articulation Repository Committee and bring a final draft back to the Board for review and approval in July.

Future Board Action:

Upon approval by the Board, the three systems will consider placing “The Review & Adoption of the ASSIST Articulation Repository” on the agenda of the upcoming Joint Meeting of Higher Education Boards.

C. Complete Data Activities:

Board members discussed activities in this area related to procedures for maintaining ASSIST data, data extracts for use in other systems, and the data entry of additional CSU campus articulation.

Board Workgroup Directive:

The Board Workgroup will continue its work on developing procedures for maintaining complete data in ASSIST.

ACS Directive:

The ACS will work with the CCCCCO to coordinate the review of data extract specifications with community college campuses.

D. “Technology” Activities:

Board members reviewed the status of current technology activities.

TAC Directive:

The Board asked that the TAC work more expeditiously on tasks related to oversight of the conversion of the ASSIST software.

E. “Transcript Analysis Tool” Activities:

Board members recognized that additional discussion was needed before the ACS and TAC could proceed working with campuses to establish requirements for this component.

Board Directive:

The Board Executive Committee and TAC will meet soon to discuss related issues.

F. “Public Relations” Activities:

No activities were scheduled for review at this time.

2. **Review of Web ASSIST Development:**

New Agenda Item:

Board members reviewed the “Web ASSIST Beta Testing Summary” provided by the ACS. Board members were pleased with progress on this system and supported the Coordination Site’s continued efforts to deploy Web ASSIST in October, 1997.

3. **Campus Advisory Committee**

Ongoing Agenda Item:

Board members recognized that no work has yet been done on establishing objectives for an annual user satisfaction survey.

Board Workgroup Directive:

The Board Workgroup was asked to develop related objectives for a user satisfaction survey for the Board to review and then pass on to the Campus Advisory Committee.

4. **Director’s Report**

Regular Agenda Item:

Taggart reviewed the Director’s Report provided to all Board members in advance of the meeting. Board members discussed various aspects of the report.

ACS Directive:

The ACS was asked to provide the Board with an executive summary of any future regional meetings.

5. **Rotation of Board Chair to CSU & New Campus Rep:**

New Agenda Item:

Board members discussed and agreed that the ASSIST Board Chair be rotated every two years. Therefore the current Board Chair, Kaylene Hallberg, will serve another year as ASSIST Board Chair before CSU assumes the role.

The Board also agreed that campus representatives should serve a two year term. Accordingly, UC and CSU will appoint replacements for Barbara Love and Barbara Hooper, both of whom have been campus representatives for at least two years.

Board members unanimously applauded the guidance that Barbara Love and Barbara Hooper have provided the Board. Their service has been greatly appreciated, especially during these last two transitional years.

Board Directive:

The Board’s governance structure will be officially amended to reflect the two year terms of the Board Chair and campus representatives.

6. **Review 1997-98 ASSIST Budget:**

New Agenda Item:

Action:

The ASSIST Executive Committee will meet later in May to review and approve the 97-98 ASSIST budget.

7. **Discontinuing use of the term “Project” with respect to ASSIST:**

New Agenda Item:

Board Chair Kaylene Hallberg asked the Board to consider dropping references to the word “Project” from ASSIST since 1) ASSIST is no longer a pilot activity; 2) ASSIST is moving quickly to provide services and data for all California public post-secondary institutions; and 3) ASSIST has been endorsed as the official repository for all California articulation.

Final Board Decision:

It was the unanimous decision of Board members present that the word “Project” be eliminated with reference to ASSIST effective immediately.

ACS Directive:

As publications and other printed material come up for review, the ACS will gradually remove the “Project” reference in order to minimize related costs.

8. **Campus Internet Technical Support:**

New Agenda Item:

In February, 1997, the ACS conducted an “Internet Readiness Assessment Survey” which provided useful information regarding individual campus Internet capabilities. Additionally, the recent Web ASSIST Beta testing raised a number of concerns about the general availability of Internet-related technical support at many campuses.

Board members discussed the need for new types of technical support as ASSIST and other services move to being Internet based. It was recognized that these support services should generally be provided at the local level directly by campus-based support personnel. Many campuses may need to reassess how technical support services are provided throughout the campus to ensure that Internet-based services can be accessed effectively by students, faculty and staff, especially within the community college system.

ACS Directives:

The ACS noted that it was investigating the development of guidance and related technical information to help non-technical users be more effective with Web ASSIST. Board members supported these activities.

The ACS also stated that it was interested in meeting with student services and information services organizations such as CSSO and CISOA to present Web ASSIST and discuss technical support issues. The ACS was asked to work with CCCCCO staff on coordinating these activities.

9. **Santa Barbara College — regarding 1997-98 Progress Check utilization:**

New Agenda Item:

Santa Barbara City College asked the Board for clarification of Progress Check utilization issues beyond June 30, 1997, when interested colleges will be required to pay an annual subscription fee for related support services.

Board Directive:

Board Chair Kaylene Hallberg will respond in writing to SBCC, reiterating that only colleges who pay the annual subscription fee will be authorized and supported in using the Progress Check.

10. **Ventura College — Correspondence regarding 1996-97 ASSIST grant funds:**

New Agenda Item:

Ventura College asked the Board for clarification on whether unspent 96-97 ASSIST grant funds could be used at this time.

Board Directive:

Board Chair, Kaylene Hallberg will contact Jeff Ferguson and others at the Ventura District to resolve issues surrounding their use of 96-97 ASSIST campus grant funds.

11. **Ventura College — Correspondence regarding maintenance of transferable courses only in course lists:**

New Agenda Item:

Ventura College asked the Board to consider their proposal to provide only data on transferable courses in ASSIST course lists.

Final Board Decision:

Board members unanimously agreed that participating community colleges should provide course list data on all courses, not just transferable ones, as this data is useful for universities and other colleges, and may prove vital for the success of a future transcript analysis tool.

Board Directive:

Board Chair Kaylene Hallberg will send a letter to Jeff Ferguson, notifying him of this decision.

12. **Independent Colleges and Universities:**

- A. **Articulation data currently maintained by ASSIST participants, and**
- B. **Use of the ASSIST Articulation Maintenance System by independent institutions:**

New Agenda Items:

The Board was asked to review current ASSIST policies regarding data in ASSIST for independent colleges and universities and to consider establishing new policies for working more closely with these institutions.

Board members unanimously agreed that it was important for ASSIST to work more closely with independent colleges and universities to address issues related to including their data in ASSIST. However, the Board did not want to make any decisions without including representatives from the AICCU and other interested institutions.

Board Workgroup Directive:

The Board Workgroup was asked to contact and meet with interested representatives from the AICCU and other independent colleges and universities to discuss related issues and develop proposed policies and procedures for including related data in ASSIST. The Workgroup was asked to provide their recommendations for the Board to consider at the next Board meeting in November, 1997.

ACS Directive:

For the initial release of Web ASSIST in October, no information for independent colleges and universities will be included. Once related policies and procedures are established, corresponding data may be included for access via Web ASSIST.

13. **Board Meeting Schedule for 1997-98:**

Final Board Decision:

The next two ASSIST Board meetings will be:

Monday, November 3, 1997 at UCOP, Oakland

Monday, May 18, 1998 at the ASSIST Coordination Site, Irvine

14. **Final Carrera Report Analysis and Discussion:**

Ongoing Agenda Item:

It was determined that several Board members did not receive the final Carrera report. Kevin Woolfork said he will make sure those Board members are given a copy of the final report.

The Board meeting was adjourned at 2:00 p.m.