

**ASSIST Board of Directors
November 3, 1997 Meeting Minutes**

Present: Helena Bennett, CSU Sacramento
Jackie Cotton, ASSIST Coordination Site
Jim Dolgonas, UC Office of the President
Carla Ferri, UC Office of the President
Dennis Galligani, UC Office of the President
Kaylene Hallberg, Community Colleges Chancellor's Office
Steve Handel, UC Office of the President
Barbara Love, UC Santa Cruz
Kathleen Nelson, Community Colleges Chancellor's Office
Jan Paulson, Community Colleges Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Eric Taggart, ASSIST Coordination Site
Kevin Woolfork, CPEC

The meeting was convened at the UC Office of the President (Oakland) at 9:15 a.m. by Board Chair, Kaylene Hallberg.

1. 1997-98 Budget Update

Continuing Agenda Item - Information Only:

Board members reviewed the final 97-98 ASSIST budget approved at the June 23, 1997 ASSIST Executive Committee meeting.

2. Review ASSIST Strategic Plan Activities

Continuing Agenda Item:

Board members reviewed the ASSIST Board Workgroup report prepared by Steve Handel which outlined the current status of all Strategic Plan activities and included Workgroup proposals for some of the following categories.

a. "Commitment" Goal Status and 1997-98 Activities

Final Board Decision:

Board members unanimously agreed that all of the objectives established under this goal have now been met.

b. "Repository" Goal Status and 1997-98 Activities

Workgroup Proposal # 1:

The Board reviewed the Workgroup's proposal to gain endorsement of ASSIST as the official repository for California articulation and transfer information by the California Education Roundtable.

Final Board Decision:

Board members unanimously agreed to seek endorsement by the Roundtable as proposed by the Workgroup.

Board Directive:

Board Chair Kaylene Hallberg will ask CCC Chancellor Nussbaum to place this item on the Roundtable agenda for one of their next meetings in early 1998.

Workgroup Proposal # 2:

The Board also reviewed the Workgroup's proposal to inform related higher-education groups and agencies of ASSIST's current status as the statewide articulation repository.

Final Board Decision:

Board members unanimously agreed to inform related agencies as proposed by the Workgroup, including the additional agencies recommended by Board members at the meeting.

Board Directive:

After endorsement by the California Education Roundtable, the ASSIST Board will prepare a letter with background information regarding ASSIST as the official articulation repository. When Board members are asked to review this draft information, they will also be invited to recommend additional agencies who should receive the packet. This information will then be transmitted to the various agencies identified in the proposal and by Board members.

c. "Complete Data" Goal Status and 1997-98 Activities

Workgroup Proposal # 3:

The Board reviewed and amended the Workgroup's proposal for new policies to ensure complete data in ASSIST.

Final Board Decision:

Board members unanimously agreed to adopt the new policies proposed by the Workgroup as amended during Board discussion.

ACS Directive:

The ACS will transmit these new policies to all campuses, and will discuss them in detail at the December ASSIST Conference. Also, a plan for phasing in these new policies will be established. The ACS will work with the Workgroup to develop these phase-in plans.

Future Board Action:

Board members commented that if there were local campus resource issues involved with attaining the requirements of these new policies, perhaps related funding could be a component of a future Budget Change Proposal (BCP) to be submitted to the Legislature on behalf of ASSIST.

d. High School A-F Lists Initial Report

New Agenda Item:

The Board reviewed the ACS initial report regarding High School A-F Lists as an official component of ASSIST. This report was requested by the ASSIST Executive Committee at their June 23, 1997 meeting.

Final Board Decision:

Board members unanimously agreed to keep official A-F Lists as a desired component of ASSIST, but established that it is a lower priority than achieving a complete database of college and university articulation information. Accordingly, no immediate action will be taken on establishing a database of official A-F lists within ASSIST. The ACS will continue to maintain a link from Web ASSIST to the UC web site that contains a current set of A-F lists.

e. “Technology” Goal Status and 1997-98 Activities

Information Only - No Board Action Required:

Jim Dolgonas and Eric Taggart provided an update on current ASSIST technical activities; Web ASSIST Displays and Web ASSIST Articulation Maintenance. Eric Taggart reviewed detailed information on Web ASSIST usage since it went on-line on October 6, 1997. He also discussed ACS plans for helping campuses transition from use of the Revelation software to new Internet-based technologies.

f. “Transcript Analysis Tool” Goal Status and 1997-98 Activities

The Board reviewed the ACS initial report regarding a new Transcript Analysis Tool for ASSIST. This report was requested by the ASSIST Executive Committee at their June 23, 1997 meeting. Board members recognized that it is unlikely that a new Transcript Analysis Tool will be available for campus use by December 1999 as originally specified in the ASSIST Strategic Plan.

ACS Directive:

The ACS will proceed with the next step outlined in the report which calls for the development of functional requirements for a new Transcript Analysis Tool. These functional requirements are to be developed in time for their review at the May 1998 Board meeting.

g. “Public Relations” Goal Status and 1997-98 Activities

Workgroup Proposal # 4:

The Board reviewed the Workgroup’s proposal to begin some organized public relations activities to increase the awareness of ASSIST and develop a broader marketing plan. Board members discussed the desire to proceed on multiple fronts including, low cost marketing activities, student focus groups to better understand specific ASSIST-related issues, and continued evolution of Web ASSIST software to increase its usability and effectiveness.

Final Board Decision:

Board members unanimously agreed to proceed with low cost marketing activities.

ACS Directive:

The ACS was asked to pursue having individual colleges run student focus groups to gain additional information regarding ASSIST usability and content issues for students.

3. Independent College and Universities

Ongoing Agenda Item - Information Only - No Board Action Required:

Eric Taggart reported on the recent meeting of the ASSIST Board Workgroup and Juan Yniguez of the AICCU. At their May 1997 meeting, the Board asked the Workgroup to coordinate this meeting to begin a dialog with the AICCU in order to develop policies for including articulation with independent college and university in the ASSIST database. This topic will be discussed at the next AICCU meeting to be held in early 1998. Juan committed to meet again with the Workgroup to discuss possible next steps after the next AICCU meeting.

Future Board Action:

Dennis Galligani asked that the Board discuss possibilities for broader partnerships with K12 and AICCU institutions at the next Board meeting in May 1998.

4. Director’s Report

Regular Agenda Item:

Board members discussed the semi-annual report provided by Eric Taggart. Cathy Robin reviewed the status of CSU articulation agreements being entered by the ACS.

ACS Directive:

The ACS was asked to determine (and report back to the Board) which of the three colleges that are currently subscribing to use the Progress Check intend on continuing its use beyond December 1998.

5. 12th Annual Statewide ASSIST Conference

New Agenda Item - Information Only - No Board Action Required:

The Board reviewed and discussed the planned agenda for the Annual ASSIST conference to be held on December 2 & 3, 1997.

6. 1998-1999 ASSIST Budget Process

New Agenda Item - Workgroup Directive:

The Board Workgroup was asked to develop a proposed 1998-1999 ASSIST Budget for consideration at the May 1998 Board meeting.

7. Letter from California Virtual University Design Team

New Agenda Item - Information Only - No Board Action Required:

Eric Taggart and Jim Dolgonas reviewed recent discussions between ASSIST and the California Virtual University Design Team. Diane Vines, of the CVU Design Team, is in the process of writing a letter to the ASSIST Board requesting formal discussions between ASSIST and CVU to determine possible linkages between Web ASSIST and the CVU on-line catalog. Any related ASSIST software development would need to be approved by the ASSIST Board according to the policies outlined in the ASSIST Software Development Framework.

8. Future Plans for Campus "Participation"

New Agenda Item:

The Board discussed ASSIST's current movement toward statewide participation in ASSIST by all public colleges and universities. Since ASSIST is now available to everyone via the web, Board members agreed that all public colleges and universities should be using ASSIST and the concept of "participation" is no longer valid.

Final Board Decision:

Board members unanimously agreed that, for 1998-1999, all public colleges and universities will be asked for some level of administrative signature to confirm their understanding and acceptance of ASSIST policies related to ASSIST usage and course list and articulation data maintenance. Details of this confirming signature will be discussed at the May 1998 Board meeting. Also, beginning with this year, colleges will no longer be asked to submit usage reports since this information can be obtained from the ACS based on Web ASSIST usage logs.

9. Next Board Meeting:

The Board affirmed that their next meeting will be held on Monday, May 18, 1998 at the ASSIST Coordination Site in Irvine.

The Board meeting was adjourned at approximately 1:30 p.m.