

**ASSIST Board of Directors Meeting Minutes
November 2, 1998
UCOP, Oakland**

FINAL 2/16/99

Present: Helena Bennett, CSU Sacramento
Suzanne Bolding, ASSIST Coordination Site (taking minutes)
Jim Dolgonas, UC Office of the President
Bob Ferrando, UC Davis
Carla Ferri, UC Office of the President
Kaylene Hallberg, California Community Colleges Chancellor's Office
Steve Handel, UC Office of the President
Allison Jones, CSU Chancellor's Office
Michelle La Centra, CSU Hayward (Guest)
Judy Osman, CSU Chancellor's Office
Cathy Robin, ASSIST Coordination Site
Marilyn Rowe, Laney Community College (Guest)
Mary Jennings-Smith, Mira Costa College
Betty Sundberg, California Community Colleges Chancellor's Office
Eric Taggart, ASSIST Coordination Site
Russ Utterberg, CSU Chancellor's Office
Kevin Woolfork, California Post-Secondary Education Committee

The meeting was convened at the UC Office of the President Franklin Building (Oakland) at 9:10 a.m. by Board Chair, Allison Jones.

1. Joint Resolution Endorsing ASSIST

The Board reviewed the draft Joint Resolution Endorsing ASSIST, which was developed for endorsement by the individual segments and CPEC in lieu of continuing efforts to obtain endorsement by the Educational Roundtable. The Coordination Site was asked to revise the Joint Resolution per comments made by Board members.

Board Resolution: The Board agreed to review and approved the revised Joint Resolution before the Annual ASSIST Conference and obtain final signatures in January 1999.

2. Director's Report

The Board discussed the November 1998 Director's Report on the following topics:

a.. Web ASSIST 2.0

Director Taggart reported the deployment of Web ASSIST 2.0 with the exception of the integration of CAN articulation in regular articulation reports and the matrix of articulation. On-line feedback to Web ASSIST 2.0 averaged 4-5 messages per day;

however, most messages have been requests for information on universities and colleges which are forwarded to the appropriate campus contact. More information on feedback is available in the Director's Report.

b. Articulation Derived from CAN Articulation

The ASSIST staff reported on a requested enhancement to use the CAN database to show instances of articulation derived from CAN articulation. Instead of asking Universities to manually enter all instances of articulation they've established through CAN, ASSIST could use the CAN database to look for courses with a common CAN number and format the derived articulation to look like regularly articulated courses with a footnote indicating that it was derived from CAN articulation. All of the matching is based on course names, and both CAN and ASSIST are trying to use course names consistent with transcripts; however, campuses have not been consistent in reporting to CAN and ASSIST what is used on transcripts. Local campuses identify course names and can change names from term to term. ASSIST needs to meet with the CAN System Office once the CAN System Office has found a new director to work on resolving discrepancies in the data.

c. Data Clean-up and Entry

The CSU Baccalaureate lists, which constitute an important part of the repository, have been cleaned up, and the 98-99 IGETC/CSU GE updates have been completed. The CSU Baccalaureate lists are now posted on a secured site for review by the colleges. The CSU Baccalaureate list cleanup was delayed because of inconsistencies in how catalogues, transcripts, and articulation agreements refer to courses. The 98-99 IGETC/CSU GE Technical Changes due in April '98 arrived in August '98, delaying the cycle, so posting is now expected in November or early December. After the community colleges finish the final review of the 97-98 CSU Baccalaureate lists, the Site will coordinate requests for 98-99 updates of CSU Baccalaureate lists (in January '99 either on paper or on-line). The IGETC and CSU GE changes are both dependent on the CSU Baccalaureate list information. UCOP is on track with annual update of TCA's but is awaiting completion of the 98-99 IGETC data by the Coordination Site so that it will show up on their displays.

The Coordination Site is planning to converge the various submission processes for technical updates, course lists, etc., into one annual process in the new Web ASSIST Maintenance System, reducing inconsistencies. Implementation for the new submission process via the Maintenance System (and which will eventually interface with CCCCCO MIS systems) is targeted for April '99. With the new Maintenance System, the Coordination Site will no longer be responsible for entering IGETC and CSU GE Technical Updates.

d. Web ASSIST Maintenance

Web ASSIST Maintenance was discussed in the most recent TAC meeting as well

as in the Director's Report. Because of delays in data clean-up activities, the Maintenance schedule has slipped from the originally targeted deployment date of January '99. The curriculum component will be available in April for the Fall '99 update cycle. The articulation agreement component will be available in August '99. A draft revised schedule was provided at the request of the TAC.

The Board discussed the new draft schedule and slippage and the cleanup of articulation agreement data with the four-year schools that is still needed so that lay out will be known and the programmers can finalize their software.

ASSIST Director Taggart reported attending the NCIAC and SCIAC meetings this fall and apprized campus staff of the delay and revised time lines for the Maintenance System. More detail on this will be provided at the ASSIST Conference. Feedback by articulation officers was characterized as concerned, disappointed, but understanding.

3. CSU/UC Articulation Planning Matrices

The Coordination site requested and received completed Planning Matrices from all but one of the university campuses (Monterey Bay) which list all community college, CSU and UC articulation agreements for that campus, the number of majors/departments (or approximations), the most recent academic year of each agreement, and whether it will be updated in 98-99. The Matrices will be used to monitor CSU and UC campus compliance in providing information to ASSIST. ASSIST Staff also tried to reconcile the numbers (which are difficult for the universities to generate) with the numbers that are in ASSIST. Copies of the matrices are available for Board members. The Strategic plan discussed later in the agenda details other activities related to the Planning Matrices (which will be submitted each year).

4. Association of Independent California Colleges and Universities (AICCU)

With the current lull in negotiations with the AICCU on participation in ASSIST, the Board reviewed the possibility of having the independent colleges and universities join individually. Several independents have expressed strong interest in joining ASSIST, and the Board considered communicating with them directly in response to their interest.

Board Resolution: The Board adopted a resolution to have the Board Workgroup propose a cost structure for independent colleges and universities based on current costs related to supporting UC and CSU campuses. After it has reviewed this proposal, the Board will follow up with those independents who have expressed interest in ASSIST.

5. California Virtual University (CVU) Meeting, June 25, 1998

Eric Taggart, Jim Dolgonas, and Stewart Lynn met with Tad Fukanoshi of the CVU and discussed the organizational changes in August to the CVU and its shift from the Governor's Office to a separate, not-for-profit, self-sustaining, corporately sponsored organization. At this meeting it was recommended that further discussions about the integration of Web ASSIST and

the CVU on-line catalog be put on hold until the reorganization is completed. (The CVU is currently recruiting for an executive director.) The Board agreed to periodically follow up on the status of the reorganization and to put this on the agenda for the next Board meeting.

6. Technical Advisory Committee (TAC) Meeting

Eric Taggart reported that the TAC met and detailed the status and schedule of Web ASSIST Maintenance. The TAC will meet sometime in Spring '99 to review the new software in more detail. The TAC discussed activities in the Strategic Plan related to the ADA compliance of Web ASSIST user interface and how to assess the degree of compliance and what changes that would require. An update on the status of the assessment is to be placed on the agenda for the next Board meeting.

Important technical considerations to ensure a robust architecture, catastrophic recovery and security within the new on-line environment were also discussed as well as their budgetary implications for the 5-yr plan. Additional technical costs need to be identified and reviewed.

7. 13th Annual ASSIST Conference

The three leaders (Chair Bill Scroggins, Gene Dinielli and Aimée Dorr) of the Intersegmental Committee of Academic Senates (ICAS) will be giving the keynote address at the 13th Annual ASSIST Conference.

The Board discussed details of its presentation at the Conference, including the focus of the Legislature over the last two years on transfer and articulation, the Strategic Plan, the Transcript Analysis Tool, the Joint Resolution, and perhaps the AICCU. It was noted that many of the attendees will be new and the subject matter should be approached from that perspective.

The Board discussed Conference travel and logistics as well as the agenda and handout-materials and revised the agenda so that the Keynote presentation immediately follows the Board's presentation.

8. Status Report on CAN

Judy Osman reported on the status of the search for a new CAN director, adoption of a new governance structure (similar to that of ASSIST), and plans for increased collaboration with faculty.

9. UC Regents Presentation

Director Taggart reported on a presentation on transfer, articulation, and ASSIST to the UC Regents during their October 15th Meeting. Two students were invited to give personal views on the transfer experience, one of which was very positive, and the other which raised many issues about transfer and articulation. Aimée Dorr spoke on intersegmental cooperation of faculty, and Thomas Nussbaum discussed the importance of transfer for California.

10. Strategic Plan

The Board reviewed the draft Vision Statement and Goals and Objectives set forth in the updated 1998-99 ASSIST Strategic Plan. Numerous modifications were requested and many items were discussed in detail.

The Coordination Site was asked to revise the draft Plan based on Board members' comments.

Board Resolution: The Board resolved to review and approve the revised Strategic Plan before the Annual ASSIST Conference so that final copies can be provided to conference attendees.

11. ABD Meetings

The Board discussed the location of the Spring 1999 ABD meeting in Southern California, with the CSU Chancellor's Office in Long Beach as a possible host. This meeting will be held on May 17th.

After reviewing the frequency of Board meetings (currently semi-annual) it was concluded that with the Board Workgroup meetings, Executive Board conference calls, bi-ennial Board retreats and the December conferences, two full-board meetings per year are sufficient to meet the current needs of the Board. Board Workgroups could be extended to include the Campus Representatives if necessary, and the possibility of video- conferencing from two or three locations was also discussed.

The meeting was adjourned at 3:30 p.m. by Board Chair, Allison Jones.