

**California Community College Chancellor s Office, Sacramento**

**Present:** Kathryn Barth, CIAC (guest)  
Helena Bennett, CAN System Office (guest)  
Suzanne Bolding, ASSIST Coordination Site (taking minutes)  
Clyde Brewer, San Jose State University  
Jim Dolgonas, University of California, Office of the President  
Carla Ferri, University of California, Office of the President  
Ed Gould, California Community College Chancellor s Office  
Kaylene Hallberg, California Community College Chancellor s Office  
Steve Handel, University of California, Office of the President  
Allison Jones, California State University Chancellor s Office  
Thea LaBrenz, University of California, Riverside  
Sal Mendoza, Canada College (guest)  
Ross Miyashiro, California State University Chancellor s Office  
Judy O Neill, California State University, Chico (guest)  
Judy Osman, California State University Chancellor s Office  
Jan Paulson, California Community College Chancellor s Office  
Katherine Reite, Canada College (guest)  
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 Postsecondary Education Commission

The meeting was convened at the California Community College Chancellor s Office (Sacramento) at 9:15 a.m. by Board Chair Allison Jones. No faculty board members were present, and it was not clear if all of the appointments had yet been determined by the respective Academic Senates.

**1. 14<sup>th</sup> Annual ASSIST Conference Agenda**

The Board reviewed the agenda for the 14<sup>th</sup> Annual ASSIST Conference.

The Coordination Site briefly summarized the conference agenda which was comprised of a brief general session and additional breakout sessions. This was in response to last year s conference evaluations. Segmental meetings were planned for the end of the second day. Faculty sessions were not planned as the new faculty board membership had yet to become more clearly involved with ASSIST.

The Board requested an Executive Committee conference call before the conference to discuss issues of the sessions presented by Board members: Ensuring Complete Data (to be presented by the Workgroup) and the Roundtable session (to be presented by the Executive Committee) on future directions for ASSIST. The Board also requested discussion of the IMPAC session prior to the conference.

## **2. Synchronizing Course Information Between ASSIST and CCCCCO**

Jan Paulson expressed concern over possible data issues in the future exchange of information between ASSIST and Student Friendly's transcript evaluation component. She called for ensuring standardization of ASSIST data which will be used in the transcript evaluation component of Student Friendly. The Coordination Site responded that ASSIST already has one mechanism to provide data to XAP, the chosen vendor to implement Student Friendly. Jim Dolgonas reported that XAP had not yet reached the point of clarifying data issues with the Coordination Site, although XAP would not warranty the system until they could view the ASSIST data. The contract contains a target date of July 2000 for implementation of the evaluation component.

The Board resolved to formulate a workgroup comprised of the existing ASSIST Technical Advisory Committee, the ASSIST Board Workgroup, a CAN representative, Frank Tansey (SFS Project Administrator) and perhaps XAP to discuss in detail the requirements of ASSIST data by Student Friendly.

## **3. ASSIST Budget Change Proposal**

Allison Jones reported that the 2000-2001 BCP submitted to ICC by ASSIST was well written and well received, but the ICC, for a variety of reasons, agreed not to forward any BCPs for the 2000-2001 budget cycle.

The Board discussed ASSIST's operating budget and the need for augmentation of the budget. The Coordination Site reported that ASSIST technical salaries have become increasingly non-competitive with industry salaries at a time when ASSIST is experiencing increasing usage and needs to maintain a certain level of technical expertise to maintain the quality of its data. The difficulty in hiring a replacement for the Coordination Site's Systems Administrator in the current job market already poses an immediate problem. In addition, the Board needs to look for funding for space, which UC currently provides in-kind. The Board determined the immediate need to address the funding issue and find an alternative funding source to replace the proposed 2000-2001 BCP.

The Board resolved to appoint a financing committee to creatively explore multiple strategies for short-term, intermediate, and long-term funding.

**4. Joint Resolution Endorsing ASSIST**

The Board discussed distribution of the Joint Resolution Endorsing ASSIST and resolved to hold distribution of the document until it could be attached to another item related to transfer. In addition, the distribution list has grown to be excessive and will be pared down to concur more with the original distribution plans. UCOP and CCCCCO reported some internal distribution already of the document.

**5. Ensuring Complete Data in ASSIST**

**a.. 1998-99 End of Year Articulation Status Report**

The Board reviewed the Board Workgroup s draft of the 1998-99 End of Year Articulation Status Report. This report was to be sent to the CEO s of the segments and CPEC. Although written text accompanied the report s table, the Board expressed concern that the table could be easily detached and extracted from the report, leaving the chart without explanation of what the rankings and chosen criteria may or may not represent. The Board therefore requested annotations directly on the table to provide more explanation of the rankings and also more accurately defined column headings. The Board also determined that the Board Workgroup needed to draft a letter of transmittal for the report.

Director Taggart requested any comments to the report to be submitted to him by Friday, December 3<sup>rd</sup>, after it could be discussed during the segmental meetings at the ASSIST Conference. Distribution of a second draft of the report incorporating comments is planned for December 10<sup>th</sup>. The systemwide offices were advised to confirm each campus data with the individual campuses before final publication. The Board determined to base the final report as well on the 1998-99 academic year.

Sal Mendoza of Cañada College attended the meeting to request more major preparation articulation reports in ASSIST rather than departmental articulation; however, it was noted that it is the role of the individual campuses, not ASSIST, to decide priorities for articulation. The CSU Chancellor s Office said it was already working to emphasize lower-division major preparation articulation as a priority on its campuses.

**b. Campus Concerns Regarding Complete and Accurate Data**

The Board reviewed concerns voiced by individual campuses regarding the completeness and accuracy of data reported to ASSIST and looked at how those problems were being or could be addressed. Problems included rolling over of articulation agreements without reflecting changes and maintaining a website with articulation that is not reported to ASSIST. The Coordination Site reported that it queries the campuses for what articulation they have and submits to the segmental offices when articulation is not reported in ASSIST. Director Taggart reported that he believed that ASSIST contains nearly all articulation agreements. In addition the new maintenance system will be able to update the curriculum changes automatically when articulation is rolled forward. The new system will also provide an e-mail notification system to the colleges when universities change agreements; the Board suggested a future enhancement to the maintenance system could be to identify those changes as substantive or technical as defined by CIAC. Finally, it became apparent that no formal procedure exists through the systemwide offices to track these problems.

**c. Status of CAN Data in ASSIST**

The CAN System Office and the Coordination Site updated the Board on the status of incorporating CAN articulation in ASSIST. This software enhancement is an activity in the 1998-99 ASSIST Strategic Plan. The Coordination Site will provide some curriculum data to CAN for testing. However, CAN has had several operational setbacks due to recent loss of staff and it is not yet in a position to move forward with this project.

**d. Status of CSU American Institutions requirement in ASSIST.**

It had been requested that ASSIST establish a new component of its database for CSU American Institutions data. CSU is still working on developing the lists for each community college and hopes to be finished by March 2000. Once they are completed, ASSIST and CSUCO representatives will begin meeting to develop a proposal for how this information is to be included in ASSIST. **UPDATE:** After careful review of the courses submitted for consideration, the deadline has been extended.

**6. Board Letter to ICAS Regarding Support for IMPAC**

The Coordination Site requested that the Board review the letter to ICAS regarding support for IMPAC which was drafted last June. Director Taggart summarized ASSIST's interactions thus far with IMPAC's director, Bill Scroggins, including the large

amount of data already provided to IMPAC by the Coordination Site for use in a distilled version of articulation matrices for faculty discussions and which IMPAC requested to have from ASSIST on a regular basis. The Coordination Site remains in favor of providing the requested data with the caveat that IMPAC's analysis of the data would not distort articulation information. In addition, ASSIST requested a formal process for providing the data so that it could be scheduled into the Coordination Site's workflow.

**7. Review and Approval of ASSIST Governance Changes - Faculty Representation**

The Board reviewed and approved by consensus the revised ASSIST Governance Document providing for faculty representation on the ASSIST Board.

**8. Technical Advisory Committee Report**

The Technical Advisory Committee updated the Board on its October 1999 meeting.

**a. ADA Compliance**

The Coordination Site tested ADA compliance of ASSIST using a current testing tool called Web Bobby. A 15-page report has been compiled detailing the levels of compliance. ASSIST is not fully compliant mainly due to embedded graphics which enhance the aesthetics of the Web site, but which cannot be separated out as text links that can be read by a special browser. The solution will probably be to have a separate, textual interface for use with special browsers. Other minor enhancements were found that can be easily accomplished. ASSIST end reports are compliant. The Coordination Site will look at software programming changes required which will be reviewed by the TAC and presented to the Board.

**b. ASSIST Technology Plan**

The TAC has begun the biennial review and update of the ASSIST Technology Plan. A draft of the updated plan will be presented at the Spring 2000 Board Meeting for review.

**c. Technical Environment Overview**

The TAC reported on the Technical Environment Overview written by Director Taggart describing the technological products ASSIST has and what

ASSIST does technologically. The Board requested that the Technical Environment Overview become a regularly maintained document for ASSIST.

**9. Web ASSIST Articulation Maintenance System**

Director Taggart reported developmental and operational reasons for the delayed schedule of completion for the Web ASSIST Articulation Maintenance System. Developmentally, the Coordination Site is still working on data conversion issues. Also, the Coordination Site reported a technological shift which has outdated the PowerBuilder software selected several years ago to run the system's entry windows. (PowerBuilder is no longer supported by its maker.) Operationally, the loss of the Coordination Site's Systems Administrator and the difficulty already cited in recruiting a new Systems Administrator has consumed much of the Director's and Technical Manager's time in fulfilling the critical Systems Administrator duties. The Coordination Site does not expect to fill the position before February 2000. Also, the main server crashed recently, and although the server was repaired and all backup operations worked, ASSIST is still running on the backup system until there is time to do all the necessary work to bring up the repaired main server. The current target date for roll-out of the new maintenance system is June 2000.

**10. Data in ASSIST for Independent Colleges and Universities**

The Board Meeting packet included the final revision to the document setting policies and costs for the four-year independent AICCU schools as receiving institutions. Director Taggart reported on the status of negotiations between ASSIST and the AICCU. The AICCU is working on a survey for their campuses and expressed that they did not want ASSIST to meet with their member campuses without AICCU staff present. At the request of the AICCU, the Coordination Site provided an estimate of costs of \$10,000-\$20,000 per year per receiving institution which was based on what the public four-year institutions pay. The AICCU had expected the cost to be dramatically lower. The AICCU continued to show interest in participation in ASSIST, stating it would seek some funding for participation. The Coordination Site suggested January 2000 as a deadline for the AICCU to develop concrete plans for participation.

The Coordination Site also reported much interest on the part of Devry Institute of Technology, an out-of-state, regionally accredited, for-profit institution, to join ASSIST as a receiving institution. The Board discussed changing its focus to accreditation rather than AICCU affiliation in determining participation policies. The implications of admitting a for-profit, out-of-state, receiving institution paying for its costs were also discussed.

As the Board discussed formulating policies and costs for private institutions to join ASSIST, the Coordination Site reported that it has historically maintained articulation (IGETC, CSUGE, CSU Baccalaureate lists, and UC TCAs) for a few 2-year, private, sending institutions such as DQ University and Marymount College at no cost to these institutions. The Board discussed the legal or other implications of maintaining articulation for private sending institutions schools without charge. The Board determined that more research was needed to come to a decision regarding these institutions to ensure that it was not in violation of budget language of any of the segments and also in considering ASSIST's mission to facilitate transfer from two-year to four-year *public* institutions. The Board determined to thoroughly research the issue and to table the draft document until the next Board meeting.

#### **11. Campus Marketing Survey Report**

The Coordination Site reported the results of the ASSIST marketing survey, finding moderate marketing of ASSIST by the campuses. The survey results were posted and will be revised to incorporate the suggestion by some of the campuses to list school names with the results. The campuses also requested more of the ASSIST announcement cards which are no longer printed for budgetary reasons. Although the Coordination Site has provided the graphic for the campuses to use in publications, the campuses have requested more Announcement cards. The Coordination Site also suggested that it was available to provide artwork if the campuses pay the printing costs.

#### **12. Student Focus Groups**

The Board had budgeted \$22,000 for this year to conduct student focus groups to determine the student friendliness of ASSIST and to determine student views of the quality of articulation agreements. Because of the operational and developmental delays with the maintenance system, and also in consideration of the best time of the year to conduct the student focus groups, the Coordination Site is now targeting Fall 2000 for the focus groups and plans to solicit bids so that costs can be provided to the Board at the Spring Board Meeting. In considering the timeline, the Board pointed out that results of the student focus groups could help in the decision process at the September 2000 Retreat and requested that the Coordination Site should begin soliciting bids from companies to conduct the focus groups.

#### **13. Spring 2000 ASSIST Board Meeting**

The Spring 2000 ASSIST Board Meeting was set for May 15<sup>th</sup>. The Board believed that the Coordination Site could begin in January to establish dates for the September 2000 Board Retreat, to be held once again at the San Diego Marriott Hotel and Marina. The Board also reviewed the biennial rotation of the ASSIST Board Chair

which occurs next on July 1<sup>st</sup> 2000. UC will assume the chair at that time.

**14. ASSIST Funding**

The Board revisited the ASSIST funding issues discussed earlier in the meeting. Once again, the Board determined that a Financing Group needed to meet immediately to creatively re-think short-term, intermediate, and long-term funding strategies outside of the BCP process.

The meeting was adjourned at 3pm.