

**Peralta Community College District
Annual Articulation Program Update – Student Services
2010-11**

This presents the common elements to be addressed Student Services in their unit planning. Depending on College preferences, these common elements may be formatted or addressed differently.

OVERVIEW			
Date Submitted:	October 15, 2010	Dean:	Dr. Tina Vasconcellos: Dean of Matriculation & Student Support Services
Department:	Articulation Program	Dept. Chair:	Articulation Officer (Counseling Faculty): Laura A. Bollentino
Campus:	Laney College		
Mission	<p><i>The mission of the Laney’s Articulation Program is to assist students transferring to four-year colleges and universities by establishing articulation agreements regarding those courses that will transfer as lower-division requirements, including specific courses that will meet general education, course-to-course, major preparation requirements, and updating annually Laney’s AA/AS General Education Requirements by working with faculty and administration. As a result, Laney’s Articulation Program serves all Laney’s transfer students.</i></p> <p><i>In addition, Laney’s Articulation Officer is an important resource for all faculty (counseling and instructional) and administration by providing up-to-date articulation/transfer information and issues affecting Laney’s academic programs and student population.</i></p>		

EVALUATION AND PLANNING	
Quantitative Assessments	Narrative
<p>Provide service area data such as number of students served by program. Include recommendations from program review.</p> <p>Articulation Program serves Laney’s transfer students.</p>	<p>A. Annual Articulation Deadlines:</p> <ol style="list-style-type: none"> 1) UC-TCA (Transfer Course Agreement) 2) CSU-GE Breadth Requirements 3) IGETC 4) UC Berkeley’s College of Letters & Science Requirements 5) AA/AS G.E. Requirements 6) Summary of Curricular Changes 7) ASSIST Updating for fall, spring & summer terms 8) Annual Reports and Budgeting <ol style="list-style-type: none"> a) ASSIST Report

- b) State Chancellor's Articulation Addendum
- c) State Chancellor's Grant Report

B. **Create** new Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities, with focus on **Transfer Rates** & Laney's primary feeder schools, i.e. CSUEB, SFSU, UCB, & UCD.

C. **Maintain** existing Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities, with focus on **Transfer Rates** & Laney's primary feeder schools, i.e. CSUEB, SFSU, UCB, & UCD.

D. In order to **facilitate** the creation and maintenance of Articulation Agreements, Teaching Faculty need to update their discipline course outlines a minimum of every 5 years, and at a minimum textbook updated.

- 1) Updating outlines as part of program review
- 2) Workshops need to continue w/Curriculum Committee Members
- 3) Individual Meetings w/ Faculty and/or
- 4) High volume of email exchange

E. **SB 1440 (Transfer Degrees)** between California Community Colleges and CSUs. The goal is to facilitate a smoother transition for CA community college students transferring to a CSU.

F. **C-ID** is a supra-numbering system being developed to ease the transfer and articulation burdens in California's higher educational institutions. Currently, C-ID has 135 approved descriptors and will use CSU-LDTP (Lower Division Transfer Patterns) descriptors for C-ID where appropriate. Laney's course outlines will need to be submitted for review and approval.

Note: CSU-LDTP 2009-2010 – Suspended at the moment, possibly permanently, due to budget constraints.

Special Note: Some CSU faculty are using LDTP descriptors and sequences for articulation approval, e.g. SJSU changed their biology courses and approved those community colleges that had LDTP-BIOL SEQ A approved. Fortunately, Laney's Articulation Officer submitted Laney's BIOL 1A & 1B for LDTP-BIOL SEQ A that were approved and subsequently approved by SJSU's biology faculty for our individual biology articulation agreement with SJSU.

Qualitative Assessments	Narrative
<p>Community and college relevance Present evidence of community need based on Advisory Committee input, McIntyre Environmental Scan, Student surveys</p>	<p>A. Laney’s Articulation Officer is a resource for All Faculty and Administration.</p> <ol style="list-style-type: none"> 1) AO assists ALL Faculty with the development of new courses and updating existing courses for transfer. As part of this assistance, the AO often does research using resources, e.g. internet, catalogs, contacting Systems Office Personnel and 4-yr Articulation Officers. 2) AO receives curricula changes from the System Offices and 4-yr University AOs. These curricula changes must be communicated to Laney faculty and administration, so courses can be updated to meet specific transfer requirements. Consultation is through email and individual meetings. 3) Laney’s AO encourages ALL Faculty to have faculty-to-faculty communication with their peers at nearby 4-yr institutions to ensure appropriate curriculum content & sequencing of courses as it relates to the transfer process. <p>Summary: Laney’s AO is responsible for submitting its transferable courses to the System Offices and 4-yr institutions for their faculty review and approval. <u>If formal articulation agreements (as proposed by Laney’s Articulation Officer) are not established and maintained, it would be more difficult for Laney students to meet their transfer requirements.</u> Also, the AO assists faculty with the development and maintenance of course outlines, so they meet transfer requirements.</p> <ol style="list-style-type: none"> 4) AO assists Counseling Faculty with <ol style="list-style-type: none"> a. Understanding Articulation Agreements b. Transcript Evaluation (or “pass-along”) c. Transfer Requirements d. Updating Laney’s College Catalog & Supplement e. Updating annually Laney’s AA/AS G.E. Reqs, CSU-GE Breadth Reqs & IGETC Advising Forms f. Resolving students’ transfer issues with District Office, Intersegmental Offices, & 4-yr institutions <p>Summary: Laney’s AO serves Counseling Faculty as a resource for consultation, resolution, and training.</p>

	<p>B. Laney's AO serves as the ASSIST Manager.</p> <ol style="list-style-type: none"> 1) AO enters Laney's lower-division courses are electronically entered into the ASSIST database. 2) This online database is used to submit courses for basic maintenance of Laney's transferable courses as well as submitting Laney's courses for UC-TCA, CSU-GE Breadth, and IGETC review. 3) Fall 2009, The Peralta Colleges implemented a course management system, CurricUNET. Presently, there are problems that need to be resolved in order for Laney's AO can take full advantage of CurricUNET. <p>Summary: If ASSIST is not updated, then Laney courses will not be viewed as transferable and reviewed for articulation, an obstacle for our transfer students.</p>
<p>Identify strengths, weaknesses, opportunities, and limitations (from the Action Plans)</p>	<p>Laney's Articulation Officer uses her professional judgment, based on attachment #1, as a way of organizing and prioritizing the program's workload. It's based on Laney's transfer rate. In other words, where do our students transfer to?</p> <p>For the current academic year, Laney's AO is serving as an AO (.75) and Counselor (.25). This is a positive shift from the past two years where AO's assignment (.50) also included Transfer Center Faculty Lead (.50). Furthermore, many California Community Colleges have classified support staff for their Articulation Programs.</p> <p>In order to facilitate the maintenance of articulation agreements and to increase the number articulation agreements, ALL Faculty need to update their discipline course outlines, a minimum of every 5 years is highly recommended. Articulation, first and foremost, needs to have institutional support, because it's an institutional responsibility.</p>
<p>Discuss college strategic plan relevance</p>	<p>Maintain and increase the number of articulation agreements with four-year colleges/universities. Priority is give to Laney's feeder colleges/universities and California 4-yr colleges/universities, i.e. transfer rates.</p>

<p>ACTION PLAN</p> <p>Please describe your plan for responding to the above data. Consider service delivery, pedagogy/instructional, scheduling, marketing strategies, assessments and changes. Also, please reference any cross district collaboration with the same department at other Peralta colleges. Include overall plans/goals and specific action steps. (refer to next page)</p>
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An Articulation Working Group was convened September 30, 2010 to look at ways to consolidate, coordinate, and collaborate within the Student Services areas among the four colleges. Dr. Kerry Compton, College of Alameda's VPSS, convened our meeting.

The outcome of our meeting:

1. To increase articulation activities the AOs need increased load time (to 1.0), additional technical support and current and accessible outlines.
2. Two improvements in current programs were discussed as tools that would assist in increasing AO productivity:
 - The use of CurricUNET summary of curriculum changes function and course tracking capability and storage of syllabi (often needed in the articulation process); and
 - Use of a search function in assist.org for the creation of a report that would identify gaps in articulation agreements.
3. The AOs also agreed that further education of faculty about the articulation process was warranted and proposed a district wide staff development activity for professional days in January, 2011.

NEEDS

Please describe any equipment, material and supply needs.

At this time, Measure A funds did supply the Articulation Officer with upgrade in computer and printer.

Please describe any facilities needs.

No particular facilities needs if no Clerical Assistant (support staff).

Classified and Student Assistant Data			
	Fall 2009	Spring 2010	Fall 2010
F/T Permanent	0.00	0.00	0.00
F/T Non-Permanent	0.00	0.00	0.00
P/T Permanent	0.00	0.00	0.00
P/T Non-Permanent (Hourly)	0.00	0.00	0.00
Student Assistants	0.00	0.00	0.00
Please describe any classified/student assistant needs. Many California Community Colleges have an Articulation Assistant, classified staff. The Articulation Officer provides all articulation functions including administrative work.			

Faculty Data			
	Fall 2009	Spring 2010	Fall 2010
Contract FTEF	.50	.50	.75
Hourly FTEF	0.00	0.00	0.00
Extra Service FTEF	0.00	0.00	0.00
Total FTEF	.50	.50	.75
% Contract/Total	.50	.50	.75

Learning Outcomes and Assessment: Moving towards 2012 Proficiency	
	Fall 2010
List learning outcomes and/or service area outcomes identified for your program	With Laney's Articulation Program, there is no direct contact with students. Last semester 2010, the Articulation Officer/ Transfer Center Faculty Lead and Counseling Faculty worked together on Transfer Center SLOs.
How are you assessing or measuring these outcomes?	Review a random sampling of completed SEPs on file (30): note and compare SEP plan courses to actual course enrollment, to ensure student is able to progress in completion of: minimum admission eligibility, transfer general education (IGETC or CSU GE Breadth) and major prep requirements.
What are the results of your assessment process?	60% of the random sampling met the stated SLO standard. -Compared Spring 2009 SEPs with the actual Fall 2009 enrollment. -97% of students identified a transfer college & 100% identified a transfer major on their SEP. However, only 50 % of students met the criteria for successful performance standard set by Counseling Department. Therefore, the criteria (60%) for successful performance was not met.
How are these assessment results informing your program planning and resource needs?	Will define/refine the specific definition of 'successful enrollment'. -In reviewing the SEPs and subsequent course enrollment, it was noted that a fair number of students did not enroll the semester after the SEP was written. Some students were already having academic difficulties at the time when the plans were written. - Due to the variables that affect students' future enrollment, the Counseling Dept. will implement a new assessment

	tool for a more accurate assessment, such as Pre/Post surveys.
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Prioritization of Articulation Officer Responsibilities

(Attachment #1)

10/18/10 (rev 1)

Primary	Secondary
Annual deadlines for Submission: 1. UC-TCA 2. CSUGE-Breadth Requirements 3. IGETC 4. UC Berkeley's Letters & Science	Initiate New Articulation: CSUs & UCs (based on transfer rates/priority-feeder colleges: CSUEB; SFSU; UCB; & UCD)
Review CurricUNET: Electronic Input (OSCAR) of Course Outlines for Annual Submissions	Update Existing: CSU & UC Articulation (based on transfer rates/priority-feeder colleges)
1.Update of ASSIST Data (ASSIST Manager) with New Transfer Curriculum: a. fall b. spring c. summer 2.Correction of ASSIST Data as Needed	Communication: Follow-up & Liaison Support (Instructional & Counseling high volume of email communication): 1.Faculty 2.Departments 3.Divisions 4. Administrators
AA/AS G.E. Annual Deadline: 1. Submit AA/AS General Education Requirements 2. Update AA/AS General Education Requirements	Mediator of Resolving Problems/Advocate of Student Transfer: 1.Home-Campus 2.Individual CSUs & UCs 3. Intersegmental Offices 4. CA Independents/Privates
CIPD-GE Subcommittee Participation: 1. Review PCCD Course Submissions 2. Chair every 4 yrs	4-year University Requests Outlines & Syllabi 1. Priority-Feeder Colleges 2. CSUs & UCs 3. CA Independents/Privates
Provide *ALL Clerical Support for Articulation Program's Functions	Ongoing Working Relationships with CIAC Articulation Officers (high volume of email communication)
College Committees Participation: 1. Curriculum 2. Technical Review (by request) 3. Task Force Committees 4. CIPD 5. CurricUNET (college & district) 6. College/Supplement Catalog Update & Review 7. Articulation Program Working Group 8. SLOs/Assessment	College Committee Membership: 1. Student Equity Plan 2. Accreditation Self-Study 3. Educational Master Plan: Chair, Transfer Education Subcommittee 4. Augmented Administrative Leadership Council 5.Transfer Center Advisory
Students Services Meetings: 1. Counseling Department 2. Student Services Council 3. Student Services 4. Attend Program Coordinators/Dept Chairs-Instructional	Articulation Reports: 1. Annual Articulation Program Unit Plan 2. State Chancellor's Articulation Annual Addendum 3. Annual Budget Proposals/Requests for Articulation-Related Activities (Grant) 4. Articulation Program Review (every 3 yrs)
Professional Organization Meetings 1. NCIAC, Region III 2. NCIAC	1. Initiate Articulation with CA Privates/Independents (Bay Area-Feeder Schools Priority)

<p>3. Annual Conferences</p> <ul style="list-style-type: none"> a. CIAC b. ASSIST c. ETS d. CSU e. UC 	<p>2. Maintain Articulation with CA Privates/Independents (Bay Area-Feeder Schools Priority)</p>
<p>Ongoing Catalog Review & Update</p>	<p>In-Service & Workshops as Needed and/or Requested</p>
<p>Develop & Disseminate Articulation Information Campus-Wide: Advising Sheets; memos; & emails (high volume of communication)</p>	<ul style="list-style-type: none"> 1. Develop Articulation Program Website 2. Maintain Articulation Program Website
<ul style="list-style-type: none"> 1. Prepare Annual Summary of College Curricular Changes 2. Distribute Summary of College Curricular Changes to ALL CA Articulation Officers 	<p>Work with Faculty as a Resource to Develop: Transfer Curriculum</p> <ul style="list-style-type: none"> 1. SB 1440: Transfer Degrees w/CSUs 2. Individual Courses not Articulated 3. C-ID: Supra-numbering System
<p>Ongoing Working Relationships & Communication (high volume of email)</p> <ul style="list-style-type: none"> 1. ALL Laney Faculty 2. PCCD 3 AO's 3. Sheryl Queen 4. Charlotte Smith 5. Derek Lee 6. Laney's Curriculum Chair (especially fixing problems w/CurricUNET) 	

*** Activities could be supported by Articulation Technician, enabling Articulation Officer to devote more time attention to initiating and maintaining articulation, faculty support and participation as a faculty member at the college.**