Santa Rosa Junior College

Program Resource Planning Process

Articulation 2023

1.1a Mission

The mission of the Articulation Office is to promote the development of articulation agreements and provide essential articulation and transfer information to students and faculty. Course articulation is the "roadmap" by which students navigate the transfer process, creating an academic pathway that eases students' transition between the various segments of higher education. Successful completion of articulated courses assures students and faculty that the student has taken the appropriate courses, received the necessary instruction and preparation, enabling progression to the next level of instruction at the transfer institutions.

1.1b Mission Alignment

The Articulation Office serves the needs of the College community by:

•   Facilitating the development of transferable lower division courses;

•   Consulting on the development and revision of General Education courses to ensure alignment with community college and university standards;

•   Providing accurate information and resources for Faculty developing or revising CSU or UC numbered coursework;

•   Serving as a liaison between other academic institutions and Santa Rosa Junior College;

•   Initiating and monitoring faculty approved articulation agreements between institutions;

•   Promoting Santa Rosa Junior College academic programs;

•   Serving as an advocate for Santa Rosa Junior College transfer students;

• Developing, publishing, and updating reference materials on transfer coursework, external examinations, majors, and general education, thus supporting Counseling faculty and improving student success in transfer preparation.

1.1c Description

The Articulation Office operates under the direction of the Articulation Specialist who reports to the Senior Dean of Counseling and Student Success. The Articulation Office serves as consultant to academic departments and the Academic Senate Curriculum Review Committee by providing materials and information regarding the transferability of coursework and the interpretation of curriculum guidelines.

The Articulation Office initiates and/or facilitates the development of articulation between the College and individual academic institutions and university systems, monitoring all stages of the process. The Articulation Specialist serves as a proactive agent for enhancing and improving existing articulation.

The Articulation Specialist serves on the Curriculum Review Committee (CRC) and Majors Review Committee (MRC); chairs the General Education Curriculum Subcommittee, which reviews general education course proposals and considers student general education petitions; serves on various campus ad hoc committees such as the Degree Audit Task Force, Catalog Advisory Committee, AP (Advanced Placement) Task Force, and CLEP (College-Level Examination Program) Task Force; represents the college in various statewide programs including but not limited to ASSIST (Articulation System Stimulating Interinstitutional Student Transfer), California State University General Education-Breadth, IGETC (Intersegmental General Education Transfer Curriculum), and C-ID (Course Identification Numbering System); supports CIAC (California Intersegmental Articulation Council) by volunteering to serve as an officer and/or to serve on project committees; serves as a mentor to articulation officers in northern California; attends and participates in statewide conferences and professional meetings relating to articulation, transfer, and curriculum development.

The Articulation Specialist disseminates articulated transfer information to the Counseling faculty and participates in Counseling Department meetings as needed throughout the Academic Year. The Articulation Specialist also works closely with the Transfer Center Director to provide the College community with transfer information that is both timely and accurate.

The Articulation Office is responsible for managing articulation data in the College curriculum database and course data in ASSIST and C-ID. The Articulation Specialist updates essential transfer, articulation, and graduation information in College publications and on the Santa Rosa Junior College web site.

1.1d Hours of Office Operation and Service by Location

The Articulation Office, located in Bertolini Student Services Center, 2nd Floor, Office 4794A, operates 40 hours per week Monday through Friday.

1.2 Program/Unit Context and Environmental Scan

COURSE SUBMISSION TO STATE REVIEW

The Articulation Office submits all courses from SRJC that are intended for UC Transferability, CSU Transferability, General Education Certification, and C-ID/ADT Certification. Working closely with the Curriculum Office as well as Faculty Discipline, all coursework approved locally through our Curriculum Review Committee and our Board of Trustees, all course intending to achieve approval at the State level must be submitted by the Articulation Office for State Review to outside agencies-

UC Transferable coursework are submitted annually to the University of California Office of the President (UCOP) for full review of eligibility and standards to achieve UC TCA approved status. Once approved the Articulation Office updates our SIS database to reflect approved level of transferability. Additionally, these courses are submitted and maintained in the Statewide database, ASSIST, by the AO.

CSU Transferable courses are submitted to and maintained in the State Database, ASSIST, by the AO.

Courses seeking General Education certification, are submitted annually by the Articulation Officer to the State GE Review Board. Courses certified and approved will then be maintained in SIS as well as ASSIST by the Articulation Office. Annual GE Worksheets are developed and maintained by the AO for the college catalog, webpages, and use by Students and Counselors.

ARTICULATION WITH CALIFORNIA PUBLIC UNIVERSITIES

An articulation agreement provides students and faculty with a roadmap that is crucial to effective transfer planning and related curriculum development. Articulation agreements with the UC (University of California) and the CSU (California State Universities) are maintained on the Web through ASSIST (www.assist.org), where extensive information on transfer requirements and course comparability is available to everyone.

The Articulation Specialist conducts an annual review of UC and CSU lower division course requirements published in ASSIST, assisting SRJC Faculty in development or revision of course work intended for transfer to a 4-year university. The Articulation Specialist publishes and sends an Annual Curricular Change Report to all Statewide partners for review of all new, revised, or inactivated transfer level curriculum. Additionally, all new/revised/inactivated curriculum is entered by the AS into ASSIST for publication. The AS also submits coursework in the form of COR's to individual campuses for review of Articulation. Updated agreements are entered into ASSIST by our 4-year partners. The AS shares all updates with SRJC Counseling and Faculty accordingly.

ARTICULATION WITH INDEPENDENT CALIFORNIA UNIVERSITIES AND COLLEGES, OUT-OF-STATE INSTITUTIONS, AND NORTHERN CALIFORNIA COMMUNITY COLLEGES

As of Spring of 2022, the Articulation Office maintains articulation agreements with 58 other instituations and maintains over 100 links to transfer information and course equivalencies with independent universities and colleges in California, out-of-state institutions, and Northern California Community Colleges combined. The agreements and links are available on the Web (https://articulation.santarosa.edu/articulation-agreements). This is a significant increase from previous year's numbers. The Articulation Office continues to propose and determine eligible pathways where agreements should be in place based on student transfer destinations and discipline areas.

Over the past few years the Articulation Office has received several requests for agreements from representatives of out-of-state and/or online universities hoping to take advantage of highly publicized budget and student enrollment difficulties in California public higher education. In these cases, the Articulation Office works with the Transfer Center Director to determine pathways that are meaningful to SRJC students. Proposals must be carefully scrutinized and prioritized, since the agreements can be time consuming to develop, and some seek publicity while offering no real student benefits.

CONSULTATION & COLLABORATION ON LEGISLATIVE MANDATES

The Articulation Office takes part in consulting and collaborating with Academic Senate and the Curriculum Review Committee as needed for implementation of Legislative mandates that pertain to the Curricular Changes and implemenation of policy involving Curriculum.

TRANSFER MAJOR CURRICULA AND ASSOCIATE DEGREES FOR TRANSFER

With the implementation of SB 1440 (Padilla, 2010), which is now California Education Code §§66745-66749, the development of Transfer Model Curricula (TMC) is coordinated through the California Community Colleges Academic Senate in collaboration with the CSU Academic Senate and the Chancellor's Offices of the California Community Colleges and California State University. The Articulation Specialist consults with department chairs on course articulation as faculty design new associate degrees for transfer (AA-T and AS-T) based on TMC templates. Since the Fall of 2012, the Articulation Specialist has been an active member on the Majors Review Committee (MRC) to assist in the development of TMC/ADT degree's in an effort to ensure that course curriculum utilized not only meets the needs of the State developed templates but additionally meets the needs of students post transfer at our partnering CSU campuses.

The Articulation Officer continues the role of working with Faculty and Academic departments to prepare courses for C-ID submission and Articulation Agreement proposals in order to utilize them in the required aspects of the TMC Templates and the ADT degrees. Working directly with Discipline Faculty, Majors Review Committee, and the Curriculum Review Committee to ensure our ADT submissions will earn approval at the State Chancellor's Office based on the course structures provided. C-ID continues to be an ongoing and timely process due to State limitations. The Articulation Specialist continues to monitor review results and work with department faculty to edit course curriculum as necessary and needed to ensure our degree templates are not negatively impacted.

The Santa Rosa Junior College currently offers 27 ADT Degree programs in compliance with the State's Legislative mandate and continues to attempt development of more degree offerings as new templates are presented at the State level and as our local curriculum is developed or adjusted. The efforts to maintain C-ID approved coursework in order to maintain and update our TMC/ADT templates and degrees is ongoing and will continue into the foreseeable future.

C-ID COURSE IDENTIFICATION NUMBERING SYSTEM

The C-ID Project (Course Identification/Numbering) (www.c-id.net) is a community college-funded intersegmental initiative to develop common course descriptors, many of which are used to identify the courses that compose a TMC. As descriptors are developed and finalized, the Articulation Specialist communicates with department faculty to identify comparable SRJC courses, submits course outlines, tracks the status of a growing number of descriptors and courses, and communicates decisions. Participation in this project has created a substantial amount of work for the Articulation Office, and like TMC the work is expected to continue over the next few years.

The Articulation Office developed and maintains the C-ID module within SIS which would allow C-ID approvals to be directly applied to and indicated on official course outlines within the system, in our Catalogs and eventually on the E-transcripts. The Articulation Office publishes and frequently updates C-ID approval in SIS and on a public list of C-ID qualified courses on the web.

Currently there are over 450 C-ID Descriptors available for the CCC/CSU project, the SRJC has submitted 368 courses to date. At this time, SRJC has achieved 263 approvals, 11 courses submitted for review, 3 additional courses we determined to be conditionally approved and are being revised to suit the needs of UC, CSU, and C-ID. The Articulation Office continues to work closely with Discipline Faculty to determine aligned coursework for submission and development.

UC PATHWAYS

In 2019, the University of California worked collaboratively to develop UC Pathways, creating templates similar in nature to those of the Associates Degrees for Transfer developed between CSU and CCC campuses Statewide. The Articulation Office is working closely with the Curriculum Office on the newly developed templates in order to establish UC Pathways for SRJC Students. As each template is finalized, the Articulation Office will submit coursework as needed as well as work with our Majors Review Committee, Discipline Faculty, and the Curriculum Office to submit finalized degree pathways.

MANAGING ARTICULATION DATA

The Articulation Specialist consults with Information Technology (IT) on corrections, refinements and enhancements to the articulation segment of the curriculum module in the Student Information System (SIS). With completion of the SIS project, C-ID has been added to this data module allowing approved C-ID's to be indicated directly on the COR, in the Catalog and will soon be indicated on students E-Transcrips.

The Articulation Specialist updates transfer course data in ASSIST and OSCAR for each fall, spring, and summer term and determines if related changes must be submitted to UCOP, State GE Review, and/or C-ID. This requires coordination with the Curriculum Office to ensure that data in SIS is current and accurate and communication with IT to obtain reports. An Annual Curricular Change Report is completed by the Articulation Office and distributed to the CCC's/CSU's/UC's via the CIAC List Serve. This is typically completed after the final Curriculum Review Committee Meeting in late May.

CHARTING AP, CLEP, AND IB CREDIT PRACTICES

Since 2009 when the Academic Senate for California Community Colleges (ASCCC) passed two resolutions, which were later approved by the SRJC Academic Senate. One resolution supported adoption and implementation of the "California Community College General Education Advanced Placement (AP) test equivalency list", and the other encouraged each community college to publish a standard template to communicate this list along with CSU GE-Breadth and IGETC AP test lists.

In Fall of 2011, the Articulation Specialist was appointed by the SRJC Academic Senate to co-chair an AP Task Force. With the cooperation of faculty in twelve different departments, an AP chart was developed and approved by the Academic Senate in February 2012. The chart, which was published on the SRJC web site in March 2012, displays not only the application of AP credit to the three general education patterns but also faculty-determined SRJC course comparables and total transfer units granted by the CSU and UC systems for each exam. It is now the responsibility of the Articulation Specialist to review and update the AP chart each year.

Following the approval by ASCCC of a "CCC CLEP GE list" in March 2011, the Articulation Specialist was asked by the SRJC Academic Senate President in fall 2011 to co-chair a similar task force to develop a chart for CLEP (College-Level Examination Program). Several academic departments were sent requests to evaluate related CLEP examinations in order to identify possible comparable SRJC courses and recommend appropriate units (if any) to be awarded. On the recommendation of the AS President, the project was suspended due to lack of responses.

Since a similar resolution was passed by the ASCCC in November 2010 regarding an International Baccalaureate (IB) GE list, in spring 2013 the SRJC Academic Senate began discussing an approach to review of IB credit and since the Articulation Specialist drafted an IB chart for application of IB credit to the three GE patterns and is published on the web. It is now approved by Academic Senate and will remain the responsbility of the AO to review the chart and update each year. The AS plans to conduct further faculty review to determine if the chart should be expanded to include specific SRJC course comparability.

The Articulation Officer worked with Admissions and Records Evaluators in developing an efficient and updated AP Chart and in addition is working with IT to implement an automated system into SIS that will allow for the uploading of AP Exam Scores from the State in order to automate an equivalency release into Student Portals. The project is still underway and is being overseen by A & R Evaluators with collaboration with the Articulation Office.

In Fall of 2017, the Dean of Admissions and Records and the Articulation Officer approached the Academic Senate to review the current policies as well as develop policies in areas formerly not developed such as Credit for IB and Credit for Military Experience and Education. In Fall of 2020, the Articulation Officer reached back out to AS for assistance in continuing that review in order to develop and update policies that make sense for our student demographics. As of Spring 2022, no major updates to the AP/IB/CLEP policies have been made. The Articulation Office will continue to monitor changes made across the State at other CCC's as well as our partners at CSU and UC for policy changes that impact our students in positive ways and will continue to advocate for consistent practices at SRJC.

PROFESSIONAL MEETINGS, CONFERENCES, AND MENTORING

The Articulation Specialist typically attends several professional meetings and conferences in California each year in order to: receive specialized training and updates in programs such as TMC, C-ID, CSU GE-Breadth, IGETC, and ASSIST; learn and ask questions about changes in university lower division major requirements and admission policies; identify and discuss regional and statewide articulation and transfer issues, projects, and pending legislation with intersegmental articulation officers and representatives of the California Community Colleges, University of California, California State Universities, and independent California colleges and universities; serve the articulation community by volunteering service and mentoring.

The Articulation Officer is currently serving as the Northern California Intersegmental Articulation Council (NCIAC) Executive Board Secretary beginning Spring 2019 through present, served as the NCIAC Executive Board Interim Secretary from Fall 2019-Spring 2019, and served as the NCIAC Region 3 Co-Chair from Fall 2018-Fall 2019. The NCIAC Executive Board. CIAC is the Statewide Council of Articulation Officers from all CCC, CSU, UC, and Independent Campuses across California. This service, the annual meetings and conferences and collaboration continues to be a benefit to our campus in the shared information, the relationships

developed between campuses, and the ability to be on the forefront of the changes in post-secondary education across the State.

GUIDES FOR TRANSFER IN SPECIFIC MAJORS

After many years, it was suggested by and confirmed by Counseling Faculty that the Articulation Office will only maintain Guides of approximately 25 top majors and those will be housed on the Counseling Webpage for Student and Counselor Use. In the past few academic years, the Transfer Center has housed the guides that have been maintained and we will continue to work with TC Staff/Faculty to maintain and update those.

FACULTY COURSE DEVELOPMENT

The Articulation Officer works closely with Faculty Discipline seeking to develop courses as UC or CSU Transferable, General Education Certified, and Associate Degree for Transfer and C-ID Certified. The Articulation Office provides information on comparable lower division coursework, provides guides on GE suitable coursework outlining specific criteria and rules, and additional provides information on ADT templates and C-ID course descriptors.

2.1a Budget Needs

Current District Budget is adequate to continue to fund supply needs, graphic needs, as well as Articulation Officer Travel needs.

The Articulation Officer serves as NCIAC Secretary on the NCIAC Executive Board and will be required to travel to and partcipate in the Bi-Annual Northern California Intersegmental Articulation Council Statewide meetings, bi-annual Regional meetings, as well as the Spring Annual Conference with Statewide Colleagues from CCC's, CSU's, UC's, and Independent Campuses across the State. As the Articulation budget is fairly minimal, no increases or decreases would be recommended at this time.

No other funding sources will be made available for Articulation purposes in the foreseeable future.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Articulation Specialist	40.00	12.00	Develops and updates articulation agreements; Consults with faculty; Serves as a member of the Curriculum Review Committee and Majors Review Committee; Chairs the General Education Curriculum Subcommittee; Publishes information for students and faculty; Serves as liaison to other academic institutions; Promotes SRJC courses and academic programs; Advocates for SRJC transfer students; Participates in professional organizations and conferences. Provides trainings to Academic Faculty in areas of Articulation Resources.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2d Adequacy and Effectiveness of Staffing

Currently, the Articulation Office is run independently by the Articulation Specialist. Looking forward, the Articulation budget has always carried funds for an STNC/Student Worker. With so many system changes and legislative changes coming over the next two years, it may be necessary to hire a student worker to

specifially help with data transfer related to articulation work. This is yet to be determined as we await final decisions on our campus as well as statewide, but it is a consideration that we should make.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00		

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

It would important to maintain and update computer technology because the Articulation Office is at the mercy of Statewide systems and updates. In the 2022-2023 Academic Year, the Articulation Office was able to upgrade desktop technology to a docking station with adequate and updated software.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

Currently the Articulation Officer is located on the 2nd floor of Bertolini, within the Counseling Department. This location allows access to resources, Counselors, reference materials, a copier/scanner. The office and repurposed furniture are more than adequate to accommodate equipment, storage of reference materials and historical documents, and meeting space. The office location allows accessibility on the part of Counselors and Academic Faculty to be able to meet and confer with the Articulation Officer on a consistent basis

3.1 Academic Quality

None at this time.

3.2 Student Success and Support

The Articulation Office will continue to monitor and stay aware of the current policies, and those that come together, within the institution in order to work effectively and deliver services in our diverse and cross-cultured community. The Articulation Officer will continue to strengthen the working relationships within the institution through collaboration and leadership as well as continue to participate in cultural enrichment opportunities.

3.3 Responsiveness to Our Community

The Articulation Officer will continue to participate in professional development opportunities within the insitution as well as those offered by the California Community College State Chancellor's Office and other parterning insitutions in areas of Articulation or Transfer. The AO attends most of the California Intersegmental Articulation Council (CIAC) Annual Meetings and Conference. Currently the Articulation Officer is serving as the Northern California Intersegmental Articulation Council (NCIAC) Executive Board Secretary and will continue serving in that role until Spring of 2024. Engagement with CIAC promotes valued partnership with other CCC Campuses as well as our 4-year partners at CSU, UC, and Private campuses.

The Articulation Officer also participates in our bi-annual Professional Development Opportunities on campus, and has providing trainings around Articulation information to Faculty and Staff either by participating in PDA or in Department Faculty Meetings. Future planning considerations is that the Articulation Officer hosts another PDA opportunity for faculty and staff to get a better understanding of what value Articulation carries for their courses and their students. My hope is to provide this opportunity during the Spring PDA event 2024.

The Articulation Officers continues to serve on campus committees, works on collaborative projects with internal and external colleagues and promotes healthy collaboration for purposes of efficiency and effectiveness. The Articulation Officer also plans to visit some of our top transfer

destination campuses in the surrounding area in an effort to better understand alignment gaps that may be holding our students up in their transfer journey. This will also allow for more collaboration from SRJC to our 4-year partners

3.4 Campus Climate and Culture

In alignment with the institutions Strategic Plan, Goal F, the Articulation Office will maintain awareness and cultivate an environment that is safe and collegial for the employees of our institution, our community, and the students we serve.

The Articulation Officer has completed the online Workplace Safety Training series as well as attended Environmental Health and Safety Departments Safety Orientation Training. The AO will continue to participate in the ongoing Emergency Preparedness trainings and programs provided by the institution.

The Emergency Handbook and emergency first aid supplies are located in the Bertolini 2rd floor main administrative area of the Counseling Department. There are two fire extinguishers located within the department. A copy of the institutions Injury and Illness Prevention Program Policy 6.8.2 is kept in the Articulation office.

Marcia LaBrucherie is the area safety coordinator. Robert Ethington is the building coordinator for Bertolini.

4.1a Course Student Learning Outcomes Assessment

Not applicable

4.1b Program Student Learning Outcomes Assessment

The Articulation Office develops course to course articulation agreements with various 4-year campuses; CSU, UC, Independent, and Out of State Universities.

- As a result, students will be able to earn transfer credit for specific course requirements in their various majors at their transfer destination.
- As a result, students will be able to work with Counselors to develop a specific education plan allowing for a more efficient transfer process

The Articulation Office develops and provides access to extensive articulation information on the Web including the transferability of Santa Rosa Junior College courses, limitations on transfer credit, options for meeting General Education requirements, and lower division requirements in specific transfer majors.

- As a result, students will be able to acquire knowledge necessary for successful transfer planning.

The Articulation Specialist supports Counseling faculty by providing information and clarification on articulation agreements and articulation resources, involving but not limited to ASSIST (Articulation System Stimulating Interinstitutional Student Transfer), Guides for Transfer in Specific Majors, limitations on University of California transfer credit, General Education patterns and courses, and specific articulation agreements.

- As a result, students who meet with Counselors will engage in more efficient and effective transfer planning.

The Articulation Office develops and provides resources and information as well as trainings and one on one work with Faculty and Staff in an effort to increase development and create appropriate revisions of lower division coursework that align with CSU campuses, UC campuses, C-ID Descriptors, and General Education Breadth.

- As a result, students will have clear pathways and more opportunities for successful completion of lower division requirements prior to transfer.
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4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Artic info supports counseling	Spring 2010	Spring 2011	N/A
Service/Program	Articulation info on web	Spring 2010	Spring 2011	Summer 2015

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
GE courses	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Web info		X								X	X					

4.2b Narrative (Optional)

To earn an associate degree from Santa Rosa Junior College and/or to prepare for transfer to a four-year university baccalaureate degree program, students must fulfill requirements in one of three General Education programs. The Articulation Office assists faculty in development of outlines for courses designed to meet General Education objectives. As Chair of the General Education Subcommittee, the Articulation Specialist organizes

review of new and revised General Education courses, provides feedback to faculty, and makes recommendations to ensure that courses meet established criteria.

On the College web site and through ASSIST, the Articulation Specialist provides extensive and accurate articulation and transfer information. Ideally, this information is used in conjunction with counseling. Students and counselors utilizing Web resources have direct access to articulation agreements, information on transfer preparation for specific majors, General Education requirements and courses, and limits on transfer of credit to the University of California. The Articulation Webpage is continually updated to include updated and accurate information in a much more efficient way. The Articulation Website includes a Student and Faculty/Counselor/Staff area, identifying resources and information for each specific party when it comes to transfer, Articulation, GE, C-ID, Course development and other important resources. This website will better serve the campus community as it relates to Articulation and Transfer.

Students use up-to-date articulation information to assist in transfer educational planning and help them confidently select SRJC courses that have been determined by faculty to meet university admission and degree requirements.

In order to assess the two related program student learning outcomes, the Articulation Office participates in ongoing conversations with our Counselors and College Partners to identify needed information and updates that are necessary for our Counseling team and our students with intentions to transfer or complete degrees. The goal would be that the Articulation Office and website reflect and offer accessible resources for use in efficient and effective Educational Planning.

Ongoing coversations with Counselors and Academic Faculty provide opportunity to evaluate current resources provided for student planning and to provide avenues for updates and revisions to those resources.

5.0 Performance Measures

Regular conversations with Counseling Faculty, the Transfer Center Director, Academic Faculty, and Admissions and Records Evaluation Team allow the performance of the Articulation Office to be evaluated and considered. Tools and resources provided by the Articulation Specialist undergo regular review and consideration based on the updates to campus policy, updates to transfer policy, updates to Statewide policy, and based on the needs of students in transfer planning. Resources that are evaluated include website, information accessibility, articulation agreements, system information, and curriculum gaps.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	01	02	Update and Expand Articulation Agreements with our 4-Year Partners	Annual Review of approved Articulation. Collaboration with Counselors and Academic Departments for potential agreements, missing components, and potential proposals. Increase and expand Articulation in new areas or areas where agreements are lacking.	Annual Updates; Ongoing	In the 22-23 AY, Articulation with 4-year partners increased in various disciplines and major pathways. Course proposals for new articulation were submitted to more than 25 partnering campuses with a 97% approval rate, increasing our articulation agreements for students.
0002	Santa Rosa	01	02	Articulate courses to C-ID (Course Identification Numbering System; Collaboration between the CSU and the CCC's throughout CA)	Review current approvals of SRJC courses for C-ID identifiers. Collaborate with Academic Department Faculty in revision of coursework or development of coursework that would align with C-ID description and earn further approvals. Approved courses benefit our students who are attempting to achieve an Associates Degree for Transfer (ADT) or have transferred amongst CCC campuses.	Ongoing	In the 22-23 AY, we increased out C-ID approvals from 262 to 267; 2 courses in Conditional approval pending resubmissions; 20 additional courses submitted for review
0003	Santa Rosa	01	02	Curriculum Preparation of Associate Degree for Transfer Pathways (ADT)	Assisting discipline faculty, along with the Curriculum Staff, on preparing their curriculum through revisions, development, articulation or C-ID review in order to meet the criteria set forth by the Associate Degree for Transfer (ADT/TMC) Templates	Ongoing	In 22-23 AY, work with the Curriculum Office continued as new templates were mandated via CCCCO for ADT's. Course prep and verification work continues as each new template is produced.
0004	Santa Rosa	08	02	Faculty and Staff Training on ASSIST, C-ID and Articulation	To provide training and support to Faculty and Staff in utilizing resources for articulation development.	Annual; Ongoing	In 22-23 AY, work directly with Faculty in course development for transfer to UC or CSU, course development for General Education submissions, course development for C-ID submission, and submissions to our 4-year partners for articulation consideration continued.
0005	Santa Rosa	08	02	Website Development and ongoing Maintenance	Provide and expand on current information for Student, Faculty, and Staff use on website for improved accessibility and accurate information.	Ongoing	In 22-23 AY, website updates to many components including but not limited to; General Education Submission Process webpage and resources; GE Pattern updates; Health Science Agreement webpage updates; added additional resource in Course development for Faculty and Staff; etc.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0006	Santa Rosa	05	07	Office Efficiency, Technology Updates and Sustainable Practices	To create efficient and effective tracking systems for articulation, utilize current technology and scan historical records and data in an efforts to gain accessibility to the information as well as to achieve more sustainable practices.	Ongoing	In 22-23 AY, Articulation Office was able to update computer system and software technology to be able to withstand changes to systems and processes statewide.
0007	Santa Rosa	01	02	Annual update of Guides for Transfer in Specific Majors	Continue the cycle of updating guides each academic year to provide reliable information.	Annual; Ongoing	In 22-23 AY, updates to guides were conducted in collaboration with the Transfer center and Counseling faculty.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	01	02	Update and Expand Articulation Agreements with our 4-Year Partners	Annual Review of approved Articulation. Collaboration with Counselors and Academic Departments for potential agreements, missing components, and potential proposals. Increase and expand Articulation in new areas or areas where agreements are lacking.	Annual Updates; Ongoing	
0002	Santa Rosa	01	02	Articulate courses to C-ID (Course Identification Numbering System; Collaboration between the CSU and the CCC's throughout CA)	Review current approvals of SRJC courses for C-ID identifiers. Collaborate with Academic Department Faculty in revision of coursework or development of coursework that would align with C-ID description and earn further approvals. Approved courses benefit our students who are attempting to achieve an Associates Degree for Transfer (ADT) or have transferred amongst CCC campuses.	Ongoing	
0003	Santa Rosa	01	02	Curriculum Preparation of Associate Degree for Transfer Pathways (ADT)	Assisting discipline faculty, along with the Curriculum Staff, on preparing their curriculum through revisions, development, articulation or C-ID review in order to meet the criteria set forth by the Associate Degree for Transfer (ADT/TMC) Templates	Ongoing	
0004	Santa Rosa	02	02	Faculty and Staff Training on ASSIST, C-ID and Articulation	To provide training and support to Faculty and Staff in utilizing resources for articulation development.	Annual; Ongoing	
0005	Santa Rosa	02	02	Website Development and ongoing Maintenance	Provide and expand on current information for Student, Faculty, and Staff use on website for improved accessibility and accurate information.	Ongoing	
0006	Santa Rosa	05	07	Office Efficiency, Technology Updates and Sustainable Practices	To create efficient and effective tracking systems for articulation, utilize current technology and scan historical records and data in an efforts to gain accessibility to the information as well as to achieve more sustainable practices.	Ongoing	

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0007	Santa Rosa	01	02	Annual update of Guides for Transfer in Specific Majors	Continue the cycle of updating guides each academic year to provide reliable information.	Annual; Ongoing	