

Santa Rosa Junior College

Program Resource Planning Process

Articulation 2014

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;
- 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 Dean of Counseling and Support Services. 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. 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 4792, operates 40 hours per week Monday through Friday.

1.2 Program/Unit Context and Environmental Scan

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. Since 2001-02, Santa Rosa Junior College articulation with UC and CSU campuses has increased 75.73% by major and 79.95% by department.

ANNUAL INCREASES IN UC & CSU ARTICULATION FROM 2008 - 2013:

2008-09 +9.09% by major, +12.13% by department

2009-10 +2.97% by major, +1.20% by department

2010-11 +1.35% by major, -0.3% by department

2011-12 +1.99% by major, +4.83% by department

2012-13 +2.03% by major, +0.38% by department

2013-14 +1.82% by major, +1.88% by department

After several years of building agreements, annual work now primarily involves the identification of new articulation opportunities based on SRJC or university curriculum additions and changes. Some new

course articulation approved by individual CSUs in 2012-13 and 2013-14 has been based on C-ID qualification.

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

As of April 2013, the Articulation Office maintains 68 agreements as well as 33 links to transfer information and course equivalencies for a total of 47 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 (www.santarosa.edu/for_students/student-services/articulation/agreements.shtml). This is a reduction from 80 agreements reported last year. Nine agreements with community colleges for transfer to the SRJC Radiologic Technology program were placed on hold, as the program was unable to accept new applicants for fall 2013. It is anticipated that these agreements will be updated and reinstated for fall 2014.

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 Transfer Center Director is responsible for signing transfer admission or partnership agreements, while the Articulation Specialist approves course articulation. 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.

GUIDES FOR TRANSFER IN SPECIFIC MAJORS

The Articulation Office is responsible for updating a large number of Guides for Transfer in Specific Majors, which are available in hard copy and on the SRJC web site (www.santarosa.edu/app/counseling/transfer/). These guides are updated at least once each year. When guides are revised, Counseling faculty and appropriate staff in the Transfer Center and in the Counseling Offices of the Santa Rosa and Petaluma campuses are notified by email of changes in articulation and transfer information. With the transition in personnel there may be a delay or no change in this years guides.

After ten years of assistance with guide updates by an adjunct counselor, support ended in June 2009. The impact on the workload of the Articulation Specialist resulted in reducing the number of guides from over 100 to 91 during 2009-10. Further reductions over the past three years leave 85 current guides. Four additional guides were targeted to be cut; however, counselors volunteered to revise them. A small number of additional cuts may be necessary over the next year, depending on counselor availability to help with particular guides.

TRANSFER MAJOR CURRICULA

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. In fall 2012, the Articulation Specialist joined the Majors Review Committee (MRC) to assist in the development of TMCs.

The California Community Colleges Board of Governors had adopted a goal of each college having AA-T and AS-T degrees approved by fall 2013 in 80% of the majors they offer in which there is a TMC and in 100% by fall 2014. As of April 2014, SRJC offers eighteen of these approved transfer degrees. Three more TMC majors are in progress at the CCCCO level for review and approval and two others are

currently being drafted by our faculty. Additional TMC templates are currently under development at the state level and will be addressed by our campus upon release of those templates. With SB 440, the AA-T's and AS-T's are in the priority spotlight and the AO will continue to support the campus efforts in ensuring that our courses and programs meet the standards required by the State to serve our students.

The Articulation Officer will continue the role of working with Faculty and Academic departments to prepare courses for C-ID submission in order to utilize them in the required aspects of the TMC degrees.

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 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 publishes and frequently updates a list of C-ID qualified courses on the web (http://www.santarosa.edu/for_students/student-services/articulation/pdf/C-ID-qualified-courses.pdf). As of April 2013, 214 courses have been submitted with 130 approved, 17 determined to be conditional, and 14 not approved. In March 2013, C-ID reported that SRJC was number two among community colleges in course submissions, and in prior months the College had consistently been number one.

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). In the future new fields must be created to connect C-ID qualification to SRJC courses for display in SIS, course outlines, the schedule of classes, and the annual catalog.

The Articulation Specialist updates transfer course data in ASSIST for each fall, spring, and summer term and determines if related changes must be submitted to 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.

CHARTING AP, CLEP, AND IB CREDIT PRACTICES

In 2009 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.

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 responsibility 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.

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.

During the 2012-13 academic year, the Articulation Specialist attended and participated in the fall and spring meetings of NCIAC (Northern California Intersegmental Articulation Council). Due to district wide cost-saving restrictions on travel, attendance at the NCIAC meetings was at the Articulation Specialist's personal expense. This year the Articulation Specialist did not attend other annual meetings and conferences such as the fall UC Counselor Conference, the fall and spring Articulation Officers' Region 3 meetings, the CIAC (California Intersegmental Articulation Council) statewide conference, and Ensuring Transfer Success. Although meeting minutes and online conference materials are typically available to those not in attendance, opportunities to discuss topics, influence decisions, or vote may have been lost.

ARTICULATION DESK MANUAL

The former Articulation Specialist completed an Articulation Desk Manual prior to her departure in December of 2013. This manual will continue to be maintained and updated as regulations and practices change in the area of articulation and transfer. Although articulation resources and some online tutorials exist at the state level, a detailed "how-to" manual written specifically for the SRJC Articulation Office will be a valuable guide to anyone assuming articulation duties in the future.

2.1a Budget Needs

In 2008-09 a state Articulation grant of \$4,000 provided funds to be used by the Articulation Office. This grant not only represented a \$1,000 reduction in previous annual awards but was also the last grant received. Carry-over of unspent funds was allowed only into 2009-10 and 2010-11. No articulation grant funds are expected in the foreseeable future.

District funds for basic office supplies have been adequate. In order to comply with District requests to reduce spending in 2008-09 there was a decrease in Articulation Office expenditures for supplies and services of \$3,439 from 2007-08. In 2009-10 spending on supplies and services decreased another \$1,507 from the year before. In 2010-11, spending on supplies and services increased by \$779 in order to spend down the balance of the state articulation grant before it expired. As a result, it was expected that the Articulation Office would need to spend very little on supplies over the next two years and in fact purchased only paper for the office in 2011-12. However, in 2011-12 the Articulation Office also provided assistance to counselors who print and publish articulation materials by spending approximately \$1,300

on supplies and \$1,000 on graphics, increasing the total expenditures for supplies and services by \$650 from the prior year. Funds spent during the 2012-13 fiscal year compared to that spent in past years. The 2013-2014 is also on track to spend comparable amounts.

In 2009-10 and 2010-11 the Articulation Office spent no funds on graphics or preparing printed materials for distribution. Documents related to articulation continue to be sent as email attachments. Recycling in-office documents by printing on the reverse side has reduced copy paper usage.

In 2008-09 the Articulation Office shared student assistants with the Transfer Center, contributing \$2,401 to student salaries. In 2009-10 that amount was reduced to \$1,299. In 2010-11, 2011-12 and 2012-13 the Articulation Office spent no funds on student employees and maintained operations without student help.

Funding remaining from an older state funded grant has been allowed to be carried from year to year and the balance that remains is in place for important purposes. During the 2013-14 fiscal year, these funds will allow the new Articulation Specialist to travel to and attend the New Officer Training put on by the State as well as the Annual CIAC conference in San Diego.

Although failure to receive an annual grant impacts the level of operation, as long as office equipment is maintained in good working order and supplies are adequate, the Articulation Office remains stable and continues to provide all necessary services.

2.1b Budget Requests

Rank	RS	ACTV	Object	Location	SP	M	Amount	Brief Rationale
0001	00	0000	0000	Other	00	00	\$0.00	

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Articulation Specialist	40	12	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.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0	0	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2d Adequacy and Effectiveness of Staffing

An adjunct counselor position, which was funded by Counseling and Support Services for an average of 20 hours per month/ten months per year, was lost at the end of 2008-09. The adjunct counselor with a high level of expertise provided vital research assistance in order to complete the annual update of

Guides for Transfer in Specific Majors used by students and counselors. As a result, the number of guides has been reduced.

2.2e Classified, STNC, Management Staffing Requests

Rank	RS	ACTV	Location	SP	M	Current Title	Proposed Title	Hrly	Type	Salary Increase	Benefits Increase	Total Increase
0000	00	0000	Other	00	00			\$0.00		\$0.00	\$0.00	\$0.00

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	RS	ACTV	Location	SP	M	Discipline	SLO Assessment Rationale
0001	00	0000	ALL	00	00		

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

2.4c Instructional Equipment Requests

Rank	RS	ACTV	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	00	0000	ALL	00	00		0	\$0.00	\$0.00			

2.4d Non-Instructional Equipment and Technology Requests

Rank	RS	ACTV	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	00	0000	Other	00	00		0	\$0.00	\$0.00			

2.4e Safety, Utility, and ADA Impacts

2.5a Minor Facilities Requests

Rank	RS	ACTV	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	00	0000	Other	00	00	Unknown			\$0.00	

2.5b Analysis of Existing Facilities

After the former Articulation Officer retired in December of 2013, the Articulation Office was relocated to the 2nd floor of the Bertolini Student Services Center within the Counseling Department. The office and repurposed furniture are more than adequate to accommodate equipment, storage of reference materials and historical documents, and meeting space.

By locating on the 2nd floor within the Counseling Department, central storage for common reference materials is available. The Articulation Specialist has access to a copier/scanner maintained by the Counseling Department. Scanning and storing electronic documents enables the Articulation Specialist to reduce paper storage and maintain well organized and easily accessible files.

3.1 Diversify Funding - Grants/Contracts

None at this time.

3.2 Cultural Competency

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 Professional Development

The new Articulation Officer will continue to participate in professional development opportunities within the institution as well as those offered by the California Community College State Chancellor's Office and other partnering institutions in areas of Articulation or Transfer. The AO attended the New Articulation Officer Training and the California Intersegmental Articulation Council (CIAC) Annual Conference in April 2014.

3.4 Safety and Emergency Preparedness

In alignment with the institution's 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 new Articulation Officer has completed the online Workplace Safety Training series as well as attended Environmental Health and Safety Department's 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 2nd floor main administrative area of the Counseling Department. There are two fire extinguishers located within the department. A copy of the institution's 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.

3.5 Sustainable Practices

In an effort to align with the institutions Strategic Plan, Goal E, the Articulation Officer continues to seek out renewable resources and best practices to work toward a zero waste environment. In an effort to decrease the amount of printed materials, the AO is working with Information Technology to obtain a secondary computer monitor which would allow for multiple system work, side by side comparison of agreements or course materials, and the like, which would allow for less printed materials involved in the daily workload. The Articulation Office continues to participate in the SRJC recycling program for used paper office materials and print cartridges as well as other such sustainability efforts.

Documents related to articulation are routinely sent and received as email attachments, which can be stored electronically. The Articulation Office infrequently copies printed materials and will continue this as a best practice. Recycling in-office documents by printing on the reverse side has reduced copy paper usage.

The AO will continue to research, utilize, and promote best practices in the area of sustainable practices, both on campus and in our community.

4.1a Course Student Learning Outcomes Assessment

Not applicable

4.1b Program Student Learning Outcomes Assessment

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.

4.1c Student Learning Outcomes Reporting

Type	Name	SLO Identified	SLOs on Web	Assessment Methodology Identified	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Artic info supports counseling	Spring 2008	Spring 2008	Fall 2010	Fall 2010	Spring 2011	N/A
Service/Program	Articulation info on web	Spring 2008	Spring 2008	Fall 2010	Fall 2010	Spring 2011	N/A

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.

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

5.0 Performance Measures

In order to assess the two related program student learning outcomes, every third year the Articulation Office will conduct a survey of SRJC students intending to transfer. Due to the departure and retirement of the former Articulation Officer, the survey that was intended to be conducted during the 2013-14 academic year was delayed and will be conducted in the Fall of 2014.

In 2010-11 the Articulation Office conducted a voluntary survey of Santa Rosa Junior College students using the Transfer Center facilities and services between 03/23/10 and 04/04/11. The survey included questions about student understanding of General Education Resources, Guides for Transfer in Specific Majors, and ASSIST.

82 out of 83 students completing the survey marked that they intend to or are considering transfer to a four-year college or university, and one was undecided. A significant number indicated that they have acquired knowledge about articulation resources and are able to choose articulated SRJC courses to meet university GE and major requirements prior to transfer. The majority of these students learned about the resources from counselors.

In calculating the statistics below, students who indicated a question was "not applicable" to them or left it blank were not counted in the totals for that particular question. Also, students were able to select more than one way in which they learned about the following articulation resources.

General Education Resources

100% understand that the universities require completion of GE courses either before transfer or before graduation with a bachelor's degree.

100% are able to choose GE courses to take at SRJC before transferring to a CSU or UC.

85% use the SRJC GE Worksheets on the web, in the Student Guide or on paper; 43.75% use the SRJC Catalog; 77.5% use the Schedule of Classes.

79.51% learned about SRJC transfer GE resources from a counselor; 36.14% from the Transfer Center; 42.16% from the SRJC web site; 26.5% from an instructor; 28.91% from a friend; and 7.22% other.

Guides for Transfer in Specific Majors

84.62% found at least one Guide for the university major or majors in which they are interested.

97.53% can choose SRJC courses that fulfill university major preparation requirements before transfer. 68.29% learned about the Guides from a counselor; 20.73% from the Transfer Center; 41.46% from the SRJC web site; 23.17% from an instructor; 8.53% from a friend; 3.65 % other; 8.53% did not know about the Guides.

ASSIST

100% can find which SRJC courses are transferable to the CSU or UC.

98.68% can find which majors are offered by CSU or UC campuses.

94.36% can find articulation agreements between SRJC and one or more CSU or UC campuses.

65% learned about ASSIST from a counselor; 23.75% from the Transfer Center; 26.25% from the SRJC web site; 22.5% from an instructor; 15% from a friend; 8.75% other; 12.5% did not know about ASSIST.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	Update and expand articulation	<p>Review current articulation annually. Consult with counselors and other faculty to identify needed articulation.</p> <p>Pursue development of additional agreements with CSU, UC, California community colleges, independent California and out-of-state institutions.</p>	Annual	<p>After several years of building agreements with the CSU and UC, annual work now primarily involves the identification of new articulation opportunities based on SRJC or university curriculum additions and changes. The Articulation Specialist will continually review articulation agreements and work with discipline faculty to bridge gaps in articulation.</p> <p>Agreements with California independent colleges are regularly reviewed. As are, agreements with northern California community colleges (for transfer to SRJC health science programs).</p>
0002	ALL	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	<p>After discussions with the Counseling Faculty and the Transfer Center Director, the number of Guides for Transfer in Specific Majors will be reduced in a meaningful way. Due to the rate of university program elimination, addition, and revisions, it was determined that some of the guides may no longer be necessary, because the information is more accurate on ASSIST.org. However, many of our guides are crucial to maintain and provide a very clear picture for both our Counselors and Students. Updates for the 2014-2016 academic years are underway and being released upon completion.</p>
0003	ALL	01	02	Articulate SRJC courses to C-ID (Course Identification/Numbering)	<p>As C-ID published finalized descriptors, communicate with SRJC faculty to determine if the College offers comparable, active courses.</p> <p>Submit course outlines for review if they are current.</p> <p>Track status of submissions, outlines to be submitted after updating, and conditionally approved courses requiring revision.</p> <p>Notify faculty of C-ID decisions.</p>	Monthly	<p>As of November 2014, 242 courses had been submitted with 184 approved, 20 conditional and the rest are in progress of review by the C-ID group.</p> <p>The Articulation Specialist created a list of C-ID approved courses organized by SRJC course prefixes and numbers, and placed the list on the Web for student access. This list is updated every few weeks as additional courses are approved for C-ID.</p> <p>The Articulation Specialist also created a list</p>

							of those courses determined to be conditional or not approved, which includes C-ID reviewer explanations and recommendations. This list is updated every month or as needed and is sent to the Curriculum Dean. For courses not approved or approved conditionally, the Articulation Specialist works with the discipline faculty associated with the course to explain the criteria and assist with guiding them to revisions which would gain approval.
0004	ALL	01	02	Curriculum Preparation for Associate Degrees for Transfer Pathways	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.	Monthly	The Articulation Specialist works side by side with our Curriculum Office to reach out to discipline faculty to ensure that curriculum revisions and submissions will be able to expand our use of course work in the State set criteria on the ever changing ADT/TMC Templates. Interfacing with department faculty on a regular basis to assist in understanding the criteria of each template, requested changes by the State, as well as understanding responses from C-ID reviews in order to achieve approvals and expand student pathways. Developing and expanding articulation and C-ID approval allows SRJC to utilize and expand courses that are allowed for each ADT Template.
0005	ALL	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	The Articulation Specialist has provided and will continue to provided PDA Trainings, as well Department Specific Trainings, that will assist faculty and staff in understanding the steps of articulation and how it relates to Student Success and Student Pathways. By providing better access to the Articulation Specialist and the appropriate resources, we will be able to expand opportunities for our transfer students. PDA Trainings have been provided to give faculty and staff a hands on approach to ASSIST.org and C-ID.net and the associated databases.
0006	ALL	08	02	Webpage Development	Provide and expand on current information for Student, Faculty, and Staff use on website for improved accessibility and accurate information.	Monthly	With the SRJC migration to a new web platform, the Articulation Office will migrate and transition our current information to the new webpage layouts. In addition, we plan to expand the information to include clear information on the Associate Degrees for Transfer, information for Staff and Faculty on Articulation practices, C-ID, use of

							ASSIST.org and several other resources for more efficient practices.
0007	ALL	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.	Monthly	<p>The Articulation Specialist has created a tracking system that allows various components of course tracking to be combined into one system, versus use of several older, less technical, versions of tracking. This effort has allowed for ease of tracking and to expand the productivity within the office.</p> <p>The office budget was proposed to include a second monitor, which has been ordered, so that the Articulation Specialist can be working within multiple systems and online databases (ASSIST.org, C-ID, etc) at one time allow for a higher rate of productivity. The office will be scanning in historical data and records so that we will have a completed reference database to pull information from and working from a sustainable practice moving forward.</p>

6.2a Program/Unit Conclusions

Location	Focus Areas & Questions
ALL	<p>The transfer student survey (see 5.0) indicates that students use articulation materials found on the Web, in the Schedule of Classes, and in the SRJC Catalog. The largest number of students learns about the materials from SRJC Counselors and the second largest group from the SRJC web site. These students are able to choose SRJC classes to fulfill university GE and major requirements prior to transfer.</p> <p>Reductions in SRJC classes and in the number of Counseling faculty will make it more important than ever to provide useful articulation information that is accessible and understandable to students intending to transfer and to those counseling them.</p> <p>CSUs and UCs also affected by California's severe budget crisis are employing enrollment management strategies, including required completion of GE and/or specific major courses for admission. In order to be competitive, transfers must be able to select courses that have been articulated and are guaranteed to fulfill those requirements.</p>

6.2b PRPP Editor Feedback - Optional

The former Articulation Officer retired at the end of the 2013 Calendar year. The new Articulation Officer started in the position March of 2014. The Articulation Office was relocated to the 2nd floor of the Bertolini Student Center within the Counseling Department. This relocation should increase the level of coordination and communication between the Articulation Specialist and the Counseling faculty. An extensive desk manual was provided and hands on training are ongoing during the first months of hire to be sure that the positions workload is covered and deadlines are met consistently. This position is highly detailed and critical to the institution.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required