

Santa Rosa Junior College

Program Resource Planning Process

Articulation 2016

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 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 4765, 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. In the 2015- 2016 Academic Year, the Articulation Office has worked with CSU and UC Campus to add 35 major agreements and 141 course to course agreements. 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 2014-2016 has been based on C-ID qualification. During the 2016-2017 Academic year, a project to review each agreement by campus and discipline will begin to determine which transferrable courses (those numbered 1-99) do not have course to course agreements in place. Once the review is complete, the Articulation Office will begin a campaign to propose each course to appropriate campuses for articulation in an effort to ensure that our lower division comparable coursework offer most available pathways for students in their transfer journey.

PAST ANNUAL INCREASES IN UC & CSU ARTICULATION FROM 2008 - 2016:

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

2014-15 + 1.45% by major, +1.72% by department

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

As of May 2016, the Articulation Office maintains 88 agreements as well as 33 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 (www.santarosa.edu/for_students/student-services/articulation/agreements.shtml). This is a significant increase from last years numbers. The Articulation Office continues to propose and determine eligible pathways where agreements should be in placed 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 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.

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

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.

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 May 2015, SRJC offers 21 of these approved transfer degrees. Several more ADT degrees are in progress at the CCCC level for review and approval and a handful of 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.

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.

In Spring 2016, the Articulation Office began working with the SRJC IT Department to create a 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. See:<http://articulation.santarosa.edu/sites/articulation.santarosa.edu/files/ctools/C-ID%20qualified%20courses%2011%2018%202015.pdf>

Currently there are 316 C-ID Descriptors available for the CCC/CSU project, the SRJC has submitted 278 courses to date. At this time, SRJC has achieved 205 approvals, 32 additional courses we determined to be conditionally approved and are being revised to suit the needs of UC, CSU, and C-ID. Only 15 courses were deemed not approved and the Articulation Office has worked closely with Discipline Faculty to determine the worthiness of revising and reevaluating those courses or removing submission altogether based on appropriateness. SRJC still sits at number 6 of all 113 CCC Campuses, in terms of number of approved C-ID Courses.

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-Transcripts.

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

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.

In Spring of 2016, 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.

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 2015-2016 Academic year, the Articulation Specialist attended and participated in the fall and spring meetings of NCIAC (Northern California Intersegmental Articulation Council) and Region 3 NCIAC Spring and Fall Meetings. In an effort to retain budget monies, the Articulation Specialist abstained from attending the Annual 2016 CIAC Conference in Los Angeles, but will attend the 2017 CIAC Conference with anticipation of many new components being discussed, one being the implementation of the ASSIST Next Generation. The Articulation Specialist will also be attending the Fall 2016 Train the Trainer Event for ASSIST Next Generation in an effort to fully understand the new system and be able to relay that information and train SRJC Counseling Faculty in the public interface for student advising.

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 constant changes occurring throughout the year, it has been deemed that ASSIST is truly the most accurate location to provide Students with information regarding articulation agreements, admission criteria, impact criteria and that producing Guides for Transfer often can lead to confusion, inadequate information or misleading guidance.

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. Each guide will be updated annually during the Summer term for the new Academic Year.

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 and 2013-14 fiscal years compared to that spent in past years. The 2014-15 fiscal year is also on track to spend comparable amounts.

In 2015-16 minimal was spent on graphics in an effort to reduce creation and distribution of printed materials and to stay on course with the campus wide sustainability plan. Most communication and information related to Articulation is distributed via the department website or through email communications.

In past academic years the Articulation Office shared student assistants with the Transfer Center, contributing funding to student salaries. In the fiscal years from 2010 through 2015, the Articulation Office spent no funds on student employees and maintained operations without student help. However, with the continued increase of workload a student employee may be utilized in the 2016-17 fiscal year with the budget allocated.

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 allowed the 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. During the 2014-15 and 2015-16 Fiscal Years, these funds allowed the Articulation Specialist to attend the 2015 Annual CIAC Conference in Berkeley and to attend the NCIAC Meetings as well as the NCIAC Region 3 Meetings held each semester. Remaining funds will roll to the next fiscal year and be utilized for similar travel in the 2016-17 fiscal year.

In the 2014-15 fiscal year, the Articulation Specialist was able to update IT equipment in an effort to maintain a suitable working environment that supports sustainability, workload and work efficiency. 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. In 2015-16, minimal funding has been expended on equipment and the Articulation Specialist refrained from traveling to the 2016 CIAC Conference in an effort to minimize spending.

In the upcoming 2016-17 Fiscal Year the Articulation Specialist will travel to the 2017 CIAC Conference as well as other State Offered Articulation trainings, conferences based on new legislation requirements, new Articulation Systems and other areas impacting Articulation for the SRJC Campus. The Articulation Specialist will also be traveling for the Train the Trainer event proposed for October 2016, for the upcoming launch of the new ASSIST Next Generation.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Other	00	00	\$0.00	

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
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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. Currently, the Articulation Specialist runs the office of Articulation independently.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	Other	00	00			Unknown

2.3a Current Contract Faculty Positions

Position	Description
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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

2.4c Instructional Equipment and Software Requests

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

2.4d Non-Instructional Equipment, Software, and Technology Requests

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

2.5a Minor Facilities Requests

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

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.

Due to the demand of Counseling offices needed, the Articulation Office has been shifted to a new location in 4765 where it will remain until such time another office space comes available.

3.1 Develop Financial Resources

None at this time.

3.2 Serve our Diverse Communities

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 Cultivate a Healthy Organization

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 and again in March of 2015.

The Articulation Officer also participates in our bi-annual Professional Development Opportunities on campus, providing trainings around Articulation information to Faculty and Staff. In 2016-17, the Articulation Officer will be attending the Train the Trainer event for the anticipated launch of the ASSIST Next Generation and will provide training for Counselors on the public interface module for their Student Advising needs.

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 Safety and Emergency Preparedness

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 new 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 2nd 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.

3.5 Establish a Culture of Sustainability

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.

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.

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. During the Fall of 2015, a new website was implemented to include update 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 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, 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 2016. This delay will also allow for the Student Survey to address and give feedback on the updated website offerings and will assist the office in determining features and information that is necessary or unnecessary and will promote future changes needed.

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	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; Ongoing	With the 15-16-Academic year coming to a close, the Articulation Officer has been able to review the history of previously secured agreements, revised agreements and has identified many potential agreements. In the Spring of 2016, the Articulation Officer will complete submissions of proposals to various 4-year institutions for updated or new 15-16 Articulation Agreements and prepare for the 16-17 Academic Year
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	Continued work with Faculty and the Curriculum Review Committee on identifying C-ID Descriptors that align with our courses. We continue to revise courses that need adjustments in order to achieve C-ID approval for their use in ADT's or for earning students course equivalency.
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	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.
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.	Ongoing	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.
0005	Santa Rosa	08	02	Website Development	Provide and expand on current information for Student, Faculty, and Staff use on website for improved accessibility and accurate information.	One time Project; Ongoing	New Website development complete on the new Drupal Platform; Continued updates and maintenance of content will be 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	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. The office budget was proposed to include a second monitor, which has been purchased and received, 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. In addition, a laptop was procured for use in offsite meetings, on and offsite presentations and trainings and other work efficiency practices.
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	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. The data will be placed on the new webpage in a new format that also provides historical archives, current agreements and links to ASSIST for accurate and up to date agreements.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
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

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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	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	
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	
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	
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	