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| **Peralta Community College District****UNIT PLAN TEMPLATE Student Services** |

**2011-2012**

This presents the common elements to be addressed by each discipline/department in unit planning. Depending on College preferences, these common elements may be formatted or addressed differently.

**I. OVERVIEW**

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|  | **Date Submitted:** | October 6, 2011 |
| **Program/****Department** | COA’s Articulation Program |  **Administrator:** | Dr. Kerry Compton, V.P. of Student Services |
| **Department****Chair/****Coordinator** | Vivian VirkkilaInterim Articulation Officer (A.O.) |
| **Mission/****History****Service provided***Brief, one paragraph*  | The mission of the COA’s Articulation Program is to assist students transferring to four-year colleges and universities by establishing articulation agreements regarding those courses that will transfer as lower-division requirements, including specific courses that will meet general education, course-to-course, major preparation requirements, and updating annual AA/AS General Education Requirements at COA by working with faculty and administration. In addition, COA’s Articulation Officer serves as a primary liaison and resource contact for all faculty (counseling and instructional) and administration by providing up-to-date articulation/transfer information and issues affecting COA’s academic programs and student population. |

**II. EVALUATION AND PLANNING**

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| **Quantitative Assessments** | Narrative |
| Include service area data such as number of students served by program. Include data and recommendations from program review.Articulation Program serves COA’s transfer students.**Quantitative Assessments** (cont’d) | A. Annual Articulation Deadlines:1. UC-TCA (Transfer Course Agreement)
2. CSU-GE Breadth Requirements
3. IGETC
4. UC Berkeley’s College of Letters & Science Requirements
5. AA/AS G.E. Requirements
6. Summary of Curricular Changes
7. ASSIST Updating for fall, spring & summer terms
8. Annual Reports and Budget

a) ASSIST Reportb) State Chancellor’s Articulation Addendumc) State Chancellor’s Grant ReportB. Maintain existing Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges &  Universities, and Out-of-State College &  Universities, with focus on local primary feeder  schools, i.e. CSUEB, SFSU, UCB and UCDC. Increase Articulation Proposals and subsequently Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities.D. In order to facilitate the maintenance of Articulation Agreements, Teaching Faculty need to update their  discipline course outlines a minimum of every 5 years. 1. Workshops need to continue w/Curriculum

 Committee Members 2) Individual Meetings w/ Faculty to facilitate the  curriculum approval process. E. CSU-LDTP (Lower Division Transfer Patterns) 1) 2009-10 LDTP discontinued due to budget restraints within CSUNumber of Transferable Courses:UC Transferable Courses: 274CSU Transferable Course: 569IGETC Applicable Courses: 176CSU-GE Applicable Courses: 232 |

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| **Qualitative Assessments** | Narrative |
| Community and college relevancePresent evidence of community need based on Advisory Committee input, McIntyre Environmental Scan, Student surveys **Qualitative Assessments** (cont’d) | A. COA’s Articulation Officer is a resource contact for all Faculty and Administration. 1. A.O. assists Teaching Faculty in the

 development of new courses and updating existing courses for transfer. In order to facilitate this process, the A.O. performs research using resources, e.g. internet, catalogs, contacting Systemwide Office Personnel and 4-yr Articulation Officers. 1. A.O. receives curricula updates from the System

 Offices and 4-yr University A.O.s. These curricula updates must be communicated to  COA faculty and administration, in order for  courses to be updated to meet specific transfer  and articulation requirements. 1. Co-Facilitating “Outline Development Workshop”
2. COA’s A.O. provides training and access to ASSIST (statewide repository for transfer courses) in order for Teaching Faculty to enhance their outlines to model those throughout the state that are already articulated. A.O. also facilitates faculty-to-faculty communication with colleagues at the 4-yr institutions to ensure appropriate curriculum content & sequencing of courses as it relates to the transfer process.

**Summary:** COA’s A.O. is responsible for submitting eligible courses for transfer to the System wide Offices and 4-yr institutions for their faculty review and approval. Formal articulation agreements (as proposed by COA’s Articulation Officer) are established and maintained to create a seamless transition for COA students to transfer to 4-year colleges. The primary goal of this function is to prepare students in lower division general education along with major preparation course work in order for these students to transfer into upper division at the 4 year institutions. The A.O. plays an instrumental role in the development and maintenance of course outlines to ensure transfer criteria is met. 1. A.O. serves as a primary resource to Counseling Faculty in:
	1. Understanding Articulation Agreements
	2. Evaluating transcripts (or “pass-along”)
	3. Maintaining current transfer requirements
	4. Updating COA’s College Catalog
	5. Updating COA’s AA/AS G.E. Requirements, CSU-GE Breadth & IGETC Advising Forms annually
	6. Resolving students’ transfer issues with District Office, Intersegmental Offices, &

4-yr institutions **Summary:** COA’s A.O. serves Counseling Faculty as a resource for consultation and training.B. COA’s A.O. serves as the ASSIST Manager.  1) A.O. maintains COA’s lower-division courses  which are electronically entered into the ASSIST  database. 2) This on-line database is used to submit courses for basic maintenance of COA’s transferable courses as well as submitting COA’s courses for UC-TCA, CSU-GE Breadth, and IGETC approval. **Summary:** ASSIST is utilized and updated in order for COA courses to be submitted/reviewed for transfer and articulation.  |

**Identify strengths, weaknesses, opportunities, and limitations (from the Action Plans)**

***Strengths:*** The success of articulation functions at COA relies on the high level of commitment and dedication of the Articulation Officer in working effectively and collaboratively with instructional faculty at COA and four year colleges/universities to create successful intersegmental articulation agreements statewide.

***Limitations:*** COA’s A.O. also serves as the Transfer Program Director for .5 which poses some difficulties since the support staff position for the Transfer Center was eliminated due to budget cuts in December 2009. This position is responsible for .5 Articulation Officer/.5 Transfer Program Director and also the workload from the .5 Transfer Program Specialist that was eliminated. The success of the Articulation program requires at least a .75 position to prioritize the Articulation Program duties and responsibilities; and ensure the ability to respond to articulation needs and requests in a timely manner.

The College Council adopted the 2007-08 College-wide Priorities in May 2007, increasing the assignment of the Articulation Officer from .5 FTE to 1.0 FTE. In order for COA’s Articulation Program to serve its counseling and instructional faculty effectively and ultimately serve COA students, COA should consider a 1.0 FTE Articulation Officer/Counselor position (assignment of .75 Articulation Officer and .25 Counselor).

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| College strategic plan relevance  | Articulation Officer will address COA’s Strategic Directions by:1) Communicating effectively & efficiently with our internal & external constituencies in order to achieve our mission; and2 Improving student persistence, retention & completion rates to increase student success, particularly for educationally & economically at-risk students; and3) Reviewing, improving and developing curriculum in order to meet the changing needs of our students & community; and4) Building capacity to provide professional services & civility in relations to support institutional effectiveness; and5) Promoting educational innovation, encouraging robust exploration & engaged global citizenship; and6) Providing accessible & responsive educational opportunities within a supportive, caring, inviting, safe, and clean environment for all of the college’s constituencies; and7) Committing to the mission of the college by ongoing assessment and allocation of our resources to meet our institutional priorities; and8) Developing a culture of inquiry to support institutional effectiveness and student success. |

Action Plan Steps

Please describe your plan for responding to the above data.

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| ACTION PLAN -- Include overall plans/goals and specific action steps. A. Annual Articulation Function: - Will continue to serve on Curriculum Committee; working with Instructional Faculty in the development of curriculum appropriate for articulation at four year colleges/universities to ensure outlines are in compliance with transfer articulation criteria - Will continue to serve on District GE Sub-Committee to update AA/AS G.E. Requirements  - Will continue to update the Summary of Curricular Changes - Will continue to update the Annual Reports and Budgeta) ASSIST Reportb) State Chancellor’s Articulation Addendumc) State Chancellor’s Grant ReportB. Maintain existing Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges &  Universities, and Out-of-State College & Universities, with focus on local primary feeder  schools, i.e. CSUEB, SFSU, UCB and UCD and privates, i.e., Saint Mary’s, Mills, and Holy NamesC. Increase Articulation Proposals and subsequently Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities.D. Workshops and individual meetings with Faculty to facilitate the curriculum approval process  |

**Additional Planned Educational Activities**

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| **Health/safety/legal issues:** | **Title 5, Section 51027(a), Part VI of the California Code of Regulations:** The governing board of each community college district shall recognize transfer as one of its primary missions.**SB 121 (Hart, 1991)** Key provision is the improvement in development, maintenance, and availability of articulation among the systems of higher education:1. Recognizes that articulation is the most critical element of a strong transfer foundation; and
2. All transfer efforts are weakened if a strong foundation of articulation is not in place.

**Summary:** COA students need assurance that COA’s lower-division courses meet their major and general education requirements with the establishment and maintenance of IGETC, CSU-GE Breadth, and Major Articulation Agreements as facilitated by COA’s Articulation Officer. |
| **Student Retention and Success** | COA’s Articulation Officer initiates and maintains general education and major articulation agreements, so students can transfer as seamlessly as possible. Without articulation agreements, there would be no “roadmaps” for COA students and faculty to navigate the often complicated transfer process. As a result, articulation is the foundation of the vital transfer function that eases students’ transition between segments of higher education. Without creating new or updating existing “roadmaps” or articulation agreements, COA students would encounter more obstacles in the transfer process. Therefore, Student Retention and Success are, in part, based on the establishment and maintenance of articulation agreements as facilitated by COA’s Articulation Officer. |
| **Progress on Student Learning****Outcomes. ( SLO % Complete)** | **Outcome Number One:**All COA established Articulation Agreements with UCs and CSUs will be assessable on the web at www.assist.org for all students, faculty, and the public.**Details/Description of the Assessment Method (please identify current data sources):** A satisfaction survey will be administered to counseling faculty to determine level of access to articulation agreements posted on www.assist.org. **Criteria for Successful Performance:** 80% of counselors will score 80% satisfactory **Summary of Findings:** Data collected from surveys administered to Counseling faculty showed 100% of counselors scored at least 80% satisfaction on access of articulation agreements on www.assist.org. **Results:** Acceptable Target Achievement: Met **Recommendations / Next Steps:** Maintain articulation agreements with the goal of increasing satisfaction by 10%. **Outcome Number Two:**Students will have access to updated General Education Advising sheets which will indicate all articulated courses for transfer to UC, CSU and private institutions

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| **Details/Description of the Assessment Method (please identify current data sources):** Satisfaction survey will be administered to counseling faculty to determine satisfaction level of articulated courses meeting general education requirements. **Criteria for Successful Performance:** 80% of counselors will score 80% satisfactory.  |
| http://folio.taskstream.com/css/i/spacer.gif |
| **Findings:http://folio.taskstream.com/css/i/spacer.gif** |
| **Summary of Findings:** Data collected from survey administered to Counseling faculty shows 100% of counselors scored at least 80% satisfaction on access of articulated courses for transfer available on updated general education advising sheets. **Results:** Acceptable Target Achievement: Met **Recommendations / Next Steps:** Maintain current articulation of GE curriculum with the goal of increasing articulation by 10%.  |

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| **Other** |  n/a |

**III. RESOURCE NEEDS**

**Personnel Needs**

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| **FT/PT ratio****.5 FTE****.5 FTE** | **Current** | **If filled** | **If not filled** |  | # FTE faculty assigned*)*.5 FTE Transfer Center Director .5 FTE Articulation Officer |  |
| Transfer Program Director Articulation Officer   | 1. FTE

1.0 FTE | .5 FTE.5 FTE  |
| **Narrative:** *are PT faculty or staff available? Can FT faculty**or staff be reassigned to this program? Implications if not filled* | In addition to the need for COA to have a 1.0 FTE A.O. position, COA’s Articulation Program needs a permanent Articulation Technician (1.0 FTE/Classified Staff) to assist the A.O. |

**Equipment/Material/Supply/Classified/Student Assistant Needs:**

The Articulation Officer prints a large amount of articulation agreements between the College of Alameda and four year college and therefore requires the purchase of office supplies including a toner cartridge, white paper supply, letter size manila folders for filing the agreements and other filing tools such as hanging files and expandable filing folders to organize documents.

**Facilities Needs (Items that should be included in our Facilities Master Plan) for Measure A funding:**

Please describe any facilities needs.

None identified at this time