**College of Alameda**

**Program Review**

**Articulation**

**2012-2013**

**Peralta Community College District**

**Student Services Program Review**

**Program Review Narrative**

**I. Background Information**

**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.

The mission of the Articulation Program at College of Alameda 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.

Articulation refers specifically to the process of developing a formal, written agreement that identifies courses (or sequences of courses) on a “sending” campus (COA) that are comparable to, or acceptable in lieu of, specific course requirements at a “receiving” campus (CSU/UC/Private institutions). Successful completion of an articulated course assures the student and the faculty that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured. In short, the articulation process enables the student to progress to the next level of instruction at the receiving institution.

 Annual Articulation Deadlines:

1. UC-TCA (Transfer Course Agreement)
2. CSU-GE Breadth Requirements
3. IGETC
4. AA/AS G.E. Requirements
5. Summary of Curricular Changes
6. ASSIST Updating for fall, spring and summer terms
7. Annual Reports and Budget

a) ASSIST Report

b) State Chancellor’s Articulation Addendum

With the Focus on local primary feeder schools, i.e. CSUEB, SFSU, UCB and UCD, the College of Alameda Articulation Officer maintains existing Articulation Agreements with:

* UCs,
* CSUs
* CA Private/Independent Colleges and Universities
* Out-of-State Colleges and Universities

Number of Transferable Courses:

UC Transferable Courses: 274

CSU Transferable Course: 569

IGETC Applicable Courses: 176

CSU-GE Applicable Courses: 232

**Goals**

Increase Articulation Proposals and subsequently Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges and Universities, and Out-of-State College and Universities.

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 with Faculty to facilitate the curriculum approval process.

Articulation Officer will works towards the goal of increasing Articulation Proposals by:

1) Communicating effectively and efficiently with our internal and external constituencies in order to achieve our mission; and

2) Reviewing, improving and developing curriculum in order to meet the changing needs of our students and community

 **II. Student Demographics of Those Using Your**

**Services** (by numbers)

1. Who do you serve?

*Demographic data unavailable*

**III. Student Performance** **and Feedback**

1. How do students who receive services perform?

*Student Performance data unavailable*

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.

**IV. Program Effectiveness** :

**Interdepartmental/ Program/Campus Collaboration**

**COA’s A.O. is a member on the following committees:**

Council on Instruction, Planning and Development (CIPD)

College of Alameda Curriculum Committee

GE Subcommittee

**How does the unit support other administrative, student services and academic units in the college**

College of Alameda’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.

COA’s Articulation Officer is a resource contact for all Faculty and Administration. 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.

* 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.
* Co-Facilitating “Outline Development Workshop”
* 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.

COA’s A.O. is responsible for submitting eligible courses for transfer to the Systemwide 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.

Articulation Officer serves as a primary resource to Counseling Faculty in:

* Understanding Articulation Agreements
* Evaluating transcripts (or “pass-along”)
* Maintaining current transfer requirements
* Updating COA’s College Catalog
* Updating COA’s AA/AS G.E. Requirements, CSU-GE Breadth and IGETC Advising Forms annually
* Resolving students’ transfer issues with District Office, Intersegmental Offices, and 4-yr institutions
* COA’s A.O. serves Counseling Faculty as a resource for consultation and training

College of Alameda’s Articulation Officer serves as the ASSIST Manager and maintains College of Alameda lower-division courses which are electronically entered into the ASSIST database. This on-line database is used to submit courses for basic maintenance of COA’s transferable courses as well as submitting College of Alameda courses for UC-TCA, CSU-GE Breadth, and IGETC approval.

**V. Service Area Outcomes**

1. List the Service Area Outcomes that are presently being assessed. Describe the activities that will be or have been implemented to achieve the SAOs.

**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.  |
| **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%.  |

**VI. ACTION PLAN:**

Annual Articulation Function:

* 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
* Continue to serve on District GE Sub-Committee to update AA/AS G.E. Requirements
* Continue to update the Summary of Curricular Changes
* Continue to update the Annual Reports and Budget

a) ASSIST Report

b) State Chancellor’s Articulation Addendum

c) State Chancellor’s Grant Report

B. 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 Names

C. 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