



## Articulation Update – 2013-2014

The purpose of this report is to update the program review developed in 2012-2013. This will be reviewed at the college level and then forwarded to the district-wide planning and budgeting process. The information on this form is required for all resource requests – including faculty staffing requests – for the 2013-14 budget year.

<b>I. Overview</b>			
Date Submitted:	November 27, 2013	Administrator:	Dr. May Chen Vice President/Student Services
Program/ Department:	Counseling	Dept. Chair/ Coordinator	Allene Young
College	Berkeley City College		
Mission	<p>The mission of BCC's Articulation Services is to assist students transferring to four-year colleges and universities. That assistance is provided through articulation agreements which include submitting courses for inclusion on the University of California Transfer Course Agreement, submission of courses for CSU General Education and Intersegmental General Education Transfer Courses (IGETC), requests for lower division and major preparation course-to-course articulation agreements, and submission of courses for C-ID approval to meet ADT requirements. In addition the Articulation Officer is responsible for annually updating BCC's AA/AS General Education requirements. All of this is accomplished by working collegially with faculty and administration.</p> <p>In addition, BCC's Articulation Officer is an important resource for all faculty (counseling and instructional) and administration by providing up-to-date articulation/transfer information which has impact on BCC's academic programs and student population.</p> <p>The BCC articulation officer is a member of the BCC curriculum committee and the district Council for Instructional Planning and Development, as well as state articulation groups (regional, NCIAC, and CIAC). The current Articulation Officer also is a member of the CSU General Education Advisory Committee and will service as a CSU General Education Reviewer.</p>		

## II. Qualitative Assessments

College, Community and labor market relevance. Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, licensure and job placement rates, etc.

Articulation at Berkeley City College is focused on student access, equity, and success by building transfer opportunities for students who apply to four-year institutions. Articulation engages our partners, specifically fellow Articulation Officers at four-year institutions, who are key to establishing articulation agreements. Articulation works with Berkeley City College's Programs of Distinction to ensure the maximum transferability of courses in the programs, especially for Associate Degree for Transfer (ADTs). Articulation assists in building a college culture of collaboration in order to provide the best and most for students whose educational objective is to transfer to a four-year institution.

A. BCC's Articulation Officer is a resource for all faculty and administration.

- 1) The Articulation Officer assists instructional faculty with the development of new courses and updating existing courses for transfer. The Articulation Officer also assist in the development of Associate Degrees for Transfer (ADT) and the needed submission of ADT courses for C-ID approval. As part of this assistance, the Articulation Officer often does the research using appropriate resources, e.g. internet, catalogs, contacting Systems Office Personnel and 4-yr Articulation Officers.
- 2) The Articulation Officer receives curricula changes from the System Offices and 4-yr Articulation Officers. These curricula changes must be communicated to BCC faculty and administration, so courses can be updated to meet specific transfer requirements. Consultation is through e-mail and individual meetings.

**Summary:** BCC's A.O. is responsible for submitting transferable courses to the System Offices (UC and CSU) and 4-yr institutions for their faculty review and approval. If formal articulation agreements (as proposed by BCC's Articulation Officer) are not established and maintained, it would be more difficult for BCC students to meet their transfer requirements.

- 3) A.O. assists counseling faculty
  - a. Understanding articulation agreements
  - b. Transcript evaluation (or "pass-along")
  - c. Transfer requirements
  - d. Updating and editing BCC's College Catalog
  - e. Updating annually the Advising Forms for BCC's AA/AS G.E. Requirements, UC Berkeley's College of Letters & Science, CSU-GE Breadth & IGETC.
  - f. Resolving students' transfer issues with District Office, Intersegmental Offices, & 4-yr institutions

**Summary:** BCC's Articulation Officer serves counseling faculty as a resource for consultation and training.

B. BCC's Articulation Officer serves as the ASSIST Manager.

- 1) The Articulation Officer enters BCC's lower-division courses electronically into the ASSIST database.
- 2) This on-line database is used to submit courses for basic maintenance of BCC's transferable courses as well as submitting BCC's courses for UC-TCA, CSU-GE Breadth, and IGETC (ASSIST/OSCAR), as well as courses for C-ID approval especially as the college continues to develop ADTs for student transfer to majors in the CSU schools.

**Summary:** If ASSIST is not updated, then BCC courses will not be viewed as transferable and reviewed for articulation.

C. There is need for a BCC's A.O. Articulation Website for the college community. While there is a "shell of a Website", the current Articulation Officer is not skilled in website development and has not had time to find a way to maintain an updated website (need more time in the position assignment). It would be helpful for the college to provide a student worker who could help update an articulation website on a monthly basis. That student worker could assist in maintaining an articulation web site in the following

manner:

- 1) Articulation calendar with deadlines posted
- 2) Curriculum resources for downloading
- 3) Articulation agreements with CA Private/Independent Colleges/ Universities, and Out-of-State College & Universities that are not located in the ASSIST website.
- 4) Current & Historical IGETC, CSU-GE & AA/AS Advising Forms.
- 5) Other needed information typically found on other California community college articulation web sites.

D. BCC's Articulation Officer serves as an advocate for BCC students by resolving transfer issues for BCC students with Systems Offices, 4-yr institutions, and district office.

**Summary:** BCC's Articulation Officer provides advocacy and resolution skills for BCC students by resolving transfer issues for BCC students with Systems Offices, 4-yr institutions, and district office. This is an essential service.

### III. Quantitative Assessment

Include service area data such as number of students served by program. Include data and recommendations from program review.

The following are transfer numbers from Berkeley City College to the **University of California** system for Academic Year 2012 (the latest available data).

<a href="#">University of California, Berkeley</a>	82
<a href="#">University of California, Davis</a>	31
<a href="#">University of California, Irvine</a>	2
<a href="#">University of California, Los Angeles</a>	18
<a href="#">University of California, Merced</a>	2
<a href="#">University of California, Riverside</a>	2
<a href="#">University of California, San Diego</a>	9
<a href="#">University of California, Santa Barbara</a>	13
<a href="#">University of California, Santa Cruz</a>	12
<b>UC Total</b>	<b>171</b>

The following are transfer numbers to the **California State University** system for Academic Year 2012-2013 (the latest available data).

<a href="#">California Maritime Academy</a>	2
<a href="#">California Polytechnic State University, San Luis Obispo</a>	4
<a href="#">California State Polytechnic University, Pomona</a>	0
<a href="#">California State University, Bakersfield</a>	1
<a href="#">California State University, Channel Islands</a>	0
<a href="#">California State University, Chico</a>	0
<a href="#">California State University, Dominguez Hills</a>	0

<a href="#">California State University, East Bay</a>	35
<a href="#">California State University, Fresno</a>	2
<a href="#">California State University, Fullerton</a>	0
<a href="#">Humboldt State University</a>	3
<a href="#">California State University, Long Beach</a>	1
<a href="#">California State University, Los Angeles</a>	1
<a href="#">California State University, Monterey Bay</a>	0
<a href="#">California State University, Northridge</a>	4
<a href="#">California State University, Sacramento</a>	5
<a href="#">California State University, San Bernardino</a>	0
<a href="#">San Diego State University</a>	0
<a href="#">San Francisco State University</a>	52
<a href="#">San José State University</a>	5
<a href="#">California State University, San Marcos</a>	1
<a href="#">Sonoma State University</a>	1
<a href="#">California State University, Stanislaus</a>	0
<b>CSU Total</b>	<b>117</b>
<b>Total</b>	<b>288</b>

#### IV. Strategic Planning Goals

Check all that apply.

- Advance Student Access, Success & Equity
- Engage our Communities & Partners
- Build Programs of Distinction
- Create a Culture of Innovation & Collaboration
- Develop Resources to Advance & Sustain Mission

Describe how goal applies to your program.

\*Transfer of students (and to increase the numbers of transfer student)

\*Working with four-year institutions for articulation

\*Articulation in California is a program of distinction

\*Working to assist BCC with ADT and C-ID since this is comparable to program articulation and these are programs of distinction

#### V. College Strategic Plan Relevance

Check all that apply

- New program under development
- Program that is integral to your college's overall strategy
- Program that is essential for transfer
- Program that serves a community niche
- Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc.
- Other

#### VI. Action Plan

*Please describe your plan for responding to the above data. Consider service delivery, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same program at other Peralta colleges.*

*Include overall plans/goals and specific action steps.*

The goals and objectives for Articulation at Berkeley City College are the following:

- Maintain the currency of the baccalaureate lists for the University of California System (UC TCA) and the California State University System;
- Maintain the annual submission of courses for the Intersegmental General Education Transfer Curriculum agreement with the University of California System and the California State University System (IGETC);
- Maintain the annual submission of course for General Education Breadth for the California State University System (CSU GE Breadth);
- Maintain updates in the ASSIST database and in OSCAR, the official repository systems for all California articulation involving community colleges and public four-year colleges and universities;
- Respond to four-year college and university requests for course-to-course articulation and major preparation articulation agreements, as well as submitting outlines for the University of California, Letters and Science breadth pattern;
- Review course-to-course major preparation articulation agreements with those schools which BCC

students primarily apply to for transfer and consistently work to update those articulation agreements;

- Keep IGETC, CSU GE, and UCB L&S advising sheets current;
- Continue to submit courses for C-ID approval to assist with the development of the Associate Degrees for Transfer and to provide an additional articulation option for CSU articulation;
- Maintain active and involved participation on the Berkeley City College Curriculum Committee; the district Council on Planning, Instruction, and Development (CIPD); the district CIPD General Education Subcommittee; the District Education Committee; the College Education Committee; and attend all sessions of the segments of the California Intersegmental Council for Articulation (CIAC), including regional meetings and NCIAC meetings (as best as possible); and
- Participate and attend the CSU General Education Advisory Committee as an official member.

Articulation priorities are in fact set by statewide practice and articulation guidelines. The California Intersegmental Articulation Council's (CIAC) *California Articulation Policies and Procedures Handbook* (Spring 2009) should be referenced. [http://ciac.csusb.edu/ciac/images/CIAC\\_Handbook\\_7-22-09.pdf](http://ciac.csusb.edu/ciac/images/CIAC_Handbook_7-22-09.pdf)

First priority each year is to update the UC Transfer Course Agreement (UC TCA). This means following established UC procedures to request that new courses be considered for addition to the UC TCA list. Those courses added to the agreement are so recorded in the BCC catalog or the BCC catalog supplement. It should be noted that prior to submitting any courses for articulation review, courses must be entered into the Curriculum Database on ASSIST and that updating occurs quarterly.

Second priority each year is to update the CSU GE agreement by submitting proposed courses through the OSCAR system for review. Courses approved for the agreement are noted in the BCC catalog and the BCC catalog supplement.

Third priority each year is to update the IGETC agreement by submitting proposed courses through the OSCAR system for review. Courses approved for the agreement are noted in the BCC catalog and the BCC catalog supplement.

Fourth priority each year is to request that appropriate courses approved for the UC TCA be reviewed and added to the UC Berkeley Letters and Sciences agreement.

Fifth priority each year is to respond to articulation requests from four-year colleges and universities for consideration for course-to-course and major preparation articulation.

Sixth priority each year is to initiate course-to-course articulation requests to update existing agreements with public four-year colleges and universities.

Seventh priority each year is to maintain currency in submitting courses for C-ID approval since it is important for the development of Associate Degrees for Transfer and for CSU course-to-course articulation.

In keeping with these priorities, the Articulation Officer serves as a primary reviewer of new and revised course outlines which are presented to the BCC curriculum committee. This review is now strengthened through the use of the CurricUNET system which requires articulation sign off for courses to move to the curriculum committee for action. Further, the Articulation Officer takes an active role in catalog production and college supplement production to ensure accuracy of articulation/transfer information which is published in those documents.

Currently, as noted above, the Articulation Officer is a member of the CSU General Education Advisory Committee and will serve this year as a reviewer for CSU General Education Review.

## VII. Needs

Please describe any **equipment, material and supply** needs.

Need the typical office supplies; need a larger computer monitor

Please describe any **classified/student assistant** needs. Faculty needs.

Berkeley City College needs to have the position of Articulation Officer upgraded to a 1.0 position; or a minimum to a .75 position to match Laney and Merritt. This request is made annually and the hope is that there will come a time that this will be addressed. So much more could be done to increase articulation beyond where it is today for Berkeley City College. This should be a priority given that one major goal of the college is to increase transfer numbers, which is a demonstration of college success.

Need assistance in keeping an Articulation website up-to-date. The current Articulation Officer does not have the skill nor the time. This is a critical need.

Please describe any **facilities** needs.

N/A (just an office for the articulation officer, which currently exists.)

## VIII. Course SLOs and Assessment

Not applicable to Articulation.

Articulation is a part of the Counseling Department/Program. The work of Articulation assists the Career/Transfer Center. Both the Counseling Department and the Career/Transfer Center have defined student learning outcomes which are regularly assessed.

Describe types of assessment methods you are using.

Not applicable to Articulation. Articulation is a part of the Counseling Department/Program. The work of Articulation assists the Career/Transfer Center (as noted above).

Describe results of your SLO assessment progress

Not applicable to Articulation. Articulation is a part of the Counseling Department/Program. The work of Articulation assists the Career/Transfer Center (as noted above).