

# Peralta Community College District

## STUDENT SERVICES ANNUAL PROGRAM UPDATE

Academic Year 2015-2016

This presents the common elements to be addressed by each student services unit/area in its annual program update. Depending on College preferences, elements may be formatted or addressed slightly differently.

### I. OVERVIEW

		<b>Date Submitted:</b>	11/06/2015
<b>College</b>	College of Alameda	<b>Administrator:</b>	Toni Cook, Dean
<b>Unit/Area</b>	Articulation		
<b>Completed By:</b>	Vinh Phan		
<b>Mission/History and Description of Service Provided</b> <i>Brief, one paragraph.</i>	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. By enhancing student's ability to transfer to four-year colleges and universities, the Articulation Program supports the College in meeting its mission: "to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals."		
<b>Student Learning Outcomes (SLOs)</b> <i>(or Service Area Outcomes-SAOs, or Program Learning Outcomes-PLOs)</i>	<p>SAO Number One: All COA established Articulation Agreements with UCs and CSUs will be assessable on the web at <a href="http://www.assist.org">www.assist.org</a> for all students, faculty, and the public.</p> <p>SAO 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.</p>		
<b>SLO/SAO/PLO Mapping to Institutional Learning Outcomes (ILOs)</b>	<p>SAO #1 is mapped to College ILO #2: Technology and Communication</p> <p>SAO #2 is mapped to College ILO #1: Problem Solving and Decision Making</p>		

## II. ASSESSMENT, EVALUATION AND PLANNING

Quantitative Assessments	
<p><i>Include service area data such as number of students served by your unit/area. Include data and recommendations from program review.</i></p> <p><i>Include data used to assess your SLO/SAO/PLOs.</i></p>	<p>To date, College of Alameda has established agreements for the following articulation categories:</p> <p>CSU Transferable courses: 617            CSU GE courses: 230            UC Transferable courses: 268            IGETC courses: 164            C-ID courses: 10 (50 Total)</p>

Qualitative Assessments	
<p><i>Present evidence of community need based on advisory committee input, student surveys, focus groups, etc.</i></p> <p><i>Include data used to assess your SLO/SAO/PLOs.</i></p>	<p>No data available.</p> <p>A survey was not administered for this year.</p>

### Identifying Strengths, Weaknesses, Opportunities, and Limitations

<p><b>Strengths</b>  <i>What are the STRENGTHS of your unit/area?</i></p>	<p>The Articulation Program exhibits consistent and strong communication with faculty, staff, and administration, especially regarding updates and changes effecting courses. The Articulation Officer has strong working relationships with the Curriculum Committee Chair, Tech Reviewer, Curriculum Specialist, and Vice President of Instruction. The A.O. enjoys many collegial and supportive relationships throughout the campus which aids in expediting curriculum development in some areas.</p>
<p><b>Weaknesses</b>  <i>What are the current WEAKNESSES of your unit/area?</i></p>	<p>While most instructional faculty have been responsive to the A.O.'s communication, small number of faculty are less responsive, with some not responding to communication attempts. This hampers the college's ability to create a robust Articulation Program, course offerings, and program offerings.</p>
<p><b>Opportunities</b>  <i>What are the OPPORTUNITIES in your unit/area?</i></p>	<p>There are opportunities to create and articulate new curriculum in order to adopt more Associate Degrees for Transfer such as Kinesiology and Music. Also, there are opportunities to create program to program articulations in programs such as Transportation, Distribution, and Logistics.</p>
<p><b>Limitations</b>  <i>What are the current LIMITATIONS of your unit/area?</i></p>	<p>See above, "Weaknesses."</p>

## **Action Plan for Continuous Improvement**

*Please describe your plan for the continuous improvement of your unit/area.*

### **A. 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, C-ID, 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, C-ID, 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 Toward Strategic Goals and Institutional Objectives**

*Describe your unit/area's plan to meet district and college strategic goals and institutional objectives.*

*Refer to the provided documents for district and college Strategic Goals and Institutional Objectives 2014-2015.*

<b>A. Advance Student Access, Equity, and Success</b>	Increase number of articulation agreements to increase student enrollment in transfer level courses to meet transfer goals.
<b>B. Engage and Leverage Partners</b>	Attendance of and participation in regional meetings and conferences relating to articulation.  Maintain strong communication with CSU and UC partners in developing articulation agreements.
<b>C. Build Programs of Distinction</b>	Increase number of course-to-course, program-to-program, and transfer pathway articulation agreements with local universities.
<b>D. Strengthen Accountability, Innovation and Collaboration</b>	Maintain a strong presences on the Curriculum Committee.  Serve as a resource for counseling faculty in the advising of students.  Serve as a resource for teaching faculty in the creation of curriculum.
<b>E. Develop and Manage Resources to Advance Our Mission</b>	Continue to use resources responsibly for the training and expansion of the knowledge base of the Articulation Officer.

### III. RESOURCE NEEDS

#### Human Resource/Personnel

Please describe any human resource/personnel needs for your unit/area.

<b>Current Staffing Level:</b>		<b>Headcount</b>	<b>FTE Equiv.</b>
	<b>Faculty (Permanent)</b>	1	1.0
	<b>Faculty (PT/Adjunct)</b>	0	0
	<b>Classified Staff (Permanent)</b>	0	0
	<b>Classified Staff (Hourly)</b>	0	0
	<b>Students</b>	1	.25 -.5
	<b>ICC/Consultant/Other</b>	0	0

  

<p><b>Narrative:</b>  <i>Describe the current staffing level in relation to the relative need for effective delivery of your unit/area's programs and services.</i></p> <p><i>Discuss any current position vacancies, the need for additional personnel, the need for permanent faculty/staff instead of adjunct/hourly personnel, etc.</i></p> <p><i>Describe implications of the current staffing level in your unit/area to overall service delivery.</i></p>	<p>Currently, there is no staff assigned to assist the articulation unit. A .5 classified staff would benefit the unit in providing assistance in the areas of data research, entry and analysis using ASSIST.org.</p>
<p><b>Human Resource/Personnel Requests</b>  <i>List your human resource/personnel requests in prioritized/ranked order.</i></p> <p><i>Human resource/personnel requests will go through the established College and District planning and budgeting process.</i></p>	<p>Currently, there is no staff assigned to assist the articulation unit. A .5 classified staff would benefit the unit in providing assistance in the areas of data research, entry and analysis using ASSIST.org.</p>

## Facilities/Infrastructure

Please describe any facilities/infrastructure needs for your unit/area.

<p><b>Narrative:</b> <i>Describe the current facilities/infrastructure of your unit/area in relation to the relative need for effective delivery of programs and services.</i></p> <p><i>Describe implications of the current state of facilities/infrastructure in your unit/area to overall service delivery.</i></p>	<p>Currently, there is limit space available to house old catalogs, articulation agreements, and other articulation related documents. Under the current state of space allocation, there are gaps in documentation for numerous years. Additionally, catalogs are not readily available which hampers efforts to respond to inquiries in a timely matter.</p>
<p><b>Facilities/Infrastructure Requests</b> <i>List your facilities requests in prioritized/ranked order.</i></p> <p><i>Facilities requests will go through the established College and District planning and budgeting process.</i></p>	<p>Request for storage space. Having a centralized location where all articulation documents are housed would greatly increase the efficiency of articulation functions.</p>

## Technology

Please describe any technology needs for your unit/area.

<p><b>Narrative:</b> <i>Describe the technology needs of your unit/area in relation to the relative need for effective delivery of programs and services.</i></p> <p><i>Describe implications of the current state of technology in your unit/area to overall service delivery.</i></p>	<p>Articulation is a function that is heavily tied to the use of technology. Submission of courses, updating ASSIST, responding to requests, and the creation of articulation agreements are examples of some of the functions involved in articulation. While currently the desktop PC and laptop designated to the Articulation Officer are adequate. Over the next year or two, the laptop may need updating.</p>
<p><b>Technology Requests</b> <i>List your technology requests in prioritized/ranked order.</i></p> <p><i>Technology requests will go through the established College and District planning and budgeting process.</i></p>	<p>No request at this time.</p>

**IV. OTHER**

*Please feel free to provide any additional information about your unit/area below.*