| **Program description** | The mission of San Jose City College Articulation Office is to assist students in transferring to four-year colleges and universities by establishing articulation agreements with these institutions regarding courses of SJCC that will transfer as lower-division requirements. These agreements with the institutions include specific courses that meet general education requirements, course to course, and major preparation requirements. The Articulation Office updates annually SJCC's AA-T, AS-T, AA, and General Education Requirements by working with faculty and administration. SJCC’s Articulation Office serves all SJCC transfer students. Although AS Degrees and Certificates are not transferrable, the Articulation Office is still responsible for updating these programs.

In addition, SJCC’s Articulation Office is an important resource for all faculty (counseling and instructional), students and administration by providing up-to-date articulation/transfer information and issues affecting SJCC’s academic programs and student population. |
| --- | --- |
| **PSLOs and/or SLOs** | **Assessment process** | ISLO: #1 Read, write, listen and speak effectively to complete the processes involved in reaching their educational goals.

PSLO #1.1: Provide information to SJCC to assist students in completing written documents for educational and career advancement.

UPDATE: Created articulation website to increase student and faculty awareness of articulation resources. We also have increased communication with local CSUs, UCs and private |
institutions in an effort to increase articulation of courses.

ISLO: #2 Critical thinking and Information Competency

PSLO 2.1: Provide accurate and current information to SJCC to assist students in determining educational programs and courses that are applicable to educational and career goals. Establish articulation agreements with four-year colleges and universities regarding courses of SJCC that will transfer/articulate as lower-division requirements.

UPDATE: Before the 13-14 AY, 67 courses had been submitted to C-ID. As of March 1, 2014, 24 additional courses have been submitted to C-ID with 20.8% receiving full approval. Another 70.8% are waiting to be reviewed for C-ID consideration. 8.33% of the courses submitted during the 13-14 AY have received feedback as needing additional revisions before full C-ID approval can be given. Revision of these courses is in process.

Goals and Activities

A. Annual Articulation Deadlines:
   1) UC-TCA (Transfer Course Agreement)
   2) CSU –GE Breadth Requirements
   3) IGETC
   4) UC Berkeley’s College of Letters and Science Requirements
   5) AA/AS GE Requirements
   6) Summary of Curricular Changes
   7) ASSIST Updating for fall, spring & summer terms
   8) Annual Reports and Budgeting
      a) Assist Report
      b) State Chancellor’s Articulation Addendum
      c) State Chancellor’s Grant Report

B. Create new Articulation Agreements with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities, with focus on SJCC’s primary feeder schools, i.e. SJSU, CSUEB, SFSU, UCSC, UCB, & UCD.

C. Continual maintenance and updating SJCC’s Articulation of courses with UCs, CSUs, CA Private/Independent Colleges & Universities, and Out-of-State College & Universities, with focus on SJCC’s primary feeder schools, i.e. SJSU, CSUEB, SFSU, UCSC, UCB, & UCD as well as others throughout the state.

D. In order to facilitate the creation and maintenance of
Articulation Agreements it is important to work with the Teaching Faculty to update their discipline course outlines a minimum of every 5 years, with updated textbook lists.

1) Updating outlines and SLO’s as part of program review
2) IPC led Workshops need to assist Faculty and developing course outlines
3) Individual Meetings w/ Faculty and/or
4) High volume of email exchange

E. SB 1440 (Transfer Degrees) between California Community Colleges and CSUs. The goal is to facilitate a smoother transition for CA community college students transferring to a CSU. Major focus is to develop additional ADT’s (Associate Degree for Transfer) in order to meet the State requirements.

F. C-ID is a supra-numbering system developed to ease the transfer and articulation burdens in California’s higher educational institutions. Currently, C-ID has 239 approved descriptors and will use CSU-LDTP (Lower Division Transfer Patterns) descriptors for C-ID where appropriate.

SJCC’s course outlines continue to be submitted for review and approval.

G. Concentrated effort made to input program data into Datatel to assist with Degree Audit process.

H. SJCC will be implementing CurricUNET, a course management system. Training of staff is required as well as data input will be required.

### Staffing information

Laura Garcia, Articulation Specialist FT, 1.0, 40 hrs/week, 12 months.

Karen Pullen, Articulation Officer/General Counselor, 1.0, Tenure Faculty, 32.8 hrs/week, 10 months

The current staffing is required to be continued as the focus is to increase current course articulation with CSU & UC’s, continued development of ADT’s, as well as to perform the other duties specified in job descriptions.

SJCC’s Articulation Program/Office is a resource for All Faculty and Administration.

1) AO and AS assists ALL Faculty with the development of new courses and updating existing courses for transfer. As part of this assistance, the AO often does research using resources, e.g. internet, catalogs, contacting Systems Office Personnel and 4-yr Articulation Officers.
2) AO receives curricula changes from the System Offices and 4-yr University AOs. These curricula changes must be communicated to SJCC faculty and administration, so courses can be updated to meet specific transfer requirements. Consultation is through email and individual meetings.

3) SJCC’s AO and AS encourages ALL Faculty to have faculty-to-faculty communication with their peers at nearby 4-yr institutions to ensure appropriate curriculum content & sequencing of courses as it relates to the transfer process.

Articulation Office assists Counseling Faculty with
a. Understanding Articulation Agreements
b. Transcript Evaluation (or “pass-along”)
c. Transfer Requirements
d. Updating SJCC’s College Catalog & Supplement
e. Updating annually SJCC’s AA/AS G.E. Reqs, CSU-GE Breadth Reqs & IGETC Advising Forms
f. Resolving students’ transfer issues with District Office, Intersegmental Offices, & 4-yr institutions

SJCC’s Articulation Office serves as the ASSIST Manager. Lower-division courses are electronically entered into the ASSIST database. This online database is used to submit courses for basic maintenance of SJCC’s transferable courses as well as submitting SJCC’s courses for UC-TCA, CSU-GE Breadth, and IGETC review.

**Summary:** If ASSIST is not updated, then SJCC courses will not be viewed as transferable and reviewed for articulation, an obstacle for our transfer students.

Staff work closely together as it is critical to review data carefully for errors and accuracy. The submittal of courses for approval is critical and must be done on deadlines. The collaboration assures higher accuracy and efficiency meeting critical deadlines.

<table>
<thead>
<tr>
<th>Technology information</th>
<th>Articulation Office uses campus technology of updated hard drives, Windows 7, 2 monitors each staff, printer, Datatel, CurricUNET when applicable, Adobe Professional Software – (support will be requested when software update is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget information</td>
<td>The Articulation Office requires:</td>
</tr>
<tr>
<td></td>
<td>1) <strong>Basic Office Supplies:</strong> Paper, Pens, Sticky notes, Colored Pens, etc. (non instructional) <strong>$300.00</strong> (paper is used for copying course proposals by each staff)</td>
</tr>
</tbody>
</table>
2) **Conferences:** $2,000 a) CIAC Annual Conference ($500 plus travel expenses) The Articulation Officer is an active member of the California Intersegmental Articulation Council, b) Curriculum Institute ($800 plus travel expenses) The Articulation Team are members of the Curriculum Committee (IPCC) c) Various Region IV workshops/conferences (travel expenses to local Region IV campuses).

3) **Additional Mileage $300 to attend workshops/training**
   a. SB 1440/C-ID workshops: the state will be requiring all California Community Colleges to create additional Associate Degrees for Transfer (ADTs) The Articulation Office receives updates and recommendations on implementing this mandate through workshops and conferences offered by the California Colleges Chancellor’s Office. These workshops and conferences are most often held in Sacramento, CA
   b. SJSU collaboration: various workshops throughout the year are provided to acquire current knowledge and skills regarding transfer requirements, articulation updates, and procedures. Network and communication continues to be developed.
   c. Datatel/Ellucian and CurricUNET Training: The Articulation Office is responsible for maintaining programs/degrees/certificates in Datatel. CurricUNET will soon be included. These data management systems are directly related to other Student Service Programs. **Training will be required at District Office. Mileage reimbursement will be required.**

4) Desk lights in SC 216O as the window glare is intense and affects monitor screens and reading fine details. Overhead lights glare. **COST: $75.00**

5) **Memberships:** $40/year payable 2 years in advance $80 to CIAC (California Intersegmental Articulation Council)

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**Other:**

During 2013 to present, the Articulation Office has accomplished 6 of 7 required ADTs and have the remaining 1 actively in process. Approximately 5 additional ADTs are being discussed and developed in various departments on campus. Over 75 courses have been submitted for C-ID approval. It is a fairly new staff learning the numerous layers of this detailed and critical process of articulation.