



Sacramento City College
Strategic Planning System
Cross-Divisional Program Plan

Planning years: 2020-21 through 2022-23
Plan Type: Program Plan

Title: Articulation 2020-2021

OPR: Articulation Officer, Vice Presidents of Student Services and Instruction

Collaborative Group(s): Vice Presidents of Student Services and Instruction, Curriculum Committee, General Education Subcommittee, Academic Senate, Department Chairs, Instructional and Student Services Faculty, Transfer Center, International Students, RISE, PUENTE and MESA, Counseling Dept., DCCC

Reference documents: Los Rios Board Regulations, P-7135 and R-7135, Title 5, California State University Chancellor's Office, CSU Executive Orders, University of California, Office of the President, ASSIST and OSCAR systems, California Community College Chancellor's Office, College Board, Association of Independent California Colleges and Universities, California Intersegmental Articulation Council, PCAH and C-ID

Plan Author: Richard L. Yang, Articulation Officer

Date: November 15, 2019

REVIEW CYCLE: ANNUAL FOR RESOURCE REQUESTS

SECTION I: Overview & Strategic Information

A.PROGRAM DESCRIPTION

The articulation officer functions as a one- person entity that collaborate with student services and instructional faculty to provide curriculum for students. The objectives are to ensure policy, process and procedures are met in terms of transferability and articulation of equivalent courses from Sacramento City College to other California Community Colleges, California State University and University of California.

B. ENVIRONMENTAL SCAN

Articulation is involved in many segments of the campus, including curriculum, pathways, and transfer. Collaboration between the Articulation Officer and the departments on the campus is an important part of creating fluidity for students, and continuity for degrees.

With the continuing planning and building of guided pathways, the input of the Articulation Officer, the process of articulation as well as course planning, mapping and offerings benefit from the perspective of the Articulation Officer is valuable for student success.

The Articulation Officer is considered a vast resource for counselors and instructional faculty. Although no one person should be a final decision maker, it is the collaboration and the shared knowledge of all who influence the success of our students when working on the student services side of the campus.

Policy, practices and content knowledge shared by the Articulation Officer with Counselors helps in students receiving accurate information, during their time at SCC, in how to obtain a degree/certificate and/or reach their transfer goals. The opportunities to work with the UC/CSU systems increases students ease toward their baccalaureate degree.

C. MULTI-YEAR DIRECTIONS AND STRATEGIES

The Articulation Officer, in the next several years will have to be more vigilant and aware of the changes to the previous way of educating our students. With guided pathways, it is important for the role of the Articulation Officer to view the mapping, sequencing, completing patterns and degree completion to abide by legislation, such as SB1140, AB 288, AB705 and all other legislation that impact how our students reach success.

Meeting and maintaining curricular standards to preserve articulation with our baccalaureate partners is important and to not risk the curricular relationship.

On campus, students are being served in similar fashion away from general counseling, with programs such as Puente, Ashe`, SESI, SAGE and RISE programs. Each of these programs may serve a particular population of students, but the foundation of taking courses towards a degree or transfer remain the same. It is the oversight of the Articulation Officer to ensure the consistent and accurate information, is distributed equally to all of these service points and to provide students accurate information.

Possessing an overall view of the campus from a combined instructional and student services perspective is necessary for the success of our students, and the Articulation Officer bridges these two departments that have direct student contact.

The Articulation Officer will also continue to work within SCC to assist faculty with curriculum development, collaborate with district partners on district wide projects and work to create and facilitate articulation to the UC and CSUs.

SECTION II: Review and Plan

A: REVIEW OF ACCOMPLISHMENT OVER THE PREVIOUS PLANNING CYCLE

The accomplishment of every academic year is to submit courses for intersegmental transfer, general education review and articulation of equivalent courses. All deadlines have been met, and the articulation process is ongoing. The goals of continually working with instructional faculty to develop courses for degrees and transfer have also been met.

Having been the chair for Northern California Intersegmental Articulation Council (NCIAC) and California Intersegmental Articulation Council (CIAC), allows participation at the local and state level for leadership. The annual 2019 CIAC conference was in Sacramento and part of the responsibility of the CIAC chair.

UNIT OUTCOMES: ADMINISTRATIVE UNIT OUTCOMES (AUOs) or STUDENT LEARNING OUTCOMES (SLOs) FOR THE PLANNING CURRENT CYCLE

Program Procedures and Responsibilities	Expected results	Progress to date
Submit curriculum update and changes. Also submits courses for transferability and general education	Approval, as process is followed per the standards.	Standard procedures and processes are followed, and submitted as warranted. Curriculum that meets the standards are always approved.
Continually articulate courses with all levels of baccalaureate institutions to assist in the transfer and acceptance of equivalent courses taken at Sacramento City College.	As new courses are approved, to articulate and identify other courses that may articulate as programs change at the baccalaureate level.	On-going and executing as required.
Update and maintain general education courses and documents for students to use in their planning of courses towards their goals.	Update as needed.	Have updated all documents for student and counselor use, as well as for publication in the catalog, degree audit and financial aid course applicability.
As per legislative and Chancellor's Office directives, assist faculty in creating ADTs and AOE's as available	Submission of new degrees and updating existing degrees as needed.	Ongoing, working collaboratively with the Office of Instruction. Currently have 26 ADTs, and several more are in the stages of submitting to CCCC and approval at the local level. Global Studies and Ethnic Studies/Social Justice.
Continue to develop articulation and pathways for students to transfer to baccalaureate level institutions.	Articulation agreements with baccalaureate institutions	Ongoing, as requested by different institutions. Continue to submit courses for UC Transfer Pathways as requested and updating ASSIST site.
Participate in projects that involve the articulation of courses that may assist high school to college transitions	Offer input for high school articulation of courses, and to assist in integrating these courses into a potential degree.	Involvement include participating in the Dual Enrollment planning, and providing input for future development of HS articulated courses and degree completion at SCC.
Collaborate with other district Articulation Officers are curriculum projects	Create consistency, within the district, amongst GE and course outlines	New and ongoing. Articulation officers across the district are reviewing curriculum inconsistencies, and impact on students. Current project is to align all similar courses so that all general education, prerequisites and transferability are the same in the district, as each campus is feeling the influx of online offerings and student demand.

SECTION III: ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE PLANNING YEAR:

Required annually

Procedures:

The process and procedures of the articulation officer does not vary much year to year. There are standard procedures and occurrences such as submission of any curriculum changes to ASSIST.org and requests for transferability and general education consideration each year.

The articulation process is a multitude of tasks that are all integral for transferability of courses at Sacramento City College.

The Articulation Officer is a single person function, and is solely responsible for all of the tasks and responsibility of the program.

Review of last year's resource use:

The temporary SPA has been entering data into the Counselor and Articulation Intranet. With the new conversion for website standards, the need for continuous data entry continues, but the current person is now working full-time in another position. This assistant also aids in searching equivalent courses to complete charts for the allied health department and helps in researching other courses for potential articulation.

The CIAC annual conference was in Sacramento, and funds were spent to cover the costs.

There is a need to update the laptop that is used in articulation matters, primarily saves printing out documents for curriculum meetings. The current laptop is 8 years old, and the may submit a requisition to purchase a newer laptop computer.

Resource needs for the coming planning year:

The total resources for the coming year varies little, based on the location and cost of attending the annual CIAC conference, but usually this is the resource request and how it is spent.

Temporary SPA	\$3000
Travel & Conferences	\$2000

Funding sources:

There is no anticipated request for additional funding beyond the \$5000 provided by the college in the future.

Procedure	Timeline	Responsible persons	Resource Requirements	Funding Source(s)
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<p>Procedure 1 – Using annual curricular changes from each institution, identifies possible course articulation. Reviewing current articulation and identifying new courses for possible articulation from each program as requirements change. Researching of potential courses for articulation.</p>	Ongoing	Shannon Gilley		
<p>AUO 2- Procedure 2 – Participating in the curriculum committee and submitting requests for general education, timely submitting for review. Updating GE requirements either in print or online. Other tools include a Counselor Intranet, Articulation and Human Development website.</p>	Ongoing	Shannon Gilley		
<p>AUO 3 – Procedure 3 - Meeting with faculty, explaining process and steps and implementing requests and concerns as appropriate.</p>	Ongoing	Shannon Gilley		
<p>AUO 4 – Procedure 4 – As requests are made from universities, updating and modifying to maintain articulation pathways.</p>	Ongoing	Shannon Gilley		
<p>UO 5 – Procedure 5 – Participation in all related projects or pathways that involve articulation and curriculum issues.</p>		Shannon Gilley		
<p>AUO 6 – Procedure 6 - Participate in local and statewide leadership positions, including helping to set guidelines etc. Attending the annual Curriculum Institutes.</p>	Annually-2 Conferences per year	Shannon Gilley		
<p>AUO7 – Procedure 7- Provide input and participate in online course and program development. Monitor academic standards in these courses and online degrees for accessibility to</p>	Ongoing	Shannon Gilley		

all students. Also to maintain the integrity of online degrees				
Temporary SPA				\$3000
Travel & Conferences				\$2000
			Total Cost:	\$5000