

**Santiago Canyon College**  
**Student Services**  
**Student Learning Outcomes**  
**Annual Report 2007-2008**

**1. Program-Department Name**

Articulation Office

**2. Program-Department Mission Statement**

The Articulation Office promotes the attainment of higher educational goals by advocating an efficient path to transfer for SCC students and by providing a highly functional articulation unit that meets the need of a growing transfer oriented campus population. The Articulation Officer serves as a curriculum and policy consultant to all faculty, academic and student services units, and serves as a liaison to UC, CSU and private universities.

**3. Student Learning Outcomes**

- A.** As a result of utilizing resources developed by the Articulation Officer, students will demonstrate the ability to use the tools to develop an accurate educational plan for transfer.
- B.** As a result of training by the Articulation Officer, faculty will be able to demonstrate knowledge of the articulation process by developing curriculum that emphasizes potential articulation for major preparation and general education.

**4. Methods**

**A:** Articulation Officer developed transfer resource material that assists students in being informed about policies, procedures and efficient paths to transfer.

**B:** Articulation Officer informed faculty in Curriculum and Instruction Council meetings of policies and procedures related to UC/CSU course approval. Articulation Officer met with faculty in small groups, such as Division meetings, in large groups such as Joint Chairs Division meeting, or on a one to one basis to answer specific questions about course development related to transfer curriculum. Articulation Officer assisted faculty in researching transfer viability of proposed courses/programs and explained purpose and findings to enhance faculty understanding of the articulation process.

## **5. Implementation of Assessment Process**

### **Student Learning Outcome 1**

- a) Counseling faculty at SCC both part-time and full time evaluated the success of the utilization of the transfer resource material developed by the Articulation Officer. Another method of assessment was a review of the ordering quantity and reordering of supplies. Did demand for supply increase as the sheets become more widely used?
- b) The timeline for implementation was for academic years 2006 until the present time.
- c) The educational advising sheets for Plan B and Plan C were provided to students at Counseling appointments, available in the Transfer Center, and used in all CNSL116, Career Planning/Life Exploration classes. Counselors assisted students in learning how to use the material and assessed through personal observation by Counselors and graded assignments to determine if the Educational Planning advisement sheets were being understood and used by students.
- d) N/A
- e) The intended user of the data collected was the Articulation Officer. Feedback from Counseling faculty assisted the Articulation Office in determining the value of these materials to the student.

### **Student Learning Outcome 2**

- a) The assessment of faculty understanding of the processes and policies related to transfer curriculum was evaluated and monitored by the Articulation Officer and the Curriculum and Instruction Council Chair.
- b) The timeline for implementation is ongoing in that the position of Articulation Officer was newly created at SCC.
- c) Individuals to be evaluated were Santiago Canyon College faculty members who submitted and developed transfer curriculum and Faculty representatives serving on the Curriculum and Instruction Council.
- d) Other programs that assisted with this evaluation were the Curriculum and Instruction Council Chair and the Dean of Counseling and Student Support Services.
- e) The intended user of any data collected was the Articulation Officer and the Curriculum Council Chair who were able to ascertain if further training for faculty was needed in the area of curriculum planning related to transfer and articulation.

## 6. Results

### Student Learning Outcome 1

- a) Counselors and students became very used to utilizing the transfer advising sheets for Plan B and Plan C. Initially, some counselors were hesitant to make a change to this type of form and format, and it was clearly communicated that they should use the forms at their discretion and provide feedback to the Articulating Officer. The overwhelming response on the usefulness of the forms has been positive. Counselors report that the newly created forms provided an advising tool to the students that made it easier to understand the general education requirements for Plan B and Plan C. Instructors in the CNSL 116 classes used the forms when they assigned students the task of completing an Educational Plan. If the student completed their plan correctly, they could tell that the tool worked. Counselors reported an increased amount of understanding of GE requirements by students who use these transfer advising tools. Counselors and students alike found the new form and the way information was conveyed so helpful, that the Articulation Officer was asked to develop the same type of form for our non-transferable GE requirements for Plan A.
- b) In the first year of implementation we saw a wide usage of the forms, but as we tracked the data for the second year, we saw an increasing amount of use in terms of how much reordering was necessary. According to our publication requests we had an increase of 50% in terms of how many forms we ordered in the most recent academic year, 2007-2008, compared with the first year the forms were used in 2006-2007.

### Student Learning Outcome 2

- a) As a result of SCC having a full-time on campus Articulation Officer Faculty became more aware of the process of developing courses that will transfer and that can be articulated with public and private universities. The Articulation Officer informed faculty of this process at Curriculum and Instruction Council meetings. She responded to questions from the council and provided information related to course development that assisted faculty in submitting courses that were accepted for transferability and articulation. The Articulation Officer had an increase in inquires from faculty for information about transferability and viability of courses, the Articulation Officer was invited to present at department meetings, Division meetings and Joint Division Chair meetings.
- b) For the academic year of 08-09 SCC received a 100% acceptance rate of courses submitted for Plan B, CSU and 100% acceptance for Plan C, UC compared with the academic year 2006-2007, when there was a 57% acceptance rate for Plan B and an 80% acceptance rate for Plan C.

## **7. Decisions and Recommendations**

### **Student Learning Outcome 1**

- a) The Articulation Officer should continue to prepare advisement materials that can be utilized by Counseling faculty to assist students in developing educational plans and in understanding the transfer process.
- b) The groups that participated in the discussion of the evidence that led to these recommendations are Counseling Faculty and the Dean of Counseling and Student Support Services.
- c) The assessment process will be improved by ongoing regular feedback from Counselors through monthly counseling meetings.
- d) This outcome will be evaluated on an annual basis.
- e) The Articulation Officer will be responsible for implementing recommended changes.

### **Student Learning Outcome 2**

- a) This outcome is ongoing and part of the educational nature of the Articulation Officer position. It will be difficult to continually assess with factual data because the participants will routinely change due to circumstances regarding which faculty members and/or departments are involved in developing curriculum. This can vary from year to year.
- b) The groups that participated in the discussion of the evidence that led to these recommendations are the Articulation Officer, the Curriculum and Instruction Council Chair and the Dean of Counseling and Student Support Services.
- c) The main suggestion for improving the assessment process would be for the Articulation Officer to continue to be highly visible and accessible to SCC faculty as they develop transfer curriculum.
- d) The outcome will be evaluated on an annual basis.
- e) The Articulation Officer will be responsible for implementing recommended changes.

5/14/2008

