

**ASSIST Report  
for the April 26, 2005 APASC meeting**

*INFORMATION ITEMS*

<b>APASC Goals</b>	<b>ASSIST Activity</b>
<p><b>Improve the effectiveness of the transfer model</b></p>	<ul style="list-style-type: none"> <li>• <i>ASSIST staff is actively supporting the evaluation subcommittee and is working on a series of reports that includes both baseline data and data reflecting progress over time in order to assess and monitor the impact of the transfer model.</i></li> <li>• <i>Considerable work has been devoted to verifying institutional AGECE and Associate degree data. Supplemental degree files have been received from eight of the ten community college districts. These institutional reviews and efforts, along with the work of the ASSIST staff, are improving the reliability of these data.</i></li> <li>• <i>Progress is continuing on projects in the areas of data documentation, statewide reports, training, general promotion and communication, and data submission and support.</i></li> <li>• <i>ASSIST staff is working with several institutions to address challenges with ID matches at both the institutional and ASSIST level. Several institutions plan on submitting files with student IDs and their institutional unique tracking IDs as far back as possible. ASSIST will use these to clean and improve the institutional data.</i></li> <li>• <i>Responding to community college institutional needs, ASSIST has proposed a file layout for data submission and is exploring the addition of a 45<sup>th</sup> day community college enrollment special use table. If incorporated and populated, current semester concurrent enrollment data would be available.</i></li> </ul>

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<b>APASC Goals</b>	<b>ASSIST Activity</b>
<p><b>Develop communication plan to promote accomplishments</b></p>	<ul style="list-style-type: none"> <li>• <i>The ASSIST brochure, a color, double-sided, trifold pamphlet that highlights what ASSIST is and how it can be used, has been distributed to all institutions.</i></li> <li>• <i>Several ASSIST actions have focused on increasing the awareness of ATASS and ASSIST's role in supporting the transfer model. The Spring 2005 meeting featured presentations by Gretchen Schmidt and Amy Fountain on the Arizona Transfer Model; these presentations were very well received. The orientation package for new ASSIST users includes an overview of ATASS and an organizational chart. The ASSIST website, currently under re-design, now includes links to CAS as well as presentations made to ATASS committees describing the purpose and activities of CAS and ASSIST.</i></li> <li>• <i>The third issue of the <u>ASSIST E-News</u> will be released in this summer. The decision to continue this form of electronic communication will be made in the fall after surveying the ASSIST users.</i></li> </ul>
<p><b>Create a comprehensive staffing plan</b></p>	<ul style="list-style-type: none"> <li>• <i>The ASSIST Staffing Requirements has been updated as of February 2005. This document provides a brief project description of ASSIST, the current staffing requirements and assignments, and future plans and issues. This plan was submitted to APASC at the February 25, 2005 meeting.</i></li> </ul>

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<b>APASC Goals</b>	<b>ASSIST Activity</b>
<p style="text-align: center;"><b>Establish priorities for on-going development, maintenance, and utilization of technology to support APASC goals</b></p>	<ul style="list-style-type: none"> <li>• <i>ASSIST staff is continuing to evaluate upgrading paths for delivering analysis and reporting software tools for ASSIST. Nancy Dickson, the ASSIST BRIO/Hyperion specialist, attended the Hyperion conference and special one-day forum for Higher Education users in April. A Summer 2005 update to Hyperion 8.0 is scheduled.</i></li> <li>• <i>Three ASSIST staff members are serving on the newly formed ATASS Technical Subcommittee that will: review the current technical systems; plan for future technical upgrades, and hardware and software need; and develop a technology refresh plan.</i></li> <li>• <i>ASSIST staff is currently working on enhancing the university ID matching process in FoxPro by incorporating Affiliate IDs for each institution. A similar effort will follow for the community college ID matching process.</i></li> <li>• <i>Policies and procedures concerning maintaining user accounts and requesting special use tables have been revised to ensure the security of the ASSIST data and safeguard the privacy rights of students. These policies were explained and distributed at the April 2005 ASSIST Spring Meeting.</i></li> </ul>

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*DETAILS OF KEY ASSIST ACTIVITIES*

- February 1, 2005 was the deadline for submitting community college files for Academic Year 2003-2004. As of April 6, 2005, Central Arizona College, Maricopa Community Colleges, Pima Community College, and Yavapai Community College have submitted Academic Year 2003-2004 main files and course files. Arizona Western College's submission could not be loaded due to format errors.

Academic Year 2002-2003 data for the following colleges have been fully loaded:

Arizona Western College (main file and course file)	Central Arizona College (main file only)
Cochise Community College (main file only)	Coconino Community College (main file only)
Eastern Arizona Community College (main file only)	Maricopa Community Colleges (main file and course file)
Pima Community College (main file only)	Yavapai Community College (main file and course file)

- The universities submit data twice a semester (after 21<sup>st</sup> day and after grades are posted). Spring 2005 21<sup>st</sup> day data was due March 1, 2005 and has been submitted by all three universities. As of April 2005, all Fall 2004 data have been fully loaded for all universities.
- Supplemental community college degree files needed to generate APASC reports have been submitted and loaded for Arizona Western College, Central Arizona College, Cochise Community College, Maricopa Community Colleges, Northland Pioneer College, Pima Community College, and Yavapai Community College. Coconino Community College submitted a file that could not be loaded due to data errors.
- The ASSIST website is being re-designed but is completely operational during this process.
- The ASSIST Steering Committee and Users Group Spring Meeting was held on Thursday, April 7 at ASU East. The meeting drew 28 participants, representing ten of the 13 ASSIST institutions. (A NCA meeting and an AZAIR presentation were both scheduled on the same afternoon.)
- Special training sessions were also held on the morning of the ASSIST Spring Meeting. An early one-hour training session designed for new users with little experience with the Hyperion software and ASSIST data was offered at 9:00 AM and attended by eight users from three institutions. The more advanced two-hour training session drew 21 participants from 11 campuses representing seven institutions, including two visitors from Dine College.