

**Sabbatical Proposal for Letrisha Mai**  
**Counseling Faculty**  
**October 31, 2008**

**Faculty Background**

I have been a full-time counseling faculty with the district for 13 years serving students and faculty in the role of a counselor and Articulation Officer. From 1995 to 2001, my main function as a counselor was counseling students in the Science, Computer Science and Mathematics areas. Since 2001, I have been serving as the articulation officer for our college. As the articulation officer, I have: serve as an advocate for the transfer student and, through the articulation process, seek to ease the student's transition; manage and update campus articulation data; be a resource person for students, faculty and staff, and administration on transfer, curriculum, articulation and related matters; serve on campus and district committees and subcommittees (Technical Review and General Education subcommittees, Curriculum committee, and the District Wide Technical Review Group, DTRW). I've also work closely with the department chairs, deans, and the Office of the Executive Vice President (EVP) in providing documentation needed for proposed programs and certificates to be submitted to the California Community College State Chancellor's Office.

**Current Status and Perceived Needs**

As our student population continues to grow to nearly 16,000 students, more than half (65%) have indicated an education goal of transfer to a four-year university (statistics provided by Lisa Putnam, our institutional researcher earlier this week). With only 13 full-time counselors to serve 16,000 students, it is critical that current and accurate transfer information be readily available and accessible.

For the students whose educational goals include transferring to a California public institution, such as the California State University (CSU) or University of California (UC) the **Articulation System Stimulating Interinstitutional Student Transfer (ASSIST)** is available. ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. It's a massive and valuable resource for our students, staff and faculty to use as it displays articulation agreements between 110 California Community Colleges (CCC) with the California public four-year institutions (23 campuses of the CSU and 10 campuses of the UC). With appropriate counseling and careful planning using information available on ASSIST, a transfer student can efficiently transfer to a 4-year institution without the risk of losing credits.

As wonderful as it is, the ASSIST program does not provide and maintain articulation agreements for private, independent and out-of-state colleges/universities. This is a huge loss since in 2007, approximately 1/3 (37%) of our transfer students transferred to an independent, private and/or out-of-state college (2007-2008 MC catalog). For these students and their counselors, instead of log onto a website (like ASSIST) they now have to rely on getting the transfer information needed through catalogs and/or school websites. This process is time consuming and frustrating at times because the information is not readily available. Similarly, the Articulation Office at Moorpark College currently does not have an official website or central location to store these developed agreements from private and independent institutions. Hard copies of the agreements are stored in the Articulation Office (AA-106) and in some of the counselors' offices throughout the campus. Therefore, the need for creating a website and having the transfer information online is beneficial and efficient for students and counselors.

### **Proposal**

During my sabbatical, I would like to:

1. enroll and complete a Web Page Design course (CIS M30 or comparable) to acquire the computer technical skills needed to be able to design and create the Articulation website. I hope to take the course during the Fall semester prior so that I can begin the designing process of the website in early Spring of 2010.
  
2. Additionally to taking the course, I will be researching and making necessary contacts with at least five (5) California Community Colleges that have Articulation websites for the purpose of attaining ideas and determine content needed for the development of the website. The website would contain at least the following information:
  - an introduction to articulation - provide a definition and type of articulation agreements available
  - posting of current agreements that we have with private and independent schools in state and out-of-state.
  - provide links to all 76 Independent California College and Universities
  - provide link to ASSIST website for agreements to the public four-year institutions (CSU and UC).
  - links to important websites such as [www.calstate.edu](http://www.calstate.edu), [www.csumentor](http://www.csumentor), [www.uctransfer.org](http://www.uctransfer.org), [www.californiacolleges.edu](http://www.californiacolleges.edu), etc...
  - Resource page for our counselors
  
3. Finalize the design and begin to upload the information onto the website.

## **How will benefit from the project?**

### **1. Benefit to Faculty member**

Upon completion of the course work, I would have obtained the experience and skills needed to develop, create, and maintain a website, including my own faculty webpage. Secondly, having the website as the “central location” will make the articulation officer’s job more efficient and effective when updating and revising the agreements.

### **2. Benefit to Students**

The website will provide students immediate access to transfer information without having to be on campus. They will also have a better understanding of articulation and the benefit of having such agreements online and readily available.

### **3. Benefit to College**

One of the goals of the website is to provide accurate and up-to-date transfer information with efficiency. This is consistent with one of the college’s vision statement that “students who wish to transfer to four-year institutions will receive up-to-date and accurate information to facilitate transfer”.

For discipline faculty, the website will provide a better understanding and appreciation of how their course relate and can help prepare students for transfer. For the counseling faculty, it will provide a central, one-click/one-stop, online resource place where they can go when counseling a student regardless if the student is transferring to an in-state or out-of-state college or university. This will provide a well-organized and effective way of obtaining transfer information and articulation agreements. This will meet the counselors’ request for an online, “central location” of transfer information.

### **4. Benefit to District**

The website will provide a new resource of information to serve our students, especially online students who will not have to come on campus to obtain the information. Secondly, the district can take pride in having an articulation website at one of its campuses.

### **5. Feasibility of Implementation**

The website can be implemented immediately upon my return in the Fall semester.

## **Sabbatical Timeline**

Fall 2009

1. Enroll and complete a Web Page Design (CIS M30 or comparable) course.
2. Develop a template for the website

Spring 2009

1. Take survey of MC counseling faculty for the purpose of contribution to perceived needs of project. What kind of information do they want to see on the website?
2. Identify the 5 California Community College websites to be reviewed and gather information
3. Design and create a website for articulation.
4. Download and input transfer information and articulation agreements into the website.

Fall 2010

1. Provide documentation of coursework completed for the Web Page Design course in the form of academic transcripts.
2. Provide written summary of sabbatical project
3. Present the new website at a counseling meeting or in-service. Revise and change as necessary