

Articulation Officer White Paper  
Los Angeles Community College District Academic Senate  
Endorsed Fall 2019

## **Introduction**

The purpose of this document is to share and communicate to constituents and stakeholders, including college faculty and administrators, the roles and responsibilities of the college Articulation Officer (AO) within the district and across the state. Articulation Officers oversee the vital role of crafting and managing articulation agreements between our colleges and baccalaureate granting institutions such as the CSU and UC campuses. Transfer students rely on these articulation agreements to guide their selection of courses so that they align with requirements at their transfer destinations. As such, the AO provides direct and seamless roadmaps for our students to successfully transfer.

## **Definition of Articulation**

Articulation is the process by which community college courses are granted appropriate credit at CSU, UC, and private universities. Articulation refers specifically to baccalaureate-level courses, external exams, and credits comparable to, or acceptable in lieu of, particular course requirements at a receiving campus. Articulation is faculty and curriculum driven—specific to the community college, the receiving university and the particular major. We cannot determine that a course will satisfy transfer requirements based on the title alone, all of which is subject to the terms and conditions of the university conferring the degree. Successful articulation assures the college that the student has taken the appropriate courses, received the necessary instruction and preparation, and that similar outcomes can be supported.

## **Background**

Articulation between and among institutions of higher education is the foundation of the transfer process. Robust and clear articulation agreements at each of our colleges in the Los Angeles Community College District (LACCD) align with: 1) the District Mission to provide our students with an excellent education that prepares them to transfer to four-year institutions; and 2) the District Goal to help students attain their goals of certificate, degree completion, and transfer.

The Academic Senate for the California Community Colleges (ASCCC) endorsed the following resolutions supporting the critical role articulation has in successfully preparing our students for transfer:

- **ASCCC Resolution Number: 04.01 Fall 1992**  
Resolved that the Academic Senate for California Community Colleges encourage local senates to ensure that their articulation officer serve as a resource to the campus curriculum committee, and  
  
Resolved that the Academic Senate for California Community Colleges urge local senates to ensure that support of an Articulation Officer be a campus priority, including the support of the articulation function and clerical assistance
- **ASCCC Resolution Number: 04.01 Fall 1998**  
Resolved that the Academic Senate recommend to local senates that the positions of Articulation Officer and Transfer Center Director be faculty positions, and

Resolved that the Academic Senate urge local senates that the positions of Articulation Officer and Transfer Center Director be full-time or, in cases of smaller colleges, at least a fifty percent assignment.

Further, in Spring 2016, the ASCCC adopted the paper “Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates” which cites the importance of including the Articulation Office on the college Curriculum Committee: “The college articulation officer plays a critical role in assuring that curriculum development is not only done effectively but is also done in the best interests of the students (p.18)”

Additionally, in spring 2014 the California Community College Chancellor’s Office (CCCCO) in conjunction with the California Community College Transfer Center Directors published the *California Community College Transfer: Recommended Guidelines* report which emphasizes the critical role articulation plays in successfully preparing our students for transfer, explicitly citing Title 5 Section 51027 Transfer Centers Minimum Program Standards requiring districts to:

*Ensure the provision of academic planning for transfer, the development and utilization of transfer admission agreements with four-year institutions where available and as appropriate, and the development and utilization of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty and with four-year college and university personnel as available.*

### **The Roles and Responsibilities of the Articulation Officer**

The Articulation Officer at each college coordinates the process of faculty review that leads to the articulation of courses between institutions (e.g., general education, course-to course, major preparation, elective transferability). The Articulation Officer has a fundamental role that requires extensive subject matter training, highly developed communication skills, and the ability to facilitate and be well versed in every aspect of the articulation process at the college. This highly sensitive function requires the Articulation Officer to analyze, comprehend, and explain the nature of articulation issues to stakeholders and respective parties. There will be times when the Articulation Officer will be called upon to research, interpret, diffuse, communicate, mediate, and implement resolutions.

The AO at each campus provides the following functions on behalf of the colleges and district as a whole:

- **Serves as an advocate** for the transfer student through the articulation process and aims to ease the student’s transition.
- **Serves as a liaison and resource** for students, discipline faculty, administration, counseling and advising staff, curriculum staff, and transfer center staff regarding graduation, transfer and articulation related matters.

- **Trains and serves as a well-versed and knowledgeable authority** on relevant and governing materials such as LACCD Board Rules, LACCD Administrative Regulations, CSU Executive Orders, IGETC Standards, transfer guidelines and policies, state legislation, California Educational Codes.
- **Serves on appropriate college committees** such as Curriculum and Technical Review to provide insight, to receive and to disseminate information about proposed changes in college policy and curriculum per applicable guidelines, regulations and policies.
- **Coordinates and maintains each stage of the articulation process**, clearly communicating to instructional and counseling faculty responses and decisions from the CSU, UC and private universities (e.g., general education, course-to-course, major preparation, elective transferability, etc.).
- **Records, maintains and updates relevant college articulation data** and provides an annual summary of transfer-related curricular changes for both internal and external stake holders. Such data includes but is not limited to: course outlines for articulation purposes, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education-Breadth (CSUGE), the CSU baccalaureate lists, the University of California Transfer Course Agreements (UC TCA) lists, the California statewide Course Identification Numbering system (C-ID) and ASSIST which serves as the official repository of approved articulated courses among the CCC, CSU and UC systems.
- **Initiates and facilitates faculty-approved articulation agreements** between institutions of higher education including public, private, proprietary, and online four-year colleges and universities.
- **Supports and collaborates with the drafting, editing, presentation and production** of curricular documents including information in the catalog, schedules, course and program handouts, counseling materials, and web pages.
- **Serves as point of contact for other articulating institutions** responsible for accurately communicating, conveying and resolving the accuracy of information and concerns about that institution's curriculum to the faculty.
- **Collaborates, researches, interprets, mediates and helps remedy graduation requirements and transfer related** discrepancies, complaints or disagreements related to courses and requirements between students, faculty and instructional deans at both the home college and the receiving institutions.
- **Serves as the college liaison and supports** the college and the district's efforts regarding the LACCD SIS Degree Audit system regarding transfer and articulation (e.g., certificates of achievement, degrees, ADTs, IGETC and CSUGE audits.)

- **Serves as the college liaison** to the California Community Colleges Chancellor's Office (CCCCO) regarding the transferability and articulation attributes of courses and programs.
- **Supports the development of Associate Degrees for Transfer (ADTs)** such as working with appropriate faculty and disciplines in developing state approved Transfer Model Curriculum (TMC) and narratives.
- **Serves as the faculty designee to ensure that courses and external exams** (such as AP, IB and CLEP scores) conform to and fulfill the objectives set forth in the CSU GE Breadth and IGETC certification process. Such responsibility of a designee is reflected in IGETC Standards 2.0 and CSU Executive Order 1100.
- **Serves as the official college designee for the statewide Course Identification Numbering System (C-ID)** which includes reconciliation, updates and submission of all courses to C-ID for consideration; responsible for tracking, resolving and communicating course status to faculty and curriculum staff.
- **Collaborates with and supports the faculty, instructional deans and the Vice President of Instruction** with a) required two-year curriculum review and updates as required by the State Chancellor's Office; and b) required six-year curriculum review and updates as required by the State Chancellor's Office.
- **Serves as the college's official representative on the California Intersegmental Articulation Council (CIAC)** which is an organization representing the CCC, CSU and UC Articulation Officers whose mission is to facilitate the success of students between and among the systems of postsecondary education in California. The Council promotes the roles, functions and processes of articulation and its members by working with and advocating for the systemwide offices, statewide faculty senates and member institutions. To this end, Articulation Officers receive accurate and up-to-date articulation information including best practices throughout the state.

### **Conclusion**

The faculty Articulation Officer's curricular expertise on behalf of the college is undeniable. They serve as the college's liaison, researcher, and intermediary among the offices of academic affairs, student services, curriculum, and the academic departments with respect to specific courses and their salient curricular attributes in the transfer process to our baccalaureate granting institutions. Each college's ongoing commitment to articulation has a direct correlation to our students' ability to successfully meet their transfer goals.