AN AGREEMENT TO IMPLEMENT UCSB–SBCC
CONCURRENT ENROLLMENT AND EDUCATION PROGRAM

The Regents of the University of California, acting on behalf of the Santa Barbara campus (UCSB), and the Santa Barbara City College (SBCC), propose to implement a Concurrent Enrollment and Education Program (Program) intended to improve the articulation processes between UCSB and SBCC to the mutual benefit of both institutions and the Santa Barbara community.

This agreement between UCSB and SBCC sets forth the services to be provided and the responsibilities to be assumed by the parties.

UCSB and SBCC share a common interest in maintaining their respective student enrollment levels through cooperative efforts to facilitate the transfer function as a part of the traditional community college mission. A substantial flow of students from SBCC and UCSB currently exists; nevertheless, some students, including those from educationally or economically disadvantaged backgrounds, or those considered "non-traditional" for reasons of age or other factors, perceive barriers to their continuing higher education through the baccalaureate level. A successful cooperative articulation effort will better serve individual students as well as more effectively communicate opportunities for higher education to the Santa Barbara community generally.

I. Program Goals

A. Attract and motivate potential transfer students
to pursue their education through the baccalaureate level.

B. Improve the academic preparation, performance, and retention of SBCC students who transfer to UCSB.

C. Increase the transfer participation rate of SBCC students who are underrepresented or do not traditionally enroll at UCSB.

D. Further develop the articulation processes between UCSB and SBCC to open up higher education options to the community.

II. Program Elements

A. The admissions element of the program will be composed of outreach and admissions evaluation functions.

1. The outreach function will disseminate information about the Program to prospective participants enrolled at SBCC and in cooperation with the UCSB Office of Relations with Schools (ORS) and SBCC recruitment functions in the local high schools. Particular attention will be given to disadvantaged, underrepresented students who may benefit from the Program.

2. Applications for Program participation will be evaluated according to eligibility priorities established to limit and manage the number of students in the program. Those
priorities, in descending order, are:

a. Local area students who apply to UCSB, are deferred, and elect to attend SBCC, or local area students who enroll directly in SBCC to make up scholarship and/or subject matter deficiencies prior to attending UCSB.

b. Local students who are eligible but elect to attend SBCC prior to enrolling at UCSB.

c. Out of area students who apply to UCSB, are deferred and elect to attend SBCC to make up scholarship and/or subject matter deficiencies.

3. SBCC students who enroll in the Program and successfully complete the necessary academic and scholarship requirements will be accepted as students on the UCSB campus. Admission to specific majors and programs will be subject to enrollment conditions of these majors and programs.

B. Services

1. The service element of the Program is intended to provide assistance to students admitted to the Program and enrolled at SBCC. Initial services provided during the first year will include:

a. Orientation to the UCSB campus concerning
programs and services available to participating students, and a general introduction to University admissions policies and procedures.

b. Informational mailings from the Program and ORS-UCSB concerning academic requirements, new programs, and relevant orientation and admissions materials.

c. Academic advising from the Program office with regard to UCSB transfer admissions requirements.

d. UCSB campus student parking privileges at a special rate to be determined.

2. Followup services provided to students about to transfer to UCSB will include:

a. Continuation of informational mailings, library privileges, and academic advising.

b. Assistance with the completion of application procedures for admission to UCSB, financial aid, housing, etc.

c. Referrals to UCSB services and academic departments as appropriate.

C. Concurrent Enrollment at UCSB

1. Eligible Program students will be permitted to enroll in a maximum of three courses, no more than one per quarter, while enrolled in the Program at SBCC. Eligibility for concurrent
enrollment will be determined by the Program office based on evaluation of the following minimum criteria:

a. One year of participation in the Program.

b. Completion of 30 transferrable semester units with a minimum GPA equivalent to that which would make the student regularly admissible to the University.

c. Full-time enrollment at SBCC, inclusive of those units to be taken at UCSB.

d. Evidence of intention to transfer to UCSB on completion of lower division requirements at SBCC.

e. Exceptions may be granted upon approval of the Program Coordinator.

2. Upon application through the Program office and a determination that all of the eligibility requirements have been met, the students will be granted conditional admission to UCSB and assigned an Alpha number.

3. Program students enrolled in courses at UCSB shall be assessed the 50% Ed Fee collected from part-time students, which fee shall be paid to UCSB. SBCC shall provide Program students with all Reg Fee related services.

4. Admittants to the Program will receive pre-enrollment materials directly from UCSB;
upon their receipt, students will go to the
Program office for advising. Admitted stu-
dents will pre-enroll for their selected
courses through the Program office; on receipt
of the list of pre-enrollees, Alpha numbers,
and courses, the UCSB registrar will reserve
those spaces. Students may pre-enroll for
more than one course in the event they are
not admitted to their first choice. If no
pre-enrollment in a desired course is
achieved, students will be sent to open
registration with a copy of the approved
course list.

5. Program students will receive registration
materials by mail directly from UCSB. These
materials, along with the required class card,
will be filed with the Program office at the
end of the first week of classes. The Program
Coordinator will have responsibility for check-
ing and filing the packets for students con-
currently enrolled. This procedure will ensure
that students enroll in only one course from
the concurrent enrollment course list.

6. Program students who fail to attain at least
a "C" or "P" grade in a concurrent enrollment
course will have their participation in the
Program reviewed. No further courses may be
taken concurrently until an unsatisfactory or incomplete grade is made up.

7. All deadlines pertaining to changing grading options, dropping courses, etc., applicable to UCSB undergraduates will apply to concurrently enrolled Program students. Program participants are required to notify the Program office in the event of any change in their concurrent enrollment status.

8. Course grades will be assigned by the UCSB instructor and will become a permanent part of the student's SBCC transcript. Participants in the concurrent enrollment program will be required to authorize the UCSB Registrar to transmit grades and courses completed to SBCC.

9. The Program Coordinator will provide the colleges in which the students are concurrently enrolled at UCSB with notification of deficit load status of these students, in accordance with college directives. All other petitions to change grades, grading options and other academic administration matters pertaining to enrollment, and the associated fees, will be the responsibility of the concurrently enrolled Program student.

10. While concurrently enrolled, responsibility
for financial assistance, counseling, and other student services to be extended to Program students will remain with SBCC. However, students attending UCSB for the first time will be required to attend a University orientation seminar. Arrangements for special academic advising from the appropriate college or an academic department at UCSB will be made through the Program office at SBCC.

III. Program Administration

A. Responsibilities of UCSB:

1. Maintaining liaison with SBCC officials regarding articulation and changes in admissions and enrollment regulations and requirements.

2. Providing SBCC with a list of recommended courses each quarter for Program students in concurrent enrollment.

3. Developing and maintaining registration procedures and records associated with concurrent enrollment.

4. Hiring the Program Coordinator and maintaining the personnel employment and salary accounting records for the position. The university will pay one-half of the cost of salary and benefits.

5. Sharing responsibility for the hiring,
training, supervision, and evaluation of the Program Coordinator position through the Office of Relations with Schools.

6. Participating with SBCC in periodic administrative review of the Program and evaluation of the results for participating students.

B. Responsibilities of SBCC:

1. Maintaining liaison with UCSB officials regarding articulation and changes in curriculum and administrative procedures which may have an effect on the implementation of the Program.

2. Sharing responsibility for the hiring, training, supervision, and evaluation of the Program Coordinator position through the Coordinator of Student Development at SBCC.

3. Providing appropriate space, material, and clerical support at SBCC for the Program Coordinator position.

4. Transferring funds to UCSB on an agreed upon schedule in the amount of one-half of the cost of salary and benefits of the Program Coordinator position.

5. Maintaining academic and other records on students participating in the Program, including the certification of full-time enrollment of students participating in the Program.
6. Participating with UCSB in the periodic administrative review of the Program and the evaluation of its results for participating students.

IV. Program Staffing

A. Supervision (0.1 FTE)

1. Overall supervision of the Program will be provided jointly by the Coordinator, Student Development at SBCC and the Director of Admissions at UCSB.

   a. The Coordinator of Student Development will assure the integration of the Program Coordinator position and Program functions into the counseling and other related administrative activities of SBCC.

   b. The Director of Admissions at UCSB will assure that the Program Coordinator is trained and kept informed on matters related to articulation and admissions policy and that the position is integrated within the overall UCSB-ORS activities.

2. Evaluation of the Program Coordinator position will be primarily the responsibility of the UCSB Director of Admissions, who will consult with the SBCC Coordinator of Student Development.

B. Program Coordinator

1. UCSB classification will be "Senior Student
Affairs Officer," comprising 1.0 FTE for an 11 month position.

2. Responsibilities
   a. Developing and administering an outreach/recruitment program wherein potential transfer students at SBCC are identified early in their community college careers and, within the priority guidelines for eligibility, encouraging their participation in the Program.
   b. Evaluating applicants for Program participation generally, and determining the conditional admissions eligibility of applicants for the concurrent enrollment phase of the Program.

(1) Administering all phases of the concurrent enrollment program with UCSB, including facilitating admissions and registration processes, advising participants on course selection, referring participants to appropriate UCSB departments and service agencies, and maintaining concurrent information on concurrent enrollment requirements, regulations and procedures.

(2) Providing liaison between the Program
at SBCC and UCSB functions and departments affected by or directly involved in concurrent enrollment.

c. Taking a lead role in the articulation process between SBCC and UCSB, including:

(1) Acting as an advisor to SBCC students in course preparation for transfer to UCSB.

(2) Developing articulation publications that specify academic course preparation for majors at UCSB.

(3) Acting as liaison between academic departments at SBCC and UCSB concerning areas of mutual interest in the areas of course articulation and preparation levels.

d. Conducting special programs which facilitate the transfer process at SBCC and in conjunction with the University's orientation and ORS program.

e. Conducting and overseeing research related to the transfer function from SBCC to UCSB, including the performance of SBCC students to determine factors contributing to academic success, student service needs, and other academic and administrative factors which may positively contribute to
the SBCC-UCSB transfer relationship.

C. Support Staff (0.5 FTE)

1. Clerical support for the Coordinator and Program office will be primarily provided from within the current clerical resources of the SBCC Coordinator of Student Development.

2. The ORS-UCSB will provide additional support to the Program Coordinator in the generation of recruitment and articulation information materials.

3. Administrative support (overhead) in the form of salary administration and budget will be provided by the University.

V. Budget

A. Personnel:

1. Classification: Student Affairs Officer II ($1,755-$2,115), an eleven month appointment effective 8/82-6/83, 100% time.

2. One half of the cost of salary and benefits of the Program Coordinator position will be assured by SBCC and one half by UCSB.

B. Supplies and Expenses:

The cost of supplies and expenses to support the Program will be equally distributed between UCSB and SBCC.

VI. Evaluation

A. Program evaluation will be the responsibility of
the Program Coordinator in conjunction with the
UCSB Director of Student Affairs Research and the
SBCC Coordinator, Student Development. Evaluation
will include but not be limited to:

1. An annual administrative review and report of
   Program activities prepared at the end of each
   academic year.

2. An assessment of the impact of participation
   in the service and concurrent enrollment phases
   of the Program on SBCC preparation and UCSB
   academic performance levels. The initial
   assessment should occur as soon as adequate
   numbers of participants complete the Program,
   constituting a valid study population.

VII. The term of this agreement shall commence on the date of
this agreement and shall continue in full force and
effect thereafter until it is terminated by one year's
written notice from either party to the other.
Minor modifications to the processes described in the
document including granting of exceptions to policy
may occur with the written consent of both parties.

Date: 

(Edward E. Birch, UCSB) 8/3/82

Vice Chancellor

Date:

(Sandra MacDougall, SBCC) 8/9/82

-14-