



COLLABORATING FOR CLARITY: ARTICULATION OFFICERS AND EVALUATORS

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MiraCosta College and CACCRAO Region 9 & 10 Representative

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Diablo Valley College

INTRODUCTIONS



Kathy Rodriguez

- 5 Years - Director of Admissions and Records (MiraCosta)
- 11 Years - Evaluator (MiraCosta)
- 1 Year - Clerical Assistant, Evaluations (Southwestern)

Thao Pham

- 6 Years - Articulation Officer (Diablo Valley College)
- 4 Years - Program Coordinator and Advisor for Computer Science and Computer Science and Engineering (UC Davis)



OVERVIEW OF PRESENTATION

- Understand the distinct roles of Articulation Officers and Evaluators
- Clarify how the two functions intersect
- Promote consistent, student-centered decisions
- Strengthening collaboration to improve efficiency and accuracy
- Importance of creating a network

DISCLAIMER

This information is intended as guidance only to support consistent and informed evaluations. When questions arise or a determination is unclear, staff are encouraged to use available resources, including consulting with the articulation officer or reaching out to the listserv for additional perspective and shared practice.

ROLE OF THE ARTICULATION OFFICER

PRIMARY FOCUS

ARTICULATION AGREEMENTS

Develop and maintain articulation agreements (ASSIST, CSU/US, and private Institutions).

COURSE SUBMISSION

Submit courses for GE approval (Cal-GETC and local GE), major preparation, transferability lists (UC, CSU), and C-ID.

LIASON

Serve as a liason with Instructional Faculty, other colleges and universities, and system offices.

COMPLIANCE

Ensure compliance with statewide mandates (AB928, CCN, CPL), Title 5, and ADT updates.

Roles may vary by district.

ROLE OF THE ARTICULATION OFFICER

Articulation Officers at a Glance

- Faculty vs classified staff: 90% faculty vs 10% staff
- 51% full-time, 39% half, 10% less than half
- Of the faculty: 42% 10-month schedule, 30% on an 11-month schedule, and 27% on a 12 month
- 55% report to student services and 29% report to instruction
 - Most AOs are counselors, some are discipline faculty that teach in Sociology, Chemistry, Math, ESL, etc.

ROLE OF THE EVALUATOR

PRIMARY FOCUS

REVIEW AND EVALUATE

Review and evaluate transcripts (domestic and international) and coursework for degree and certificate completion.

INTERPRET AND APPLY

Use articulation rules, catalog rights, and degree audit logic to guide evaluations and decisions.

DETERMINE ELIGIBILITY

Determine transfer credit applicability and graduation eligibility.

VERIFY AND AWARD

Verify ADT eligibility and award degrees and certificates.

Roles may vary by district.

ROLE OF THE EVALUATOR

Resource to Counselors and Students

- Serve as a resource to counselors by providing clear guidance on degree requirements, general education, and transfer credit
- Support counselors with timely review of student records to inform accurate education planning
- Collaborate with counselors to resolve complex student scenarios and identify appropriate solutions
- Clarify policy, catalog rights, and degree audit questions to ensure consistent messaging to students

WHEN EVALUATORS SHOULD LOOP IN THE ARTICULATION OFFICER

- Course is no longer in ASSIST or listed on the school's GE pattern in the catalog.
- After consulting with colleagues, it is still unclear whether a private or out-of-state course meets the intent of a GE area.
- It is unclear whether a course can be applied to an ADT.

WHEN ARTICULATION OFFICERS SHOULD LOOP IN EVALUATORS

- Review significant changes to the GE standards
- Updates to ADT requirements
- Updates to GE courses, transferability approvals, and CID approvals

updates

COMMUNICATION WITH THE ARTICULATION OFFICER

- Use centralized tools to document decisions and enter clear, consistent notes.
- Do not rely on past practice alone; verify using ASSIST, TES, catalogs, and prior evaluations.
- Confirm information before escalating - check with your internal and external colleagues.
- Provide complete details when reaching out to minimize back-and-forth.
- Designate one person to communicate during escalation and prioritize only complex or unresolved cases through established channels.

BEST PRACTICES

ANNUAL UPDATES

Stay current with state regulations and catalog changes to ensure accurate and up-to-date evaluations. Update your Articulation Officer regarding new and departing staff.

CURRICULUM COMMITTEE

Participate in or attend Curriculum Committee meetings to stay informed on course approvals and changes; if unable to attend, review the agenda and meeting minutes.

CURRICULUM INSTITUTE

Attend at least once to gain a foundational understanding of how courses developed and how legislation, Title 5, and curriculum intersect.

SUBSCRIBE TO EVALUATOR LISTSERV

A screenshot of a web form titled "CCC-ADMISSIONS" is centered on the slide. The form is set against a background image of a snowy mountain range reflected in a frozen lake. The form includes a header with a logo and the text "CCC-ADMISSIONS" and "CCC Admissions & Records - Deans, Directors & Staff". Below this is a paragraph of instructions: "To subscribe or unsubscribe, enter your name and email address. You can also manage your subscriptions by logging in with your LISTSERV password." The form contains three input fields: "List Name:" with a dropdown menu showing "CCC-EVALUATORS CCC Trar" and an "Update" button; "Name:" with a text input field; and "Email Address:" with a text input field. At the bottom of the form is a reCAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. Below the reCAPTCHA are three buttons: "SUBSCRIBE", "UNSUBSCRIBE", and "UNSUBSCRIBE (ALL LISTS)". A yellow arrow points from the left towards the "List Name:" dropdown menu.

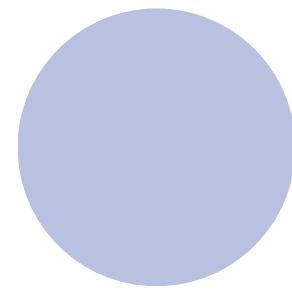
RESOURCES

- [Cal-GETC Standards Version 1.3 \(2025\)](#)
- [Older Versions](#)
- [Cal-GETC Standards, Policies, and Procedures Version 1.3 Summary of Substantial Changes](#)

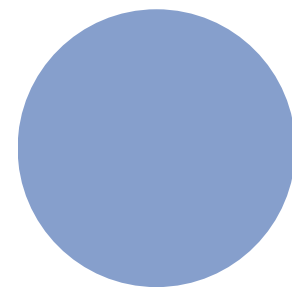
Guides

- [Guiding Notes for Cal-GETC Course Review](#)
- [2025 Annual GE Reviewers Training \(updated annually\)](#)

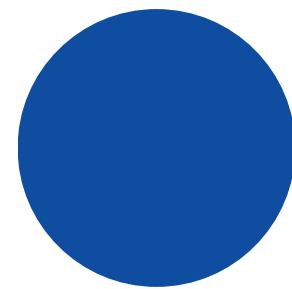
DISCUSSION AND QUESTIONS



Where do you see gaps in your current collaboration?



What would improve with collaboration?



Questions?

THANK YOU

