



West Valley - Mission

Community College District

Class Specification

Articulation Officer

Academic Position

Introduction

Articulation officers are members who are assigned a majority (i.e., 50% or more) of their time to college articulation duties or closely related activities. Primary responsibilities will include coordination of articulation functions between Mission or West Valley College and CSU, UC, private four-year institutions, out-of-state institutions, and other community colleges. The assignment includes coordination activities related to curriculum and curriculum development on campus and within the district and maintenance of files/documentation to assure compliance with all federal, state and local regulations that govern inter-segmental articulation of curriculum for transfer purposes. The assignment also includes working closely with Counseling faculty as well as with student support programs, Admissions & Records, instructional faculty, Academic Senate, administrators, and the global community as they relate to transfer regulations and policies. The duties of the articulation faculty consist of articulation related assignments and other responsibilities which are necessary for the effective and efficient operation of the College.

Duties and Responsibilities

Articulation officer duties and responsibilities are assigned in accordance with Article 17 and may consist of one or more of the following.

1. Maintain the college articulation programs, procedures and policies as dictated by the California Education Code; California State University (CSU) and University of California (UC) regulations and standards; and California Community College Chancellor's Office Guidelines and Standards.
2. Develop, coordinate and maintain a comprehensive articulation program with UC, CSU system, out-of-state, private universities and colleges, and liaise with the representative articulation staff of these institutions.
3. Develop, maintain and provide oversight of the college transfer credit, general education, and major preparation articulation programs such as University of California Transfer Course Agreement (UC TCA), Intersegmental General Education Transfer Curriculum (IGETC), California State University General Education Breadth (CSU GEB), Associate Degree for Transfer (ADT), University of California Transfer Pathways (UCTP), California General Education Transfer Curriculum (Cal-GETC), Course Identification Number (C-ID), and Common Course Numbering (CCN) in cooperation with other district articulation officers and curriculum representatives.
4. Provide oversight of the college course substitution process and serve as the liaison between the Records Office and instruction faculty regarding the use of external coursework and exams.
5. Provide consultation to the faculty, instructional deans, and other college representatives on course and program articulation issues, especially as related to the review, revision and development of courses with transfer preparation and articulation potential.
6. Regularly keep the College community, including the college's administrators informed of the status regarding articulation agreements, ADT, C-ID, CCN transfer agreements and MOUs with four-year public and private institutions.

7. Participate in the online curriculum review process in a timely manner and on college and district committees responsible for curriculum review and approval.
8. Maintain articulation/transfer files, prepare and disseminate curriculum and articulation reports as required by university and other collegiate organizations and systems.
9. Produce and maintain general education and major/curriculum guides to assist Counseling faculty and student support programs with accurately counseling/advising students.
10. Participate in college, district, regional and State articulation related activities and organizations to be informed of and to assure timely compliance with inter-segmental articulation changes and developments.
11. Provide training and support to the College community (evaluators, faculty, administrators and classified professionals) regarding CSU, UC, and appropriate statewide policies as they relate to transfer and articulation.
12. Update college documents on external exams such as AP, CLEP, and IB.
13. In order to stay current, attend Counseling department meetings as well as meetings and trainings conducted by the Office of Instruction, the statewide Academic Senate, the statewide Curriculum Committee, the California Intersegmental Articulation Council (CIAC), the Northern California Intersegmental Articulation Council (NCIAC), Region IV Articulation Council, ASSIST, C-ID and others where appropriate.
14. Provide academic, career and personal counseling on an appointment and drop-in basis.
15. Perform specialized work duties as necessary during registration periods.
16. Participate in program/service development activities.
17. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff and students.
18. Perform other duties as required for the department and/or college.
19. Articulation officers may also be assigned to teach one or more counseling courses during a term.
20. Articulation officers have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
21. Articulation officers who teach courses must comply with the same duties required of the instructors as outlined in their job description, including office hours in accordance with Articles 17 and 100.

In addition to the articulation related duties outlined above, members of the articulation faculty are required to perform institutional responsibilities as delineated in Articles 17 and 21.

EEO Category: Faculty