

**ALABAMA COMMISSION ON HIGHER EDUCATION**  
**Articulation and General Studies Committee**  
**President's Dining Room**  
**Jack Hopper Dining Hall**  
**Jacksonville State University**  
**August 25, 1994**

**MINUTES OF MEETING**

The Alabama Commission on Higher Education Articulation and General Studies Committee (AGSC) convened at 10:30 A.M. The meeting was called to order by Dr. Don Crump. The following members were present:

Dr. Don Crump, Chair	University of Alabama System
Dr. Bessie Jones	Alabama A&M University
Dr. Tom Osborne, Regional University Representative	University of North Alabama
Dr. Carol Daron, Alternate Member	Auburn University
Dr. Gerald Johnson	Auburn University
Dr. Joe Morris, Alternate Member for the Two-Year System	Jefferson State Community College
Dr. Roy Johnson	Southern Union State Community College
Dr. Gary Branch	Faulkner State Community College
Dr. Harold McGee, Regional University Representative	Jacksonville State University
Dr. Julius Brown, Alternate Member for the Two-Year System	Wallace State Community College/Selma
Dr. John Morrow	University of South Alabama
Dr. Alfred Smith, attending for Dr. Roosevelt Steptoe	Alabama State University
Dr. Larry Allen, Alternate Member	University of South Alabama
Mr. Keith Sessions, attending for Mr. William Conway	Director of STARS Project at Troy State University
Mr. Joey Holley, attending for Mr. William Conway	Director of STARS Project at Troy State University
Dr. Rod Britt, visitor	Southern Union State Community College
Dr. Henry Hector	Alabama Commission on Higher Education
Dr. Kitty C. Collier	Alabama Commission on Higher Education

After a welcome by Dr. McGee, a motion to approve the minutes of the July 14, 1994 meeting was made by Dr. R. Johnson and seconded by Dr. Jones with one change--the date to develop a statewide freshman and sophomore level general studies curriculum should be no later than 9/1/98, not 9/1/88.

Opening Remarks. Dr. Crump recognized the magnitude of the task facing the AGSC. He noted that each member comes from a common background in terms of being a part of higher education, but from different vantage points in terms of experiences in administrative roles or faculty roles. He expressed his view that the AGSC must do more than find out what neighboring states are doing and apply that situation to Alabama. Since the AGSC is expected to develop and make recommendations to the legislature with regard to a statewide freshmen and sophomore level general studies curriculum and articulation agreement, Dr. Crump believes it will be important to pay attention to the process for arriving at recommendations. He commented that several professional organizations could advise the AGSC including the Alabama Collegiate Registrars and Admissions Officers, Arts and Sciences Deans, and the Chief Academic Officers. Dr. Crump acknowledged the existence of variation in viewpoints of what the AGSC must achieve and how it should proceed, and expressed his hope that the committee could work together. Dr. Crump stated that while there needs to be a system which permits the student to make easy transition from one level or one institution to another, the AGSC must not fail to involve the people who will have to implement the system.

Dr. R. Johnson stated that the AGSC had three charges from the legislature: 1) By September 1, 1998, develop and adopt a statewide freshmen and sophomore level general studies curriculum to be taken at all colleges and universities; 2) By September 1, 1999, adopt a statewide articulation agreement for the transfer of credit from two-to four-year institutions; and 3) Examine the need for a uniform course numbering system, titles and descriptions. Also, he noted that the AGSC is charged to resolve articulation disputes.

Drs. Osborne and Crump observed that faculty should be involved in this process. Also, the AGSC needs to find out how transfer credit is handled at each institution and survey the calendars at each institution throughout the state.

Appointed Alternates. The legislation which created the AGSC establishes ten voting members appointed by different authorities and ex-officio members from the Commission and from the STARS Project. Some members would like to have alternates who could attend meetings and participate in deliberations should the appointed member not be able to attend. Dr. McGee and Dr. Osborne indicated that since they represent regional universities and were appointed by the Council of Presidents, they would have to ask the Council for direction on appointing alternates. If an appointing authority would like to designate an alternate, a letter should be provided before the next meeting.

Recommendations for Administrative and/or Parliamentary Procedures. Dr. R. Johnson presented recommendations (see attachment). A motion to approve these recommendations was made by Dr. R. Johnson, seconded by Dr. G. Johnson. After discussion, Dr. Morrow made a substitute motion to change the rule in #1 to Robert's Rules of Order, seconded by Dr. G. Johnson, with a clarification by Dr. McGee and Dr. Osborne that they could not address #3 until the Council of Presidents considers the item. Dr. R. Johnson made a motion to adopt rules as amended; Dr. Brown seconded. Motion was adopted unanimously.

Recommendation for Additional Officers. Dr. McGee suggested one additional officer, a vice chair from the educational sector other than the chair. He suggested that the AGSC accept the Commission's offer of secretarial support and fund management through the same account used by the Council of Presidents. After discussion, the AGSC agreed that the Vice Chair would not automatically move up to chair the following year, but could be elected as chair. Dr. McGee made this recommendation as a motion, seconded by Dr. R. Johnson. Motion was adopted unanimously. Dr. Branch was nominated for Vice Chair. A motion to accept the nomination was made by Dr. McGee, seconded by Dr. R. Johnson. Motion was adopted unanimously. A motion also was made by Dr. R. Johnson and seconded by Dr. Osborne that the Alabama Commission on Higher Education assume the responsibilities for the minutes and fund management for the articulation committee. Motion was adopted unanimously.

Proposed Calendar and Locations for 1994-95 Committee Meetings. Dr. Branch presented a proposed meeting schedule (see attachment). The November 25, 1994 meeting was changed to December 2. A motion was made by Dr. R. Johnson, seconded by Dr. Osborne, to adopt the tentative calendar with the understanding that revisions could be made if needed. Motion was adopted unanimously.

Update on STARS Project. Mr. Sessions presented an update report for Mr. Conway who was unable to attend the meeting. He distributed a status report on the STARS project (see attachment) which provided a brief outline of current activity. He said the STARS office collects whatever information is necessary to computerize the transfer guide, including catalogs, checksheets, and updated course directories. Mr. Sessions reported that the STARS office has completed and delivered the first draft of the transfer guides for revision to the following four-year schools: ASC, JSU, LU, TSU, TSM, TSD, UM, AUM, UAB. He said the STARS staff is currently working on the following institutions: UNA, USA, ASU, UA. The STARS staff has received information from AU and UAH but has not yet begun work on those institutions. A&M is the only institution which has not submitted a checksheet. In response to a question from Dr. Branch, Mr. Sessions replied that the time to enter information varies with institutions, but that it generally can be done in 2-3 weeks.

In a response to a question from Dr. R. Johnson, Mr. Sessions said the computer system has the capability to identify common core courses at the institutions. Dr. Crump suggested that the STARS office provide a demonstration at the next meeting.

Recommendation on Oversight of STARS Project. Dr. Collier gave a brief background on the advisory committee for the STARS Project envisioned by the Commission, and rationale for why the staff felt the AGSC could function appropriately in this oversight role. Dr. Jones made a motion that the Articulation & General Studies Committee assume the responsibility for the oversight of the STARS Project, seconded by Dr. Morrow. Dr. G. Johnson asked if the oversight responsibility would have to be addressed at each meeting. Dr. Hector reminded the group that Mr. Conway, the STARS Project Director, is an ex-officio member of the AGSC and will participate in all AGSC meetings. Motion was approved unanimously.

Results from National Survey of Articulation and General Studies Information. Dr. Hector presented a summary of the responses to the survey of SHEEO agencies received to date. Other responses are expected. AGSC members seemed most

interested in information from Florida and Georgia and discussed the possibility of having representatives make presentations at future meetings.

Discussion and Development of Committee Work Plan for 1994-95. Dr. Crump and AGSC members discussed several ideas for approaches to the Committee's work, including: 1) survey general studies requirements in Alabama institutions; 2) survey common course requirements in Alabama institutions; 3) invite Arts and Sciences Deans of four-year institutions to make a presentation to the AGSC; and 4) invite consultants from other states to make presentations describing the development and maintenance of their systems. The Commission staff agreed to send a request to all four-year and two-year institutions for a copy of their general studies requirements. Also, the AGSC will contact Georgia and Florida and arrange for representatives to attend the next two meetings to discuss in detail initiatives in those states. The Commission will evaluate its ability to pay consultant fees and travel costs for consultants. Initial contact will be made with Georgia for the September meeting, and Florida for the October meeting. If AGSC members would like other campus officials to hear these presentations, such as the Chief Academic Officer, they should bring them to the meetings. Once the AGSC has heard the presentations from the states of Georgia and Florida, it will evaluate the need for presentations from other states, such as Texas, and the next steps toward the goals.

Development of Proposed Budget. The AGSC agreed to ask the Governor's Office for \$20,000 to support its work:

Consultants from three states	\$10,000 (approx \$3,500 for each consultant)
Publication, Materials	5,000
Misc, Postage, etc.	5,000
Total	\$20,000

In response to a question from Mr. Sessions, Dr. Crump asked that Mr. Conway demonstrate the STARS Project at the September meeting.

The next meeting of the Committee is scheduled for September 30, 1994 at 10:30 A.M. at Alabama State University. The meeting was adjourned at 2:00 P.M.

Dr. Donald Crump, Chair  
University of Alabama System