

ALABAMA COMMISSION ON HIGHER EDUCATION
Articulation and General Studies Committee
Blue & Gray Room

Troy State University at Montgomery
July 14, 1994

MINUTES OF MEETING

The Alabama Commission on Higher Education Articulation and General studies Committee (AGSC) convened at 10:45 A.M. The meeting was called to order by Dr. Hector. Attendance was called and the following members were present:

Dr. Bessie Jones	Alabama A&M University
Dr. Roosevelt Steptoe	Alabama State University
Dr. Gerald Johnson	Auburn University
Dr. Donald Crump	University of Alabama
Dr. John Morrow	University of South Alabama
Dr. Harold McGee	Jacksonville State University
Dr. Thomas Osborne	University of North Alabama
Dr. Gary Branch	Faulkner State Community College
Dr. Roy Johnson	Southern Union State Community College
Dr. Joe Morris Alternate for Dr. Yvonne Kennedy	Bishop State Community College
Dr. Henry Hector	Commission on Higher Education
Mr. William Conway	Troy State University/STARS Project

Dr. Hector informed the group that the Commission on Higher Education put a tentative agenda together as a means of getting the AGSC started on general procedures. He gave an unofficial and non-legal interpretation of Act 202, but informed the group that his interpretation was not discussed with his staff attorney or any other attorneys and was a staff interpretation only. Dr. Hector then listed the following responsibilities of AGSC:

- Develop no later than 9/1/98 a statewide freshman and sophomore level general studies curriculum to be taken at all colleges and universities utilizing whatever resources and task forces it deems appropriate;
- Develop and adopt by 9/1/99 a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education;
- Examine the need for a uniform course numbering system, course titles, and descriptions; and
- Resolve problems in the administration or interpretation of the articulation agreement or the general studies curriculum. A majority decision of the committee shall be final and binding.

Dr. Hector noted that membership of the AGSC consists of representatives from 2 regional universities, 3 two-year colleges (1 black), 1 from AU, 1 from UAS, 1 from USA, 1 from ASU, 1 from AAMU, and the Executive Director of ACHE, and the STARS Director who are ex officio, and non-voting members.

Meetings must be held at least annually or at other times convened by the chair; and four-fifths of the membership is required to adopt the articulation agreement and general studies curriculum.

Dr. Hector then opened the floor for nominations for the election of chair. He reminded the committee that by statute the chair would rotate annually between a two-year and four-year representative. Dr. R. Johnson nominated Dr. Crump. A motion was made by Dr. McGee to close nominations. Dr. Crump was unanimously elected chair of the AGSC, and the meeting was then turned over to Dr. Crump.

Dr. Crump began by stating that the AGSC has a big task ahead which will take a great deal of time. In the first year, he said there would be much discussion and collection of background information. Dr. Crump then advised the AGSC that the agenda prepared by ACHE would be followed for the rest of the meeting.

ORGANIZATIONAL DETAILS

Sunshine Law. Dr. Hector explained to the Committee that ACHE's interpretation is that this meeting and all meetings of the AGSC are subject to the Sunshine Law. He informed the group that a notice of this meeting was sent to all press organizations and that the Commission will assume the responsibility of publicizing future meetings statewide.

Administrative Procedures. Dr. Hector stated that since the AGSC was created by an amendment to the ACHE statute, procedures may have to be filed in compliance with the Administrative Procedures Act. He asked for feedback from the AGSC on how it would like to proceed. Dr. McGee suggested that legal counsel be consulted for an opinion. Dr. R. Johnson suggested another approach would be that the AGSC adopt standard rules of order such as Masons and Roberts Rules as guides and use those to conduct the AGSC to alleviate time consulting with counsel and attorneys. Dr. Crump asked that Dr. R. Johnson assume the responsibility of making recommendations to the AGSC at its next meeting on administrative and parliamentary procedures. Committee members were asked to call or write Dr. Johnson with any recommendations they may have.

Bylaws. Dr. Hector referred to the agenda as to some items the AGSC may want to consider in developing bylaws. He asked whether Committee members would like to designate alternates with voting privileges, and the response was affirmative. Appointed designees will be named at a later date.

Officers. Dr. Hector told the AGSC that the Commission will provide secretarial support, and asked the if members desired to elect other officers such as a Vice-Chair, etc. Dr. Crump asked Dr. McGee to be responsible for making a recommendation on other officers which may be needed and suggested that the number be kept small since he envisioned that the AGSC may call on task forces to assist in its work.

Dues. Dr. Hector reminded the group that the Commission, as a state agency, cannot purchase meals or refreshments for the AGSC. He suggested that the AGSC might hold meetings around the state for visibility and to offer an opportunity for all members to host at least one meeting. Otherwise, Dr. Hector stated that if dues are paid through institutional foundations or accounts, a fund could be set up and monitored by ACHE, as is done with the Council of Presidents, to take care of details such as bringing in lunches, coffee, etc. on meeting dates. Dr. Steptoe stated that he was not in favor of dues. Dr. Crump suggested that meals, etc. be an institutional expense for the host institution. The Committee was in agreement.

Meeting Schedule. Dr. R. Johnson urged the Committee to work as expeditiously as possible on the deadline for submitting a report to the legislature. He stated that in his opinion, the Committee should not wait until the year the report is due to submit it to the legislature. Dr. Crump suggested that the Committee meet as often as necessary, preferably monthly, with a minimum of half day meetings. Members agreed that the host institution would provide a working lunch for the AGSC which may or

may not be dutch treat. The next meeting of the AGSC was scheduled for Thursday, August 25 at Jacksonville State University at 10:30 A.M. Dr. Crump asked Dr. Branch to be responsible for developing a rotation schedule and projected calendar. Committee members were asked to contact Dr. Branch and let him know the month they would like to host a meeting.

Legislative Mandate/Resources. Dr. Crump requested that the Commission staff provide the AGSC with models of articulation agreements and curricula information from the Georgia system. Dr. Branch suggested that models from Florida and Colorado could also be helpful. Dr. Hector agreed to survey SHEEO agencies and SREB for this information.

Development of a Work Plan. Dr. Crump then referred the Committee to Act 202 and reminded the group that the language in the Act enables the AGSC to consult and seek advice from other groups on the general studies curriculum and the statewide articulation agreement. He asked committee members to think about how they can involve the abilities, knowledge, and expertise of people in the state. He also referred to page 6, lines 7-9 in Act 202 and said that the examination of the need for a uniform course numbering system, course titles, and descriptions in no way obligates the AGSC to recommend anything. Dr. Crump suggested that the AGSC members come to the next meeting with a work plan/benchmarks or at least a timeline of the process which might be followed to achieve the goals.

STATUS REPORT-STATEWIDE ARTICULATION REPORTING SYSTEM (STARS)

Mr. Conway gave a brief report on the status of the STARS system. He stated that checksheets have been received from all but five of the four-year institutions. Dr. Branch asked for the names of the five institutions which had not provided the worksheets and requested that another update be provided at the August meeting. Mr. Conway also announced that computers are in all two-year institutions. Dr. Crump asked Committee members if there were questions regarding the STARS project and if they were comfortable with their knowledge of what the STARS project does and how it is used and accessed by students. Dr. Jones asked at what level of the institution the request for checksheet information was made. Mr. Conway responded that it was requested through the coordinator appointed by the President. He added that all institutions have been contacted and have designees to work on the project. Dr. Crump suggested that a demonstration of the STARS project be done at a future Committee meeting.

REPORT ON ARTICULATION COMMITTEE ASSUMING RESPONSIBILITY FOR MONITORING STARS PROJECT

Dr. Collier referred AGSC members to the ACHE Decision Item C.4 adopted by the Commission at the March 18, 1994 meeting. She informed the group that at the time staff was working on the STARS project description, it was not known whether the articulation legislation would pass. The Commission proceeded independently with the STARS project which included the establishment of the Statewide Articulation Advisory Committee. The responsibilities of this committee are listed on page 240 of the handout. Dr. Collier stated that the staff recommends that the AGSC assume the responsibilities initially proposed for the Statewide Articulation Committee. She noted that many of the responsibilities outlined for the committee are similar to responsibilities of the AGSC. If there are responsibilities that need to be changed, the staff would be willing to consider an amendment. The staff has not proceeded with the appointment of the STARS committee pending a decision as to whether or not the AGSC wants to function in that role. Dr. Crump asked Dr. Jones to prepare a recommendation for the next meeting on whether the AGSC should assume responsibility for the STARS project oversight.

OTHER. Dr. Hector referred the Committee to Knight v. Alabama on Remand. He stated that the AGSC has to at least be aware of the Appellate Court ruling which may have some affect on the its work. Dr. Hector informed the AGSC that a repository of Title VI documents are in the Commission office. He also referenced a Commission policy on general studies curriculum as a resource for the Committee.

Dr. Crump then gave an overview of what was to be brought back to the August meeting:

Dr. R. Johnson - Recommendations on Administrative Procedures

Dr. McGee - Recommendations on Appointment of Officers

Dr. Branch - Recommendations on Rotation Schedule of Meetings

Dr. Jones - Recommendations on Monitoring STARS Project

Dr. Hector - Collection of Articulation and General Studies Information from SHEEO Agencies/SREB

The next meeting of the Committee is scheduled for August 25, 1994 at 10:30 A.M. at Jacksonville State University. The meeting was adjourned at 12:20 P.M.

Dr. Donald Crump, Chair
University of Alabama