

STATE OF ALABAMA
Articulation and General Studies Committee
Alabama Center for Commerce
President's Conference Room
Department of Postsecondary Education
Montgomery, Alabama
November 14, 1997
10:00 A.M.

Minutes of Meeting

Committee members present:

Dr. Evelyn A. Ellis, Chair	Alabama A&M University
Dr. Joe Morris	Jefferson State Community College
Dr. Paul Parks	Auburn University
Dr. Linda Glaze, Alternate	Auburn University
Dr. James Yarbrough	University of Alabama
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Roy Johnson, Vice Chair	Southern Union Community College
Dr. Rod Britt, Alternate	Southern Union Community College
Dr. Larry Allen	University of South Alabama
Dr. Don Hines	University of West Alabama
Dr. Elizabeth C. French	Commission on Higher Education
Dr. James Kimbrough	STARS
Mr. Keith Sessions	STARS

Others present: Maryanne Ivey-UAB; Michael Neilson-UAB; Bert Slafter-ADPE; Ross Palmer-UA; Amy Ward-UA; Ed Roach-UWA; Jay Goldman-UAB; Barbara Sogrest- Southern Union; Janice Ingle- Southern Union; and Ada Long-UAB.

CALL TO ORDER	Meeting was called to order by Dr. Evelyn Ellis, Chair. Verification of quorum was made by voice roll call of members present. Dr. Bert Slafter welcomed everyone present.
APPROVAL OF MINUTES	Britt moved for the approval of the Minutes of October 9, 1997. Parks seconded. Minutes were approved with one correction.

DISCUSSION ITEMS

STARS Report. Holley presented the On-line Usage report (A copy is attached).

Course Proposal Procedure. Sessions (STARS) reported to the Committee that he and Morris met on the course proposal procedure. A manual will be developed which will include: 1) a list of discipline committee chairpersons and members; 2) procedures for replacing existing committee members; 3) procedures for submitting and resubmitting courses; 4) election procedures; and 5) a calendar of deadlines for submissions, revisions to existing courses, timetable of discipline committee meetings, and timetable for approval of courses by the AGSC. Sessions stated that the manual would be distributed to newly appointed Discipline Committee chairs. The manual will be presented at the next meeting of the AGSC.

Session also reported that he has notified all Discipline Committee chairpersons that their term of office ended in October, 1997. (A copy of correspondence is attached) A meeting of the new chairs will be held in December to discuss their roles and responsibilities.

Chief Academic Officers Ad Hoc Committee. Roach gave a report on the activities of the CAOs Ad Hoc Committee to date. The report included the Charge to the Technology Group, Web Page Committee Status Report, structure of the Liaison Deans and Chairs of Enhanced Discipline Committees, Key Events/ Dates, Key Target Dates, and an Overview of the Process for Achieving Area V Consensus. (A copy of the report is attached.) The next meeting of the Chief Academic Officers is scheduled for November 25, 1997.

Johnson stated that some Pre-Professional courses have already been recommended for adoption by the Deans. Due to the request of the CAOs, some Pre-Professional courses were tabled for adoption. Johnson stated that the AGSC agreed that the CAOs would reconvene the Pre-Professional Committees and bring recommendations back to the AGSC for action.

Roach stated that he was not sure which Pre-Professional Committees the Ad Hoc Committee needed to address. Nash and Parks agreed to provide Roach with the names of the committees. Roach stated that he would present this issue at the CAOs meeting on November 25. Roach will submit recommendations of the Pre-Professional Committees to the AGSC for action at the January meeting.

Allen stated that in an effort to assist committees in understanding their role and responsibility, a written charge should be developed and distributed to the Enhanced Discipline Committees and Deans.

DECISION ITEMS

Discipline Committee Recommendations. Sessions distributed an AGSC Approved Course List as of November 13, 1997 as well as a list of courses by Discipline Committees which were recommended for AGSC approval. (Copies are attached) After some discussion regarding fine arts courses and other courses that could be included in more than one category, Sessions stated that he will work on a system that will show the category in which courses are listed.

Britt suggested that another column be added to include the Area in which the course has been approved. Johnson moved for the approval of the course recommendations. Morris seconded. AGSC unanimously approved course recommendations.

Sessions will re-submit Area/Ethnic Studies Discipline Committee recommendations to the newly elected chair since only three members of that Committee were present to consider courses submitted.

Interdisciplinary/Honors/Innovative Course Recommendations. Britt reported that thirteen (13) courses had been submitted to the IHIC for approval. Twelve (12) courses were submitted by Auburn University and one (1) course submitted by the University of Alabama. Britt recommended that the thirteen (13) courses submitted be approved. (A list of the courses submitted is attached. Johnson moved for the approval of the courses submitted. Morris seconded. Committee unanimously approved.

Definition of Transient Student & Concurrent Enrollment. Parks distributed a draft of the definitions for Native, Transfer, and Transient Students and Concurrent Enrollment. After review and discussion by the Committee, Parks moved for the approval of the definitions with the addition of the statement, "These definitions apply to the guidelines provided for the Articulation and General Studies Agreement only." (A copy of the definitions with the additional statement is attached). Johnson seconded. AGSC unanimously approved definitions.

Procedure for Replacing Discipline Committee Chairs. Sessions reported that some Discipline Committee chairs have asked for clarification on their term of office. He stated that some chairs have not completed the two-year term and have been replaced by other people due to retirement and new jobs. Sessions suggested that the AGSC adopt guidelines for replacing chairs. After some discussion regarding institutions sending representatives to Discipline Committee meetings, the AGSC agreed that Sessions will develop guidelines to be included in the Discipline Committee manual. These guidelines will vest authority in the Chair of the Chief Academic Officers (CAOs) to replace members of the Discipline Committees for the four-year institutions and with Dr. Bert Slafter, ADPE, to replace members for the two-year institutions. Discipline Committee members who are no longer able to serve will notify Sessions by letter. Sessions will then notify the Chair of CAOs for a four-year member appointment and Slafter for a two-year member appointment. The Chair of the CAOs and Slafter have the authority to recommend a full new committee if Discipline Committees are not functioning at all.

Britt moved for the removal of tenure or tenure track faculty stipulation from the Discipline Committee Policy on Membership. Morris seconded. AGSC unanimously approved. Neilson presented the question of proxy voting. After some discussion, Hines moved that Discipline Committee members may vote by written proxy or by representative. Johnson seconded. AGSC unanimously approved a proxy vote. A written proxy will be developed and included in the manual prepared by Sessions.

Distribution of Minutes of Articulation Meetings. Nash suggested that the Minutes be posted on the STARS webpage. After some discussion the AGSC agreed that approved Minutes will be posted on the STARS webpage. Presidents, Deans of Instruction, and Chief Academic Officers will continue to receive copies of the approved Minutes by mail.

SCHEDULE OF FUTURE COMMITTEE MEETINGS

January 8, 1998	Department of Postsecondary Education
February 13, 1998	Department of Postsecondary Education

INFORMATION ITEMS DISTRIBUTED

1. AGSC Approved Course List as of November 13, 1997 (Sessions)
2. AGSC Voting Items/Discussion Items (Sessions)
3. Draft Definition of Native, Transfer, Transient Student (Curry)
4. On-line Usage Report (Holley)
5. Chief Academic Officers Ad Hoc Committee Report (Roach)

Meeting adjourned at 1:50 P.M.

Evelyn A. Ellis, Chair

Deborah Nettles, Recording Secretary