

STATE OF ALABAMA
Articulation and General Studies Committee
Department of Postsecondary Education
President's Conference Room
September 20, 2001
10:00 A.M.

MINUTES OF MEETING

Committee Members Present:

Dr. Bert Slafter, Vice-Chair	Department of Postsecondary Education
Dr. Linda Glaze	Auburn University
Dr. Rebekah Pindzola, Alternate	Auburn University
Dr. Barbara Jones, Alternate	Alabama A&M University
Dr. Sue Kirkpatrick	University of Alabama in Huntsville
Dr. Charles Nash, Alternate	The University of Alabama System
Dr. Judy Stout	University of South Alabama
Dr. Ed Roach	University of West Alabama
Dr. David Taylor, Alternate	University of West Alabama
Dr. Bill Means, Alternate	Jacksonville State University
Dr. Rod Britt	Southern Union Community College
Dr. Joe Morris	Jefferson State Community College
Dr. James Wade, Alternate	Northwest-Shoals Community College
Dr. Elizabeth C. French	Commission on Higher Education
Dr. James Kimbrough	STARS

Others present: Don Crump-SACS; Maria O'Neal-UAB; Peggy Wilds-HED; Maryanne Ivey-UAB; Jay Goldman-UAB; Shannon Nichols-STARS; and Joey Holley-STARS.

ADOPTION OF AGENDA	The agenda was adopted as distributed.
APPROVAL OF MINUTES	Britt moved for the approval of the July minutes with corrections. Wade seconded. Minutes were approved with corrections.

DECISION ITEMS

ACADEMIC COMMITTEES

Ratification of Templates. Nash presented the following institution specific revised templates from Auburn University for approval. He stated that the revisions allow Auburn to change Area III from a requirement of eight semester hours in Physics to a requirement of four semester hours in Physics and four semester hours in one natural science (copy attached - #3):

Interior Architecture (AU)
Architecture (AU)

After discussion and review, Kirkpatrick moved for approval. Morris seconded. Motion carried.

Nash presented the Communications Studies / Speech Communications template that the AGSC recommended to be returned to the Chief Academic Officers (CAOs) for review of the history sequence. The template was revised to reflect a requirement of a history sequence of two courses in Area IV not three.

Roach moved that the AGSC approve the template pending consideration and approval of the CAOs at their next meeting scheduled on September 21, 2001. Britt seconded. Template was conditionally approved.

Academic Committee course recommendations. Holley distributed the following previously approved course resubmission (copy attached - #5). He stated that the purpose of this resubmission is due to the fact that there is no signed documentation of the course on file at STARS.

PHY 120 Introduction to Physics

Morris moved that the records be updated to reflect the signed documentation of the course. Kirkpatrick seconded. Motion carried.

Area V web pages. Holley distributed a copy of the UAB transfer web page for Civil Engineering (copy attached - #6). He stated that Goldman (UAB) has brought to his attention that some institutions do not have a clear course outline for Area V.

Glaze stated that the common information for Area V is listed on the transfer guide. She stated that Area V web pages for the institutions include any additional hours required.

Holley asked the AGSC to advise him on the Alabama State University Area V web page. He stated that the Area V web page had not been developed. Slafter stated that he would contact ASU regarding the issue.

Transfer Guides. Britt stated that there are 26 transfer guides that are not complete on the STARS web site. He recommended that the CAOs be notified at their next meeting of the institutions that do not have guides.

Kimbrough stated that the STARS staff will work with the institutions to verify the guides that should be on the system.

DISCUSSION ITEMS

STARS Update & Usage Report. Nichols distributed copies of the STARS Usage reports by institution and by major for the months of July and August, 2001 (copies attached - #4). He stated that the four-year institution usage report was a combined report for July and August.

Assessment Project Update. Nash gave an overview of the goals of the Assessment project and introduced the Assessment project team (Don Crump, Coordinator; Maria O'Neal, and Peggy Wilds).

Crump, Coordinator of the AGSC Assessment Project, presented an overview of the Assessment and Evaluation Plan which included the goals of the evaluation, constituency groups targeted to survey, evaluation strategies, general timeline for completion, and targeted audiences to receive the assessment report (copy attached #1). He reminded AGSC members that suggestions are welcomed.

Survey Instruments. O'Neal, UAB Center for Educational Accountability, distributed survey instruments that will be used in the evaluation of the STARS database (copy attached - #2). Her report included the number of STARS database hits, a comparison of STARS database entries with institution enrollment, and recommendations for sampling (copy attached - #2a). O'Neal explained each survey instrument and asked for questions and suggestions from the AGSC.

There was discussion regarding hits from advisors from the two-year institutions, obtaining addresses for students targeted, and the number of responses received from the surveys.

Crump stated that the target date for completion of the surveys is the end of the Fall semester, 2001.

Focus Group Meetings. A schedule of the focus groups targeted and a draft of the interview and discussion guide was distributed (copy attached - #2c). Crump stated that the purpose of the focus group interviews is a follow up to the surveys in order to give consumers an opportunity to provide their views on problems they have encountered and to hear their suggestions about the STARS system.

Wilds presented the interview format and discussion guide to be used in the focus group meetings. The first meeting was targeted for October 10, 2001.

There was discussion regarding transportation of students to the focus group meetings. Britt-SUCC and Kirkpatrick-USA volunteered to assist with transportation. Nash suggested that instead of the students meeting at a central location for interviews and discussions, Wilds could travel to the institutions for the focus group meetings to negate students having to travel and request authorizations to miss classes.

After further discussion, the AGSC suggested that Wilds travel to the student focus group meetings and that out of the ten (10) focus groups budgeted, five (5) or more will be done with students. It was recommended also that students be asked at some point during the focus meetings whether or not they had lost credit when they transferred.

Telephone Interviews. Crump stated that he will be conducting telephone interviews beginning in late October with the Presidents and Chief Academic Officers (CAOs) regarding issues such as complaints

about transfer credit, faculty opinions on how the general studies curriculum is operating, communication with the AGSC, and an assessment of the impact of higher education in the state.

Timeline. Crump stated that the projected timeline for the draft of a final report is March, 2002. The Final Report will be prepared by April, 2002.

SCHEDULE OF FUTURE COMMITTEE MEETINGS.

November 14, 2001	Department of Postsecondary Education
January 15, 2002	Department of Postsecondary Education (Teleconference)

INFORMATION ITEMS DISTRIBUTED

1. Slide Presentation Assessment and Evaluation Plan (Crump)
2. Assessment Evaluation Data Collection Instruments (O'Neal/Wilds)
3. Templates for Ratification (Nash)
4. STARS Update and Usage Report (Nichols)
5. Academic Committee Course Recommendations (Holley)
6. UAB Transfer Page Civil Engineering (Holley)

The September 20, 2001 meeting of the AGSC adjourned at 12:30 P.M.

Bert Slafter, Vice-Chair

Deborah Nettles, Recording Secretary