

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Faulkner State Community College Gulf Shores Campus**  
**Culinary Arts Center**  
**July 15-16, 2004**  
**9:00 a.m.**

**MINUTES OF MEETING**

The July 15-16, 2004 work session of the Articulation and General Studies Committee (AGSC) began at 3:00 p.m. Members Present: Coker-USA, Newson-UNA, Jones-A&M, Houzer-A&M, Glaze-AU, Kirkpatrick-UAH, Britt-SUCC, Salatto-SUCC, Johnson-SUCC, Morris- JSCC, Meehan-JSU, Roach-TSU, Nash-UA System, White-ASU, Sessions-STARS, Nichols-STARS, and Holley-STARS. Others present: Osborne-UAB.

**AGSC/STARS Executive Director Annual Report.** Sessions presented a power point presentation of the 2003-04 Annual Report (copy attached - #1). The report included review and discussion of:

1. Recommendations from Evaluation Project 2002
2. 2003-04 Goals and Accomplishments
3. Communication with Institutional Points of Contact and Academic Committees
4. Program Publicity and Visibility
5. Website Improvements
6. STARS Usage Reports
7. Funding
8. Executive Director's MBO Plan for 2004-05 (Tabled until September meeting)

A .pdf copy of the Executive Director's Annual Report can be obtained from the AGSC/ STARS website under AGSC.

The July 15, 2004 work session was adjourned at 5:00 p.m.

All past chairs of the AGSC were presented with awards for their contributions to the AGSC:

Dr. Don Crump (UA)	1994-95
Dr. Joe Morris (JSCC)	1996
Dr. Evelyn Ellis (A&M)	1997-98
Dr. Roy Johnson (SUCC) (Currently Chancellor of ADPE)	1998-99
Dr. Ed Roach (UWA)	1999-2000
Dr. Rod Britt (SUCC)	2000-01

Dr. Michael Malone (TSUD) (Currently Executive Director of ACHE)	2001-02
Dr. Bert Slafter (ADPE, Currently retired)	2002
Dr. Linda Glaze (AU)	2002-2004

On July 16, 2004, Committee members meet from 8:30 a.m. – 9:00 a.m. in the following groups for work sessions:

1. Area V Pages/Pre-Professional Pages/Institution Specific Programs/Templates (Glaze, Johnson, Jones, Nichols)
2. Role of Academic Discipline Committees (Nash, Newson, Houzer, Britt)
3. Statewide Training Session for Academic Chairs and Points of Contact (Kirkpatrick, Sessions, Coker, Osborne)
4. Evaluation Strategies (Roach, Morris, White)
5. Publicity/Public Awareness (Meehan, French, Holley, Kennedy, Nettles)

Committee Members Present:

Ms. Susan Salatto, Chair	Southern Union Community College
Dr. Evelyn White	Alabama State University
Dr. Shirley Houzer	Alabama A&M University
Dr. Barbara Jones, Alternate	Alabama A&M University
Dr. Sue Kirkpatrick	University of Alabama in Huntsville
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Ed Roach	Troy State University
Dr. Roosevelt Newson, Alternate	University of North Alabama
Dr. William Meehan	Jacksonville State University
Dr. John Coker, Alternate	University of South Alabama
Dr. Rod Britt	Southern Union Community College
Ms. Linda Johnson, Alternate	Southern Union Community College
Dr. Yvonne Kennedy	Bishop State Community College
Dr. Joe Morris	Jefferson Davis Community College

Ex-Officio Members:

Dr. Elizabeth C. French, Alternate	Commission on Higher Education
Mr. Keith Sessions	Executive Director AGSC/STARS
Mr. Shannon Nichols	Alternate AGSC/STARS

STARS Staff present: Joey Holley

Others present: Dan Osborne-UAB

<b>CALL TO ORDER</b>	Meeting was called to order at 9:15 a.m. A quorum was determined by voice roll call of members present.
<b>ADOPTION OF AGENDA</b>	Meehan moved for the adoption of the agenda. Roach seconded. The agenda was adopted as mailed.
<b>APPROVAL OF MINUTES</b>	Meehan moved for the approval of the May 3, 2004 Minutes. Britt seconded. Minutes were approved with one correction.

## DECISION ITEMS

### ACADEMIC COMMITTEES

**Academic Committee Course Recommendations.** Holley presented ten course proposals recommended for approval for UAB by the Foreign Language Academic Committee (copies attached - #4).

After discussion, Morris moved for the approval of the Academic Committee recommendations with the exception of Foreign Cultures and Foreign Literatures in English Translation. Meehan seconded. Motion passed.

**Ratification of Templates.** Nash presented the following institution specific templates for ratification (copies attached #3):

- Family & Consumer Sciences (UM)
- Human Environmental Sciences (UNA)
- Sports and Fitness Management (TSU)
- Biomedical Engineering (UAB)
- Health Sciences (UAB)
- Nuclear Medicine Technology (UAB)
- Cytotechnology (UAB)
- Apparel and Textiles (UA)
- Consumer Sciences (UA)
- Dance (UA)
- Food and Nutrition (UA)
- General Studies in Human Environmental Sciences (UA)
- Human Development and Family Studies (UA)
- Restaurant and Hospitality Management (UA)
- Interior Design (UA)

Glaze reminded committee members that editorial changes to institution specific templates do not require AGSC approval. Only changes in Areas I through IV require approval of the AGSC.

Nash moved for the ratification of the UAB templates submitted. Roach seconded. Motion passed. All other templates (UA, TSU, UNA) were presented for information only.

There was discussion regarding options specified in Areas II and IV of the University of Montevallo template. Session will get clarification on whether the template should read “must take” instead of “should take” in Areas II and IV.

After discussion regarding institution specific templates with the same CIP codes, French moved that after the CIP codes have been updated, the STARS office provide a list of all institution specific templates to the AGSC in order to review each for commonality. Glaze seconded. Motion passed. STARS staff will provide the AGSC with a listing of these templates on or before the next AGSC meeting.

**Elementary/Early Childhood Education Template.** Sessions reported that after discussions with the Chair of the Education Academic Committee, it was the recommendation that the Elementary/Early Childhood template remain as one template with two CIP codes listed.

Sessions recommended that the AGSC accept the recommendation of the Education Academic Committee that a single template with two CIP codes be continued. AGSC Committee members agreed.

**AGSC Course Proposal Procedure.** There was discussion regarding syllabi and courses submitted to STARS for scanning. Sessions will be contacting the Institutional Points of Contact by email requesting that they send electronic copies of syllabi for each of their approved courses. Chief Academic Officers will also be notified of this request.

Britt stated that the two-year course syllabi have already been submitted. He requested that no courses be launched on the website until all four-year courses are scanned. Glaze moved that the STARS office request that the four-year institutions submit their approved course list by November 1, 2004. Kennedy seconded. Motion passed.

## **DISCUSSION ITEMS**

**STARS.** Nichols reported that the monthly usage reports and the annual usage reports were emailed to members and can be accessed from the STARS website (copies attached #2).

**AGSC Presentation to House and Senate Education Committees.** The STARS staff has communicated with Jimmy Holley, Senate Education Committee, and is currently working on plans to make an AGSC presentation to the House and Senate Education Committees. Dr. Yvonne Kennedy will assist.

### **AGSC 2004-2005 Meeting Schedule**

September 10, 2004	10:00 a.m.	ADPE
November 4, 2004	10:00 a.m.	Jacksonville State University
January 28, 2005	10:00 a.m.	ADPE
March 10, 2005	10:00 a.m.	ADPE

May 5, 2005	10:00 a.m.	University of Alabama in Huntsville
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Britt moved to commend STARS for their excellent work. Morris seconded. Motion passed.

## **INFORMATION ITEMS**

1. 2003-2004 Annual Report (Sessions)
2. STARS Usage Reports (Nichols)
3. Templates for Ratification (Nash)
4. Academic Committee Course Recommendations (Holley)

The July 15-16, 2004 meeting of the AGSC adjourned at 11:05 a.m.

Susan Salatto, Chair

Deborah Nettles, Recording Secretary