

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Department of Postsecondary Education**  
**President's Conference Room**  
**March 12, 2004**  
**12:00 noon**

**MINUTES OF MEETING**

Committee Members Present:

Dr. Linda Glaze, Chair	Auburn University
Dr. Rebekah Pindzola, Alternate	Auburn University
Dr. Shirley Houzer	Alabama A&M University
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. Susan Salatto, Alternate	Southern Union Community College
Mr. James Lowe, Alternate	Department of Postsecondary Education
Dr. Joe Morris	Jefferson State Community College
Ms. Linda Johnson, Alternate	Southern Union 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; and Robert Potts-UNA.

<b>CALL TO ORDER</b>	Meeting was called to order at 12:00 noon. A quorum was determined by voice roll call of members present.
<b>ANNOUNCEMENTS</b>	Glaze introduced Dr. Dan Osborne from the University of Alabama at Birmingham.

<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 January 22, 2004 Minutes. Roach seconded. Minutes were approved as amended.

## DECISION ITEMS

### ACADEMIC COMMITTEES

**Ratification of Templates.** Sessions reported that within the next few months he will be requesting that the Points of Contact review their institutional specific templates for accuracy.

The Education templates will be presented at the May meeting.

**General Studies Academic Committees (GSAC) and Pre-professional Academic Committees .** Sessions reported that GSAC and PAC members have been notified through the various institutional Points of Contact regarding their status as chair or vice-chair. Updates have been made on the web site to reflect changes and identify Committees in which chairs are needed (copy attached-#3). He requested that AGSC members recommend chairs.

Beginning in April, regional workshops are being planned for Huntsville, Mobile, Birmingham, and Montgomery for the chairs and vice-chairs of the Academic Committees.

**AGSC Course Proposal Procedure.** The following links have been added to the Course Proposal Procedures posted on the web site: 1) Approved Course Listings; and 2) Course Requirements and Guidelines (copy attached-#4).

The Course Proposal Form has also been revised so that course proposals can be filled in electronically. After discussion, Committee members agreed that another category should be added to the Course Proposal form: "Substantive Change to Approved Course."

Sessions stated that STARS is in the process of scanning all approved courses along with the proposal form and syllabus. Ultimately, an institution will be able to go to their approved course listings and access the course proposal and syllabus from the web site. The goal is that all course submissions will be processed electronically.

### Executive Director's Report

**Executive Director's MBO Plan 2003-04.** At the January 22, 2004 meeting of the AGSC, there was discussion regarding the impact of budget cuts on the AGSC/STARS goals and objectives for 2003-04. Sessions distributed revisions to the goals that were accepted by the AGSC (copy attached - #2).

**Pre-professional Programs.** Sessions reported that there are a number of students who don't understand academic requirements necessary to be accepted into certain pre-professional programs. He suggested that each institution create a link for these programs, i.e., Pre-Dentistry, Pre-Law, Pre-Medicine, Pre-Pharmacy, etc. which would take the student to the institutional Area V page for more information.

After discussion, Committee members agreed that the STARS office will develop a listing of these programs with appropriate links to institutional Area V pages. Committee members will have an opportunity to review the program listings before they are posted on the STARS web site.

**STARS.** Usage reports were sent to members by email (copies attached-#1). Each month, the Institutional Points of Contacts received reports in four different formats to make it easier for them to use in sending out recruitment letters and information packets.

Nash suggested that the AGSC provide the Commissioners of ACHE with information that captures the progress of the Articulation process. After some discussion, Committee members agreed that a STARS on-line presentation of the Articulation system be presented to the Commission in the near future.

**Publicity & Marketing.** STARS staff has visited various high schools, college campuses, workshops, and professional meetings distributing advertising material on the Articulation program. A copy of the schedule of visits to date is attached - #5. Pens distributed to students were given to AGSC members.

**AGSC July Meeting.** The July meeting of the AGSC has been scheduled for July 15-16, 2004 at Faulkner State Community College, Gulf Shores campus.

Britt recommended that the AGSC acknowledge the hospitality of President Branch and members of the Faulkner State Community College staff for the nine years they have hosted the summer two-day meeting. Committee members agreed that an award of appreciation be presented to Dr. Branch at the July meeting.

## **SCHEDULE OF FUTURE AGSC MEETINGS.**

May 3, 2004	10:00 a.m.	Postsecondary
July 15-16, 2004		Faulkner Community College Gulf Shores

## **INFORMATION ITEMS**

1. STARS Usage Reports (Nichols)
2. AGSC/STARS Executive Director MBO Plan (Sessions)
3. Update of GSAC and PAC Committee Chairs (Sessions)
4. Revised Course Proposal Procedure/Form (Sessions)
5. STARS Publicity & Marketing Schedule (Holley)

The March 12, 2004 meeting of the AGSC adjourned at 1:30 p.m.

Linda Glaze, Chair

Deborah Nettles, Recording Secretary