

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Department of Postsecondary Education**  
**President's Conference Room**  
**May 3, 2004**  
**12:00 noon**

**MINUTES OF MEETING**

Committee Members Present:

Dr. Linda Glaze, Chair	Auburn University
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. Judy Stout	University of South Alabama
Dr. Rod Britt	Southern Union Community College
Ms. Susan Salatto, Alternate	Southern Union Community College
Ms. Linda Johnson, Alternate	Southern Union Community College
Mr. James Lowe, Alternate	Department of Postsecondary Education

Ex-Officio Members:

Dr. Michael E. Malone	Commission on Higher Education
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; Alicia Taylor-ADPE; and Mike Moehler-UNA

<b>CALL TO ORDER</b>	Meeting was called to order at 10:00 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. Britt seconded. The agenda was adopted as mailed.
<b>APPROVAL OF MINUTES</b>	Kirkpatrick moved for the approval of the March 12, 2004 Minutes. Meehan seconded. Minutes were approved.

## DECISION ITEMS

### ACADEMIC COMMITTEES

Academic Committee Course Recommendations. Holley distributed four course proposals recommended for approval for Alabama A&M University from the following Academic Committee (copies attached-#2): 1) Astronomy, Physical Science & Physics.

After discussion, Britt moved for the approval of the Academic Committee recommendations with modifications. Newson seconded. AGSC unanimously approved.

Interdisciplinary/Honors/Innovative Committee Recommendations. Britt moved for the approval of Global Systems and Culture submitted by the University of Alabama in Huntsville (copy attached-#2). Newson seconded. AGSC unanimously approved.

Ratification of Templates. Nash presented the following templates recommended by the Education Pre-professional Academic Committee for ratification: Special Education (NCLB) and Elementary/Early Childhood Education (NCLB) (copies attached - #3).

After discussion of Area III Math requirements and the appropriate course numbering, Stout moved for approval of the Special Education (NCLB) and the Elementary/Early Childhood Education templates with clarification of Area V. Salatto seconded. AGSC unanimously approved. As soon as clarification is made, STARS will notify the Institutional Points of Contact to update their Area V web pages.

There was discussion regarding two separate templates for Elementary/ Early Childhood Education. The AGSC agreed to have two templates and that the STARS office will make the updates.

Distance Education Courses. Glaze informed the AGSC that AU uses a different numbering system to track distance education courses. For example, the distance education version of POLI 1090 is numbered POLI 1093. She asked for clarification as to whether or not similar courses should come before the AGSC before being forwarded to STARS.

After the discussion, the AGSC agreed that since the content of the coursework remains unchanged, the institutional delivery system of distance education courses does not require approval from the AGSC.

AGSC Course Proposal Procedure. The STARS office continues to scan courses and syllabi. Sessions reported that ultimately a user will be able to click on a course from the STARS website and view the approved course proposal form and syllabi. When completed, this mechanism will facilitate the course review process of the Academic and Pre-professional Committees.

Nash and Kirkpatrick suggested that updates to course syllabi that have been approved by AGSC should be first submitted to the Institutional Point of Contact and then sent to the appropriate Academic Discipline Committee for review and approval.

Taylor reported that ADPE is in the process of standardizing the two-year college course syllabi. Refinements will be submitted to STARS by the end of the month.

## **DISCUSSION ITEMS**

### **Executive Director's Report**

2004 Academic Committee Chair & Vice-Chair Workshops. Sessions reported that workshops have been held across the state during the past week. Stout, Kirkpatrick, and Glaze assisted in the workshops. The results of the workshops will be distributed at the July meeting.

Members of the AGSC who worked with Sessions suggested that CD training sessions be developed in the future.

Revised template procedure. Sessions presented an on-line demonstration of new informational links that have been added to the ratified templates basic link (copy attached-#4). The new links can be accessed through the STARS website by clicking on the Template Ratification process under AGSC.

Area V web pages. Nichols reported that as of May 2, 2004 all institutional web pages are up and running.

Pre-professional programs. Sessions is currently working with the Institutional Points of Contact in developing appropriate links to institutional Area V pages. Other links are also being developed to guide students to the appropriate information.

STARS. Usage reports for March and April, 2004 were emailed to members (copies attached-#1). Nichols requested that any questions regarding usage reports be directed to the STARS office.

Publicity and Marketing. Holley reported that STARS staff will continue to visit high school preview days beginning this fall. Presentations to new faculty and staff will also be given. The next presentation is scheduled in June to the Alabama Association of Collegiate Registrars and Admissions Officers (AACRAO). New brochures will be distributed at that meeting. Advertising will be done in the two-year student newspapers and class schedules.

Nash requested that STARS inquire as to whether STARS/AGSC can market its services by link from the web pages of other professional organizations such as the Alabama Science Teachers Association and the Alabama Counselors Association, etc. Holley will work on this request.

AGSC July Meeting. The meeting of the AGSC has been confirmed for July 15-16, 2004 at Faulkner State Community College, Gulf Shores campus. An agenda for the meeting will be emailed.

**AGSC Chair & Vice-Chair.** Ms. Susan Salatto will serve as the AGSC incoming Chair and Dr. Sue Kirkpatrick will serve as AGSC Vice-Chair.

**Comments.** Sessions thanked Dr. Glaze for her eighteen-month service as Chair of the AGSC. He stated that Dr. Glaze has made his job very easy and he is appreciative of all her work. A formal presentation will be made to her and former chairs of the AGSC at the July meeting.

**Other Issues.** Malone suggested that now is a good time for the AGSC to make an oral presentation to the House and Senate Education Committees. Sessions will work on plans for the presentation.

## **SCHEDULE OF FUTURE AGSC MEETINGS**

July 15-16, 2004	Faulkner Community College Gulf Shores
------------------	---

## **INFORMATION ITEMS**

1. STARS Usage Reports (Nichols)
2. Academic Committee Course Recommendations (Holley)
3. Templates for Ratification (Nash)
4. Updated Template Ratification Process (Sessions)

The May 3, 2004 meeting of the AGSC adjourned at 11:30 a.m.

Linda Glaze, Chair

Deborah Nettles, Recording Secretary