

STATE OF ALABAMA
Articulation and General Studies Committee
Troy University Montgomery Campus
Whitley Building
Civic Room – 1st Floor
March 10, 2005
10:00 a.m.

MINUTES OF MEETING

Committee Members Present:

Ms. Susan Salatto, Chair	Central Alabama Community College
Dr. Alfred Smith, Alternate	Alabama State University
Dr. Linda Glaze	Auburn University
Dr. Rebekah Pindzola, Alternate	Auburn 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. Vagn Hanson, Alternate	University of North Alabama
Dr. William Meehan	Jacksonville State University
Ms. Linda Johnson, Alternate	Southern Union Community College
Dr. Joe Morris	Jefferson State Community College
Dr. Rod Britt	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

Others present: Dan Osborn-UAB and Sue Wilson-UNA.

CALL TO ORDER	The meeting was called to order at 10:00 a.m. A quorum was determined by voice roll call of members present.
ADOPTION OF AGENDA	Glaze moved for the adoption of the agenda. Britt seconded. The agenda was adopted.

APPROVAL OF MINUTES	Meehan moved for the approval of the January 28, 2005 Minutes. Glaze seconded. Minutes were approved with corrections.
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DECISION ITEMS

ACADEMIC COMMITTEES

Academic Committee Course Recommendations. Sessions reported that two course proposals have been recommended for approval for UAB from the Foreign Language Academic Committee (copies attached - #2): 1) Introductory Intensive French; and 2) Introductory Intensive Spanish.

After some discussion, Glaze moved for approval of the Foreign Language Academic Committee recommendation. Morris seconded. Motion passed.

Ratification of Templates. Nash presented the following institution specific templates from AU: Fiber Engineering (AU only) and Textile Management and Technology (AU only) copies attached - #3). These templates replace the existing template: Textile Engineering, Textile Chemistry, and Textile Management & Technology.

After review, Kirkpatrick moved for the acceptance of the new templates. Britt seconded. Motion passed.

Academic Committees Review of Guidelines and Criteria. The Academic Discipline Committees have been asked to review the existing guidelines and criteria used in making course recommendations and submit their recommendations to Sessions (copy attached - #6).

The following committees have not yet reviewed their guidelines and criteria:

- Anthropology
- Foreign Languages
- Geography (Human Geography & Physical Geography)
- Interdisciplinary/Honors/Innovative
- Sociology
- Mathematics

Committee members voiced concerns as to whether the laboratory requirement in Chemistry was web-based or whether it included hands-on classroom experience. Sessions will contact the Chemistry Academic Committee to clarify the equivalency of contact hours for the laboratory.

Role of Academic Discipline Committees Nash presented a report of the subcommittee that met in July 2004 (Newson, Houzer, Britt, Nash). This subcommittee was charged with reviewing the current role of the Academic Discipline Committees and making recommendations. Nash's report included a number of suggestions as to how the role of the Committees could be expanded beyond their current role of responding to matters related to the approval and review of courses for the general studies curriculum. (copy attached -#9) These expanded activities would be voluntary and decided by each Academic Discipline Committee.

AGSC Committee members suggested that a calendar of meetings and professional development activities of the Academic Discipline Committees be developed by Sessions and posted on the STARS website.

Executive Director's Report

Institutional Specific Template Review. Updates continue on institutional specific template review for Alabama A&M and the University of South Alabama (copy of list of templates attached - #4)

AGSC Course Proposal Procedure: Electronic Copies of Approved Course Syllabi. At the January 28, 2005 meeting of the AGSC, Salatto appointed a subcommittee (Nash, Meehan, and Sessions) to develop a disclaimer to include on each syllabi that would reflect its current status with the institution (copy attached - #5).

Sessions and Meehan led the discussion on the proposed disclaimer. After one modification, the disclaimer will read as follows: *"Syllabi linked from courses posted here may or may not be actual course syllabi as of the date you reviewed them. They represent samples/examples of syllabi used by instructors for the course you selected and may or may not be the exact syllabus that will be used by your instructor. Sample syllabi will be reviewed and updated annually by the respective institution."*

Smith moved for approval. Britt seconded. Motion passed.

CIP Code Review. At the January 28, 2005 meeting, the AGSC requested that Sessions review the AGSC Minutes for a decision regarding the approval of institution specific templates with common CIP codes and program names.

Sessions indicated that the STARS staff went through the entire list of ratified templates and generated a listing of templates that were classified as institution specific but had common/similar names and/or CIP codes. Since AU is currently proposing changes to ACHE to the CIP codes for some of their programs, Sessions will revise the list after the ACHE meeting on March 11, 2005. A matrix will then be developed to show the similarities and differences between these institution specific templates.

Questions to the AGSC. Sessions received a question from a counselor regarding a student who received a transfer guide in 2004. The student has completed all coursework in the transfer guide including Area V courses. Since the time the student obtained the transfer guide, the department/college has added another science requirement for students in the major. Does the student have to fulfill the requirements of the degree as prescribed during the catalog year in which the transfer guide was received (2004) or does the student have to fulfill the requirements of the catalog year in which he/she transfers (2005)?

There was discussion regarding accreditation standards and requirements for native students. The AGSC decided that language in the Transfer Agreement should be revised (copy attached - #8).

After further discussion of Item 11 of the Transfer Agreement, Glaze moved that the last sentence of Item 11 become Item 12 to read as follows: *"Any changes made by an institution in its degree programs will affect the transfer student in the same manner as the students native to the university."* Meehan seconded. Motion passed.

STARS Usage Reports. Nichols stated that usage reports for January and February have been posted on the STARS website (copies attached -#1). The four-year usage reports for January and February have been revised to show the number of students who received guides. This report gives the institution an idea of how many students plan to transfer. STARS is in the process of developing a mechanism to filter out students who receive multiple guides.

An annual report will be developed for the July meeting that will show students planning to transfer to each four year institution broken down by major.

STARS Website address change. The new STARS address is <http://stars.troy.edu>. The old address will be active until May 1, 2005. Institutional Points of Contacts have been notified and asked to update transfer assistance pages and Area V pages.

AGSC Meeting Schedule. Sessions proposed that the AGSC meet quarterly. He will develop a proposed calendar for 2006 for AGSC review at the May meeting.

Schedule of Future AGSC Meetings

May 5, 2005	10:00 a.m.	University of Alabama in Huntsville
July 14-15, 2005	TBA	Faulkner Community College/Gulf Shores Campus

INFORMATION ITEMS

1. STARS Usage Report (Nichols)
2. Academic Committee Course Recommendations (Sessions)
3. Templates for Ratification (Nash)
4. Update on Institutional Specific Template Review (Sessions)
5. Disclaimer for Course Syllabi (Nash)
6. List of Responses to Academic Committee Guidelines and Criteria (Sessions)
7. List of Common/Similar Institutional Specific Templates (Sessions)
8. AGSC Transfer Agreement (Sessions)
9. Report of Subcommittee of Role of Academic Discipline Committees (Nash)

The March 10, 2005 meeting of the AGSC adjourned at 11:50 a.m.

Susan Salatto, Chair

Deborah Nettles, Recording Secretary