

STATE OF ALABAMA
Articulation and General Studies Committee
University of Alabama in Huntsville
Morton Hall
May 5, 2005
10:00 a.m.

MINUTES OF MEETING

Committee Members Present:

Ms. Susan Salatto, Chair	Central Alabama Community College
Ms. Danielle Kennedy Lamar, Alternate	Alabama State 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 Alabama in Huntsville
Dr. Charles Nash, Alternate	University of Alabama System
Dr. William Meehan	Jacksonville State University
Dr. Keith Harrison, Alternate	University of South Alabama
Ms. Linda Johnson, Alternate	Southern Union 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; Lew Radonovich-UAH; and Alicia Taylor-ADPE.

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	Meehan moved for the adoption of the agenda. Houzer seconded. The agenda was adopted.
ANNOUNCEMENTS	Dr. Lew Radonovich, Provost at UAH was introduced by Kirkpatrick. AGSC members were welcomed to the UAH campus.
APPROVAL OF MINUTES	Britt moved for the approval of the March 10, 2005 Minutes. Meehan seconded. Minutes were approved.

DECISION ITEMS

ACADEMIC COMMITTEES

Ratification of Templates. Sessions stated that there will be a good number of templates presented in July. The Education Academic Committee is in the process of revising the secondary education templates to comply with NCLB requirements.

The Chemistry Academic Committee was contacted by Sessions for clarification regarding courses that require laboratory experience and whether they are offered hands-on or via virtual labs (copy of email attached - #4). The following changes were proposed by the Chemistry Academic Committee to the Chemistry template: *"Courses must include a laboratory component that provides hands-on experience that emphasizes the scientific method. The lab must meet for at least 20 contact hours during the semester."*

After discussion, Meehan moved for approval of the Chemistry Academic Committee recommendation. Pindzola seconded. Motion passed.

Sessions will include a space on the Course Proposal Submission Form that would indicate whether the course requires a lab or whether the course is virtual.

The Committee decided that further information is needed regarding virtual laboratories and that a presentation given at the July meeting would be helpful. Nash agreed to research possibilities of virtual laboratory use among the four-year institutions and Britt and Taylor will poll the two-year institutions.

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.

The Mathematics Academic Committee forwarded to Sessions the results of their annual evaluation of the Mathematics curriculum (copy attached - #5). This evaluation included a review of the discipline committee guidelines, courses, and templates.

Role of Academic Discipline Committees Sessions stated that as a follow-up to the sub-committee recommendation from the March 10, 2005 AGSC meeting, the STARS office will add the following statement to the existing roles/ responsibilities of the Academic Committees (copy attached - #7): *"In addition to the established responsibilities, the AGSC would also encourage the academic committees to:*

- 1. Study, discuss, and keep in touch with changes in the field of study;*
- 2. Sponsor periodic professional development activities for faculty in the field;*
- 3. Create and maintain a communications network that provides for sharing and collaboration among faculty in different institutions; and*
- 4. Investigate and share information on research and good practices in the field.*

Britt moved for approval of the recommendation and that it be added to the STARS website. Meehan seconded. Motion passed.

Professional Development Activities of Academic Committees. AGSC members requested that Sessions poll the Academic Committees to find out if any of the committees were involved in active state professional organizations. A summary of findings is attached - #6. A calendar of these meetings was to be developed and posted on the STARS website.

Sessions stated that since there are a number of committees with an involvement in a variety of professional organizations, it will be difficult for the STARS office to develop an accurate calendar of the different meetings.

DISCUSSION ITEMS

Transfer Issues Dr. Dan Osborn-UAB contacted Sessions regarding clarification of transfer issues involving Bessemer State Technical College and Shelton State Community College.

Issue 1: Since Bessemer State just recently acquired candidacy status through accreditation, does UAB have to accept their courses?

Issue 2: UAB has accepted courses for transfer from Shelton State (ENG227, PHL100, EH226, and MTH128). There was difficulty obtaining syllabi for the courses, but to date, UAB has acquired all the course information and has forwarded the information to the schools for articulation. It appears that a general discussion related to the prevalence and nature of these courses would be in order.

AGSC Response: Acceptance of credit for courses is not an AGSC decision. It is totally up to the receiving institution. The same applies even if two technical schools decide to merge.

Executive Director's Report

Institutional Specific Template Review Updates and changes continue on institutional specific templates for Alabama A&M University and the University of South Alabama (copy of list of templates attached - #2)

AGSC Course Proposal Procedure: Electronic Copies of Approved Course Syllabi The course syllabi received to date has been posted on the STARS website. There are some that are still outstanding. Sessions emphasized that course syllabi should be reviewed carefully before submitting them to STARS. Course syllabi can be viewed by going to the AGSC Approved Course Listings page on the website.

CIP Code Review. A chart was distributed by Sessions of institution specific templates with common/similar CIP codes that compares the requirement content in Areas I-V for each institution. Committee members were asked to review the chart for similarities.

After discussion, the AGSC requested that Sessions send the chart to the Institutional Points of Contact to forward to the appropriate institutional representative for review. This issue will be discussed further at the July meeting.

STARS Usage Reports. Nichols reported that usage reports for March and April have been posted on the website (copies attached - #1). The reports continue to show the number of students requesting guides. The annual report will show students planning to transfer to each four year institution broken down by major.

FAQ Page Sessions requested that a sub-committee of the AGSC assist his office in the development of the Frequently Asked Questions Page which is currently under construction. The page includes links to the AGSC legislation, policy, approved courses, templates, etc. Committee members volunteered as follows:

Student & Advisors Section: Pindzola, Salatto, Johnson, Glaze

Faculty/Administration Section: Meehan, Britt

OTHER COMMENTS Sessions thanked Salatto for her work as Chair of the Articulation & General Studies Committee. She will be recognized formally at the July meeting. The incoming chair is Dr. Sue Kirkpatrick, Dean of Liberal Arts, UAH.

Schedule of Future AGSC Meetings

July 14-15, 2005	Faulkner Community College/Gulf Shores Campus
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INFORMATION ITEMS

1. STARS Usage Report (Nichols)
2. Update on Institutional Specific Template Review (Sessions)
3. Chart Comparison of Common/Similar Institutional Specific Templates (Sessions)
4. Chemistry Committee Academic Committee Report (Sessions)
5. Mathematics Committee Academic Committee Report (Sessions)
6. Academic Committees Professional Organizations Poll (Sessions)
7. Addition to Role of Academic Committees (Sessions/Nash)

The May 5, 2005 meeting of the AGSC adjourned at 12:00 noon

Susan Salatto, Chair

Deborah Nettles, Recording Secretary