

STATE OF ALABAMA
Articulation and General Studies Committee
Faulkner State Community College
Gulf Shores Campus
July 19-20, 2012

MINUTES OF MEETING

Planning Session
July 19, 2012 - 2:00 PM

The afternoon annual review and planning session of the Articulation and General Studies Committee (AGSC) was called to order by Dr. Kandis Steele at 2:10 p.m.

Dr. Gary Branch, President of Faulkner State Community College (FSCC), welcomed everyone to the Gulf Shores Campus. Dr. Branch briefly discussed his history on the committee. Dr. Branch served as the original co-chair of the AGSC and he helped in writing the legislation that created the AGSC/STARS Program. He thanked all those who have gone before and made the program the success it is today. Dr. Branch discussed the growth that Faulkner State has experienced over the last thirty years. FSCC now has over 5,000 students served by 3 different campuses in Baldwin County.

Dr. Sessions thanked Dr. Branch for hosting the meeting. Dr. Sessions mentioned that Deborah Nettles was not present to capture the minutes due to the death of her father. Dr. Sessions stated that we need to keep Deborah and her family in our prayers. As a result of Deborah's absence, the minutes of the meeting would be recorded and Dr. Sessions would work to type up the meetings for both the afternoon and morning meetings.

Dr. Sessions then asked each member and guests to introduce themselves so that everyone would be familiar with those in attendance.

2011-2012 Annual Review (Annual Report). A copy of the working draft of the Annual Report was distributed to Committee members for review (copy attached-#1).

Sessions summarized the report which included an update on the activities and accomplishments of the AGSC and the STARS office staff.

2012-2013 Budget Projections. There was a discussion regarding the budget and how it has been reduced by over 25% over the past 4-5 years. Dr. Sessions commended his staff for the work they have been able accomplish despite difficult cuts in the annual articulation budget. Dr. Sessions handed out a copy of the proposed budget for 2012-2013 for review (copy attached-#2).

Dr. Relihan asked what the 2% administrative fee to ACHE covered. Dr. French stated that the money was taken each year to cover accounting services, archiving services, and other costs associated with the oversight of the AGSC/STARS program and budget. She stated that a 2% fee is charged to all other contract programs that are covered under a line item within the ACHE budget.

Dr. Branch asked for a one page bullet summary prior to the next meeting on how the budget cuts have impacted the services of the STARS Program. Dr. Branch stated that he would discuss these cuts with contacts that he has in the legislature to see if any additional support can be garnered for future increases in funding.

Dr. Sessions stated that Dr. Schmidt and Troy University agreed to reduce indirect cost by 5% (from 31% down to 25.75%) in order to help the STARS staff meet the budget this year. Dr. Sessions stated that Troy University has always believed in this program and the benefits it brings to our state. Dr. Sessions thanked Dr. Schmidt and Troy University for their willingness to reduce the indirect costs charged by Troy University for this fiscal year.

AGSC/STARS Fact Sheet. A fact sheet was circulated on the impact of AGSC/STARS (copy attached-#6). A discussion followed. Dr. Steele and Dr. Branch both expressed the need to re-educate the members of the state legislature on the importance and continuation of this program. The committee agreed that the legislature needs to know that this program is vital to students and parents throughout our state. It not only facilitates the transfer of student credit, but it ultimately results in both time-savings and costs-savings to citizens of our state.

Dr. Branch stated that the AGSC should make sure the current legislators understand that the law they created and passed in 1994 is probably the "best piece of consumer legislation ever passed in the state of Alabama."

2011-2012 AGSC/STARS Accomplishments. Dr. Sessions continued the 2011-2012 annual review by discussing the accomplishments of AGSC and the STARS Program over the last year.

1. The AGSC continued to work with and support the STARS staff in an effort to maintain the program through difficult financial times.
2. The AGSC voted to discontinue the tri-annual review of previously approved courses. The AGSC will continue to review and approve new courses (those not previously approved by the AGSC).
3. The AGSC initiated a total review of the all discipline committee membership (GACs & PACs) to ensure each institution was represented where appropriate.
4. The AGSC established a new template review schedule. The GACs will conduct a bi-annual review of their templates. The PACs will conduct an annual review of their templates. All "institution only" templates will be reviewed annually.
5. The AGSC agreed to begin meeting three times per year (Fall, Spring, and Summer) rather than four-times per year as in the past. In doing so, the AGSC agreed that additional meetings could be scheduled as needed.
6. The STARS staff maintained and worked to improve the existing STARS website and transfer guide system. 2011-2012 STARS usage numbers dropped slightly from the previous year. This year 78,975 guides were obtained through the AGSC/STARS website.
7. The STARS staff has almost completed a comprehensive update and re-design of the AGSC/STARS website. The new site will launch during the fall of 2012. Until then, the current site will continue to serve students. The new site is currently in test mode.
8. The STARS staff launched a new voting method via the web for course proposals. Committee members now vote on courses through their web browser. This enables the STARS staff the opportunity to better track voting responses from committee members.

9. The STARS staff worked with the AGSC and the two-year and four-year institutions to update faculty membership on various discipline committees.
10. The STARS staff initiated the annual (and bi-annual) review of AGSC Ratified Templates for various program offerings for both the GACs and the PACs.
11. The STARS staff made campus/site visits/presentations to 15 two-year colleges in addition to campus/site visits to three four-year universities.
12. The STARS staff presented AGSC/STARS programs at in-state conferences (i.e. ALACRAO). Presentations (or provided reports) were also made to the Alabama Chief Academic Officers, the Council of Presidents, and the Alabama Commission on Higher Education.
13. The STARS Office sent out an electronic copy of the 2010-2011 AGSC/STARS Annual Report to the Governor's office and to all members of the Alabama Legislature.

Dr. Schmidt led a discussion about adding more data in the future that shows the reader of the annual report how much information (syllabi, templates, committee membership, etc.) is maintained and reviewed annually by the limited STARS staff under a limited budget. Dr. Relihan agreed along with others that this is something that would give more viability and weight to the importance of the program. Dr. Sessions agreed to do this in future reports.

Dr. Nash and Dr. Heinrich discussed the importance of re-emphasizing this program to the different presidents at both the two-year and four year- institutions. They both agreed that the AGSC needs to work together to influence legislators through gaining support from the current institution Presidents.

Dr. Branch stated that the two-year presidents also need to renew their commitment to AGSC/STARS that existed a few years ago. In the past, Presidents of the two-year institutions were evaluated, as part of their annual review, according to the number (percentage of) of guides obtained by their incoming students. He said that the use of STARS by the two-year institutions needs to continue to be a measure used by the Chancellor in the annual review of the Presidents at the two-year colleges.

AGSC/STARS 2012-13 Priorities. Following the annual review by Dr. Keith Sessions, the committee decided that the AGSC/STARS 2012-13 priorities should be as follows:

1. Strengthen communication with Presidents at both the two-year community colleges and the public universities in Alabama.
2. Increase AGSC publicity, communication, and re-education efforts across the state.
3. Complete the re-design of AGSC/STARS website during fall semester of 2012. Launch by January of 2013.
4. Improve online training opportunities for students through a new website.
5. Develop a one-page informational summary to send to legislators and other constituents.
6. Promote AGSC/STARS accomplishments through local news publications (focus on different regions of the state).
7. Continue to assess and improve the impact and effectiveness of AGSC/STARS.
8. Increase visibility of STARS on two-year and four-year campuses.
9. Continue template review and clean-up.

The Annual Report will be sent to various constituencies throughout the state.

The afternoon session was adjourned at 5:05 p.m.

MINUTES OF MEETING

Business Session July 20, 2012 - 8:00 AM

Committee Members Present:

Dr. Barbara Jones	Alabama A&M University
Dr. Constance Relihan	Auburn University
Mr. Dan Larocque, Alternate	Auburn University
Dr. Beth Bennett	University of Alabama
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Victoria Rivizzigno, Alternate	University of South Alabama
Dr. Mark Heinrich	Shelton State Community College
Dr. Amelia Pearson	Southern Union Community College
Dr. Kandis Steele, Chair	Department of Postsecondary Education
Dr. William Meehan	Jacksonville State University
Dr. John Schmidt, Vice-Chair	Troy University

Ex-Officio Members:

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

Committee Members Absent:

Dr. Lloyd Walker, Alternate	Alabama A&M University
Dr. Sharron Williams	Alabama State University
Dr. Alfred Smith, Alternate	Alabama State University
Dr. Keith Harrison	University of South Alabama
Dr. Richard Holland, Alternate	University of West Alabama
Dr. Mary Beth Armstrong	University of Montevallo
Dr. Gary Branch	Faulkner State Community College
Dr. Joe Morris	Jefferson State Community College
Dr. James Mitchell	Wallace Community College-Selma

CALL TO ORDER	The regular meeting of the Articulation and General Studies Committee was called to order at 8:35 a.m. A quorum was determined by roll call of members present.
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ADOPTION OF AGENDA	The agenda was adopted with the addition of discussion of the AGSC/STARS budget and 2012-2013 Vice-Chair election.
APPROVAL OF MINUTES	Heinrich moved for the approval of the March 2, 2012 Minutes. Relihan seconded. Minutes were approved.
RECOGNITIONS	Sessions introduced the three new members of the AGSC: Dr. Gary Branch, President - Faulkner State Community College, Mr. Daniel LaRocque, Assistant Dean for Academic Affairs in College of Liberal Arts - Auburn University, and Dr. Mary Beth Armstrong - Dean of the College of Arts and Sciences - University of Montevallo. Dr. Keith Harrison, University of South Alabama, was presented with an award in absentia for his service as Chair of the AGSC this past year.
ELECTION OF VICE-CHAIR	Dr. William Meehan nominated Dr. John Schmidt. Dr. Jones nominated Dr. Rivizzigno. Dr. Rivizzigno requested that she not be considered. She stated that she was in support of Dr. John Schmidt for the Vice-President. No other nominations were presented. Dr. John Schmidt, Senior Vice-Chancellor for Advancement and External Affairs - Troy University was elected vice-chair and chair-elect of the AGSC.

DECISION ITEMS

Executive Director's Report

AGSC/STARS Budget. Sessions presented the 2013 AGSC/STARS proposed budget (copy attached-#2). After discussion, Meehan moved to accept and Bennett seconded. After discussion, a vote was taken and the budget was approved.

STARS Usage Reports. Sessions reported that the usage reports can be found on the STARS website (copies of February-June, 2012 are attached-#5). Contact Shannon Nichols for requests of specific reports or new reports. Sessions also commented on annual usage as a follow-up to the previous day's annual review.

ACADEMIC COMMITTEES

Academic Committee Course Recommendations. Sessions presented the following course proposals recommended for approval by following General Studies Academic Committees (copies attached-#3):

HISTORY COMMITTEE:

- AUM - HIST 1060 - Western Civ to 1648 (3 SH) - The History Academic Committee recommended approval for Area IV. Meehan moved to accept. Bennett seconded. Motion passed.
- AUM - HIST 1070 - Western Civ since 1648 (3 SH) - The History Academic Committee recommended approval for Area IV. Meehan moved to accept. Bennett seconded. Motion passed.

IHI COMMITTEE:

- UNA - COM 133 - Cinema Appreciation (3 SH) - The IHI Academic Committee recommended approval for Area II at a previous AGSC meeting. The course was tabled. Additional information was requested regarding the technical nature of the course. The AGSC asked UNA to clarify the nature of the course topics. UNA responded in writing. Meehan moved to accept. Schmidt seconded. Motion passed - course approved.
- Marion Military Institute- LDR 101 - Introduction to Leadership (3 SH) - Schmidt moved for approval then later withdrew. Relihan and Jones agreed this course was not a traditional social science course. Schmidt stated that this is the type of course we need all students to take. Schmidt restated his motion to approve. Seconded by Bennett. After discussion, the vote was taken. Motion failed (6 'NO' votes to 2 'YES' votes) - Course not approved. All members agreed that the course is a "very good course" and that it would most likely be counted as elective credits if taken and transferred in our state.
- Marion Military Institute - LDR 201 - Value and Ethics for Strategic leaders (3 SH) Schmidt moved for approval then later withdrew. After lengthy discussion the AGSC members felt the course should be tabled and sent back to the sending institution for more information. Some of the discussion centered around the course being better suited as an ethics course in Area II. Motion was made by Meehan to table the course and send back for more information. Schmidt seconded. Motion passed.
Dr. Steele agreed to work with Dr. Sessions and Marion Military Institute to determine if course should be re-submitted.

Ratification of NEW Templates. Sessions presented the following "new" templates for ratification by the AGSC (copies attached-#4):

- Integrated Marketing Communications (BA/BS) UWA ONLY - Relihan moved to ratify. Jones seconded. Motion passed.
- Natural Resources Management AU ONLY- Bennett moved to ratify. Meehan seconded. Motion passed.
- Wildlife Ecology and Management AU ONLY- Schmidt moved to ratify. Meehan seconded. Motion passed.

Review of proposed updates and changes to EXISTING Templates. Sessions presented the following template changes and corrections for ratification by the AGSC (copies attached-#4):

The following template changes were discussed in depth and voted on for ratification. These all passed.

- Business - Relihan moved to ratify. Bennett seconded. Motion passed.
- Agricultural Business and Economics AU ONLY - Relihan moved to ratify. Bennett seconded. Motion passed.

- Fisheries and Allied Aquacultures AU ONLY - Rivizzigno moved to ratify. Bennett seconded. Motion passed.
- Public Administration AU ONLY - Rivizzigno moved to ratify. Bennett seconded. Motion passed.
- Emergency Management JSU ONLY - Jones moved to ratify. Bennett seconded. Meehan abstained. Motion passed.
- Engineering - Biomedical UAB ONLY - Rivizzigno moved to ratify. Schmidt seconded. Motion passed.
- Nuclear Medicine Technology UAB ONLY - Meehan moved to ratify. Schmidt seconded. Motion passed.
- Industrial Hygiene UNA ONLY - Meehan moved to ratify. Bennett seconded. Motion passed.

The following institution specific template changes were discussed in depth and the AGSC voted to table each of them until they could be reviewed for possible duplication and overlap among other institutions:

- Agronomy and Soils AU ONLY
- Apparel Merchandising Design and Production Mgt AU ONLY
- Health Services Administration AU ONLY
- Horticulture AU ONLY
- Hotel and Restaurant Management AU ONLY
- Human Development and Family Studies AU ONLY
- Interior Design AU ONLY
- Nutrition AU ONLY
- Poultry Science AU ONLY
- Exercise Science and Wellness JSU ONLY
- Recreation Leadership JSU ONLY
- Apparel and Textiles UA ONLY
- Consumer Sciences UA ONLY
- Food and Nutrition UA ONLY
- General Studies in Human and Environmental Sciences UA ONLY
- Human Development and Family Studies UA ONLY
- Interior Design UA ONLY
- Restaurant and Hospitality Management UA ONLY
- Health Care Management UAB ONLY
- Family and Consumer Sciences UM ONLY
- Health, Physical Education and Recreation UNA ONLY
- Human Environmental Sciences UNA ONLY

As a result of this discussion Relihan moved to table the templates until relative parties could come together to review or consolidate as needed. Pearson seconded. Motion passed.

Members of the AGSC and Dr. Sessions agreed that this part of the template process needed to be cleaned up and addressed before moving forward with changes. Dr. Sessions will attempt to work with various institutional representatives (selected by Points of Contact) to see what templates could be combined (if similar) to make one template rather than having multiple institution only templates that actually appear to be similar in title and cip codes and possibly requirements. Over the course of the

next 12 months, Dr. Sessions, with the help of Dr. Steele and Dr. Nash (and other AGSC members as needed), will work on cleaning up the institution specific templates.

Update on Meetings with Ad-Hoc Committees - Sessions stated that he and Dr. Nash met with the following two "ad-hoc" committees:

- Environment Science
- Liberal Arts/Studies

The Environmental Science committee is currently working on creating a common template for their programs to replace the multiple templates that are currently on the STARS System. This common template should come forward for ratification at the next AGSC meeting.

Update on J.F. Drake State Technical College Accreditation - Steele reported that Drake had recently received their SACS accreditation and would need to be added to the STARS System. Before adding Drake to the STARS System, the AGSC asked Steele to provide evidence that the State Board of Education has officially changed the role/scope of Drake State. Steele said she would check into this and provide documentation as soon as possible.

Discussion on Age of Transfer Courses - Sessions discussed the possible need to add a statement on the STARS Transfer Agreement that addresses the statute of limitations on the age of a course (in this case the age of transfer courses). After discussion, the AGSC agreed on the following statement:

"All transfer courses are to fall under the statute of limitation that is in place at the receiving institution at the time of student transfer. Receiving institutions should accept older credit taken by transfer students in the same manner that they accept older credit taken by their native students."

SCHEDULE OF FUTURE AGSC MEETINGS

October 5, 2012	10:00 am	Alabama College System Office
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INFORMATION ITEMS

1. AGSC/STARS Annual Report (Sessions)
2. AGSC/STARS Proposed Budget for 2012-2013 (Sessions)
3. AGSC/STARS Course Recommendations (Sessions)
4. Ratification of Templates (Sessions/Nash)
5. STARS Usage Reports (Sessions)
6. AGSC/STARS Fact Sheet (Sessions/Nash)

The July 20, 2012 meeting of the AGSC adjourned at 12:12 p.m.

Kandis Steele, Chair

Keith Sessions and Kandis Steele for Deborah Nettles, Recording Secretary