

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Lawson State Community College/Perry Ward Technology Building/Room 340**  
**July 25-26, 2016**

**MINUTES OF MEETING**

**Planning Session**  
**July 25, 2016 - 1:30 PM**

The planning session of the Articulation and General Studies Committee (AGSC) was called to order by Dr. Bruce Crawford at 1:30 p.m.

Members present: Dr. Barbara Jones, Dr. Sharron Williams, Dr. Charles Nash, Dr. Marsha Adams, Dr. Suzanne Ozment, Dr. Herbert Riedel, Dr. Constance Relihan, Dr. Eric Loomis, Dr. David Campbell, Dr. Hal Fulmer, and Dr. Bruce Crawford. STARS staff: Dr. Keith Sessions, Mr. Shannon Nichols. ACHE staff: Dr. Elizabeth French and Ms. Deborah Nettles

Others present: Dr. Yardley Bailey-UAS, Dr. Steve Katsinas, Mr. Michael Malley, Mr. Jake Warner, Mr. Lucas Adair, and Mr. James Dotherow-UA Education Policy Center.

AGSC/STARS Evaluation Report. Dr. Katinas and team members from the UA Education Policy Center gave an overview of the interim findings of the evaluation report. A copy of the interim report was distributed to members of the AGSC (copy attached - #1).

After questions and discussion of the interim findings of the evaluation report, AGSC members decided that a draft of the final report will be provided to members of the AGSC Evaluation Subcommittee on August 25, 2016.

Dr. Sessions suggested that the release of the final report be in mid-September considering payment to the Evaluation Team by September 30, 2016.

AGSC members also decided that an executive summary of the final report will be presented at the ACHE meeting on September 9, 2016.

It was further decided by AGSC members that there will be a meeting of the AGSC before the ACHE meeting on September 9th. This meeting will be decided in the business meeting of the AGSC on July 26, 2016.

The planning session was adjourned at 4:10 p.m.

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Lawson State Community College/Perry Ward Technology Building/Room 340**

**MINUTES OF MEETING**

**Business Session**  
**July 26, 2016 - 8:30 a.m.**

**Committee Members Present:**

Dr. Bruce Crawford, Chair	Lawson State Community College
Dr. Barbara Jones	Alabama A&M University
Dr. Sharron Herron-Williams	Alabama State University
Dr. Constance Relihan	Auburn University
Dr. Marsha Adams	University of Alabama in Huntsville
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Eric Loomis, Alternate	University of South Alabama
Dr. Hal Fulmer	Troy University
Dr. Suzanne Ozment, Alternate	University of Montevallo
Dr. David Campbell, Alternate	Northeast Alabama Community College
Dr. Herbert Riedel	L.B. Wallace Community College

**Ex-Officio Members:**

Dr. Keith Sessions, Executive Director	AGSC/STARS
Mr. Shannon Nichols	AGSC/STARS
Dr. Elizabeth C. French	ACHE
Gen. Paul Hankins	Alabama Independent Colleges

**Committee Members Absent:**

Dr. Juarine Stewart	Alabama A&M University
Dr. Charles Israel	Auburn University
Dr. Mary Coleman	University of South Alabama
Dr. Ken Tucker	University of West Alabama
Dr. Patricia Sims, Alternate	Athens State University
Dr. Gary Branch	Faulkner State Community College
Dr. James Mitchell, Alternate	Wallace Community College-Selma
Dr. Mark Heinrich, Alternate	Alabama Community College System

**Others Present:**

Dr. Yardley Bailey	University of Alabama System
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<b>CALL TO ORDER</b>	The regular meeting of the Articulation and General Studies Committee was called to order at 8:40 a.m. A quorum was determined by roll call of members present.
<b>ADOPTION OF AGENDA</b>	Dr. Fulmer moved for the adoption of the agenda with the addition of discussion on Advanced Placement credit. Dr. Riedel seconded. The agenda was adopted as amended.
<b>APPROVAL OF MINUTES</b>	Dr. Riedel moved for the approval of the April 21, 2016 minutes. Dr. Relihan seconded. Minutes were approved.
<b>NEWLY APPOINTED MEMBERS</b>	Dr. David Campbell, President, Northeast Alabama Community College, is the new representative appointed to the AGSC by the Alabama Community College System.
<b>ELECTION OF VICE-CHAIR</b>	Dr. Campbell moved to nominate Dr. Riedel as AGSC Vice-Chair for 2016-17. Dr. Williams seconded. There were no other nominations. Motion carried.
<b>RECOGNITION OF OUTGOING CHAIR</b>	<p>Dr. Keith Sessions presented Dr. Bruce Crawford, Vice President for Instructional Services, Lawson State Community College, with an award for his service as Chair of the AGSC.</p> <p>Dr. Crawford thanked the AGSC for allowing him to serve as chair. He stated that he has learned a lot and that it has been good working with the AGSC. He looks forward to continuing to serve on the committee.</p> <p>Dr. Sessions also recognized Dr. Barbara Jones and thanked her for 17 years as a committee member. Dr. Jones stated that being on the AGSC has been a very valuable experience for her and she has learned a lot. She stated that she has enjoyed working with the group.</p>
<b>COMMENTS FROM INCOMING CHAIR</b>	Dr. Ozment stated that she appreciates being able to serve as AGSC Chair and looks forward to the coming year. She stated that the AGSC may be meeting at least one more time in the fall since the evaluation may call for an intense workload. She thanked Dr. Crawford for his chairmanship and his ability to move meetings forward.

**DECISION ITEMS****Executive Director's Report**

AGSC/STARS Annual Report. This item was tabled until the completion of the Evaluation Report.

Dr. French reminded the AGSC that the AGSC/STARS Annual Report cannot be completed until certain issues are addressed from the recommendations of the Evaluation Report.

AGSC/STARS Goals & Priorities for 2016-17. This item was tabled until the completion of the Evaluation Report.

AGSC/STARS Budget. Dr. Sessions presented the 2016-17 budget (copy attached #3).

After lengthy discussion regarding the layout of the budget, Dr. Relihan moved to approve the budget with the correction of \$0 in the medical insurance line. Dr. Riedel seconded. Motion passed.

STARS Usage Reports. Nichols stated that usage is down, however; the unofficial usage is at its highest due to students browsing the system before getting an official guide. A copy of the June-July 2016 usage reports are attached - #2.

He stated that regular reports are available in addition to annual reports where usage is recorded by institution, month, and major.

Questions and/or requests regarding usage reports can be provided by contacting the STARS office.

AGSC/STARS Evaluation Report Timeline. The timeline for the draft of the final report was discussed further. The timeline was agreed upon as follows:

August 25, 2016 @ 10:00 a.m. Sutton Conference Room Commission on Higher Education	Meeting of the External Evaluation Subcommittee with Education Policy Center Team to discuss and provide feedback on the draft of the final report.
August 29, 2016	Deadline for circulation of a final report to all members of the AGSC Committee
September 1, 2016 @ 10:00 a.m. Sutton Conference Room Commission on Higher Education	AGSC Meeting to discuss the final report.
September 9, 2016 @ 10:00 a.m. Summary of the final report.	ACHE Meeting / Presentation of the Executive

## **ACADEMIC COMMITTEES**

Ratification of Templates. Drs. Sessions and Nash presented the following institution specific templates for ratification as recommended by the Chief Academic Officers (CAOs) (copies are attached-#4):

Jacksonville State University:  
Applied Manufacturing Engineering  
Applied Electronics Engineering  
Occupational Safety & Health Management

There was lengthy discussion regarding reducing the hours required in Areas I-IV to meet ABET requirements. There was also concern from AGSC members that caution should be taken in allowing various accreditation agencies to drive the general studies curriculum.

Dr. Ozment moved that the AGSC have more discussion on this issue and that the JSU templates be tabled for further clarification. Dr. Jones seconded. Motion passed.

Alabama State University  
Forensic Chemistry  
Forensic Biology

Dr. Relihan moved for ratification with the amendment of listing the correct title for course number 106 in Area V and course number 107 as Public Speaking. Dr. Ozment seconded. Motion passed.

University of South Alabama  
Instructional Design & Performance Improvement

Adams moved for ratification. Fulmer seconded. Motion passed.

University of Montevallo  
Environmental Studies, B.A. & B.S.

Dr. Jones moved for ratification with the amendment of adding the Biology sequence 103 and 104 in Area III and making the adjustment of an additional science if needed. Dr. Adams seconded. Motion passed.

There was discussion initiated by Dr. Nash regarding the signatures required on templates. It was revealed that institution only templates do not go to academic committees for approval. The current signature line requires a signature from either the Academic Committee Chair or the Department Chair from the institution.

Further discussion resulted in the following recommendations from AGSC members:

1. Templates include the total number of elective hours, total number of hours in the major, and the total number of hours to complete the degree. (*Dr. Ozment*)
2. That a subcommittee be appointed following the completion of the Evaluation Report to address issues related to the Academic Committees. Issues would include AGSC practices, forms required, etc. and made a priority in the AGSC Annual Report. (*Dr. Relihan*)
3. Consider AGSC approval of programs before they go to ACHE. (*Dr. Relihan*)
4. Incorporate "best practices" to be reviewed every five years. (*Dr. Adams*)

Reverse Transfer Update. Dr. Crawford reported that Dr. Russ Rothamer, Chief Academic Officer, Alabama Community College System (ACCS), is overseeing the reverse transfer project. A draft of the reverse transfer MOU was distributed to two-year and four-year institutions on May 31, 2016. Feedback on the draft has been incorporated and a new MOU will be distributed. Wednesday, September 14, 2016 is the tentative signing day of the MOU following the ACCS Board meeting. A copy of the MOU is attached #5. The National Clearinghouse will manage the system.

## **OTHER**

Advanced Placement (AP) Scores. Dr. Nash stated that some institutions in Alabama accept a score of 3 on advanced placement programs. Other institutions will only accept a score of 4 or 5. Since the acceptance of scores vary, the question to the AGSC is whether the AP score should be the same statewide.

Dr. Nash stated that he planned to add the subject of AP scores to the fall joint meeting of the Chief Academic Officers and the two-year instructional officers.

## **SCHEDULE OF FUTURE AGSC MEETINGS**

September 1, 2016	10:00 am	ACHE/Montgomery
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## **INFORMATION ITEMS**

1. AGSC/STARS Evaluation Report Interim Findings (UA Education Policy Center)
2. AGSC/STARS Usage Reports (Nichols)
3. AGSC/STARS Proposed Budget for 2016-2017 (Sessions)
4. AGSC/STARS Annual Report (Sessions)
5. Ratification of Templates (Nash/Sessions)
6. Reverse Transfer MOU (Crawford)

The July 26, 2016 meeting of the AGSC adjourned at 11:40 a.m.

Bruce Crawford, Chair

Deborah Nettles, Recording Secretary