

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**University of Montevallo**  
**November 17, 2016**

**MINUTES OF MEETING**

**Committee Members Present:**

Dr. Sharron Herron-Williams	Alabama State University
Dr. Anthony Overton	Alabama A&M University
Dr. Charles Israel, Alternate	Auburn University
Dr. Marsha Adams	University of Alabama in Huntsville
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Mary Coleman	University of South Alabama
Dr. Hal Fulmer	Troy University
Dr. Suzanne Ozment, Alternate	University of Montevallo
Dr. Patricia Sims, Alternate	Athens State University
Dr. Herbert Riedel	LB Wallace Community College
Dr. Russ Rothamer, Alternate	Alabama Community College System

**Ex-Officio Members:**

Dr. Keith Sessions, Executive Director	AGSC/STARS
Mr. Shannon Nichols	AGSC/STARS
Dr. Elizabeth C. French	ACHE

**Committee Members Absent:**

Dr. Constance Relihan	Auburn University
Dr. Eric Loomis, Alternate	University of South Alabama
Dr. Ken Tucker	University of West Alabama
Dr. Gary Branch	Faulkner State Community College
Dr. David Campbell, Alternate	Northeast Alabama Community College
Dr. James Mitchell, Alternate	Wallace Community College-Selma
Dr. Bruce Crawford	Lawson State Community College

**Others Present:**

Dr. Yardley Bailey, UAS; University of Montevallo students: Jessica Turberville, Justin Barrick, Kasawndra Covan; and Taylor Walker.

<b>CALL TO ORDER</b>	The regular meeting of the Articulation and General Studies Committee was called to order at 11:05 a.m. A quorum was determined by roll call of members present.
<b>Welcome &amp; Recognition of Guests</b>	Dr. Ozment welcomed the AGSC to the University of Montevallo. Those present introduced themselves.
<b>ADOPTION OF AGENDA</b>	The agenda was amended to add 1) interviews/comments from University of Montevallo transfer students; 2) Chairman's Report; and 3) report from Drs. Coleman and Fulmer on Area V updates.  Dr. Fulmer moved for adoption of the agenda as amended. Dr. Riedel seconded. The agenda was adopted as amended.
<b>APPROVAL OF MINUTES</b>	Dr. Riedel moved for approval of the October 3, 2016 minutes. Dr. Fulmer seconded. The minutes were approved.

**REPORT FROM THE CHAIR.** Dr. Ozment distributed a copy of the powerpoint presentation she presented to the Chief Academic Officers and the two-year Instructional Officers on October 5, 2016 (copy attached-#2). She suggested that this power point be given at the Commission meeting on December 9th.

After reviewing the powerpoint, AGSC members agreed that the presentation to the Commission be ten minutes and focus on whether or not the goals and objectives of the AGSC were met as well as the major goals and objectives for FY 2016-17.

**AGSC/STARS Budget FY 2016-17.** A revised budget was distributed (copy attached-#3). The revised budget reflected all carryover funds from 2015-16 and employee benefits were added to the salaries/professional line. Dr. Rothamer moved to approve the revised budget for FY 2016-17. Simms seconded. Motion passed.

It was suggested that the Budget Subcommittee (Drs. Williams, Riedel, Crawford, Ozment, French) meet with Dr. Sessions on budget issues and layout before each annual planning meeting. Items to be addressed would be the expenditure report from the previous year and a proposed budget for the coming year. Both items would be complete and presented at the AGSC annual planning meeting each year to provide clarity as to what is projected and expended.

It was noted from Dr. French that all line items in the Commission's budget require a Memorandum of Understanding (MOU) between the agency/institution and the Commission. Since the AGSC funds are a line item in the Commission's budget, the submission of an expenditure report of AGSC funds with the MOU is a part of the accounting required to release funds.

**AGSC/STARS Annual Report 2015-16.** Dr. Sessions presented the FY2015-16 Annual Report (copy attached-#4).

Dr. Coleman moved for approval of the Annual Report with minor corrections. Dr. Riedel seconded. Motion passed.

Dr. Nash suggested that in addition to the usual distribution to legislators, ACHE Commissioners, and Points of Contact that the AGSC Annual Report be sent to Chief Academic Officers and Student Affairs Officers.

**Approval of Courses and Ratification of Templates.** Drs. Sessions and Nash presented the following institution specific template as recommended by the Chief Academic Officers (copy attached-#1):

Rehabilitation (Non-Certification Program)-TU

Dr. Nash stated that there is a similar program offered at Alabama State University. It was suggested that the template be tabled until Troy University and Alabama State representatives meet to determine if this could be one template.

Dr. Adams moved that the template be tabled. Dr. Williams seconded. Motion passed.

## **Updates on AGSC/STARS Goals & Priorities 2016-17**

The following actions were taken on AGSC/STARS goals and priorities for 2016-17:

1. *Goal A. Refine the protocols for resolution of student complaint and develop process for presenting findings to the AGSC periodically as information items*

Dr. Sessions reported that a form has been created on the STARS website that can be completed for problems and/or questions. He stated that he responded to a submission from a high school counselor regarding dual enrollment (copy attached-#5).

2. *Goal B. Implement opportunities for student engagement*

During the lunch period, four University of Montevallo students shared with the AGSC their experiences in using the STARS system to transfer. The Advisor and Executive Director for Academic Success at the University of Montevallo was also present.

AGSC members found the session with the students informative and extremely valuable. Dr. Nash alerted the AGSC that one of the student comments dealt with the ability to crosswalk courses that were equivalent from two-year to four-year. He stated that efforts should be made to make sure this crosswalk is easily accessible to students. Dr. Sessions stated that a link could be put on the STARS guide to assist with this.

Dr. Sessions reported that as presented at today's meeting, student focus groups will continue. In addition, an online survey will be sent to students who received guides approximately two years ago to get feedback on transfer.

3. *Goal C. Improve STARS web-based services on mobile platforms*

Dr. Sessions reported that the STARS staff is continuing its work on improving mobile friendly access to STARS

#### 4. *Goal D. Area V Concerns*

##### *Area V Subcommittee Report (Relihan, Coleman, Fulmer, Williams)*

Drs. Coleman and Fulmer reported that a lot of variance exists on institutional Area V web pages in terms of content and presentation. Several issues were uncovered by the Subcommittee's review:

- Some Area V pages directed users to the school catalog, which was loaded with more courses;
- Discrepancies in course equivalencies were excessive in the elective choices particularly with two-year institutions; and
- An increased number of course substitutions is occurring in order to accommodate for the irregularities in Area V

Based on the issues found, the Subcommittee decided to consider a consistent template for Area V pages among all institutions and have some assurances for updating to include the development of a set of best practices for Area V pages.

Dr. Sessions stated that the STARS suggested an Area V template a few years ago that included a URL. Some institutions followed the template, some didn't. Mr. Nichols will send Dr. Relihan a copy of that template.

#### 5. *Goal E. Evaluate the current structure of the General Studies Academic Committees and the Pre-Professional Academic Committees to make recommendations for improvement*

This item is being addressed by the Area V subcommittee and is currently in the preliminary phase.

## **STARS Operations**

Dr. Sessions informed the AGSC that he and Mr. Nichols met with administrators, advisors, and counselors at the University of Montevallo before the Articulation meeting. A power point was presented to the group on how to use STARS and its benefits.

He stated that since the meeting was a success, it may be a good idea to make this presentation when Articulation meetings are held on any school campus. He thanked Dr. Ozment and the University of Montevallo for the opportunity.

Usage Reports. Dr. Sessions stated that the usual reports are available on the STARS website. A copy of the October/November 2016 reports are attached-#6. Any special reports can be requested through the STARS office.

## **OTHER**

Dr. French suggested that a report from the AGSC/STARS Executive Director be added to each agenda.

Dr. Ozment encouraged two-year system attendance at AGSC meetings. Dr. Rothamer stated that he would work with the Chancellor regarding this issue.

## **SCHEDULE OF FUTURE AGSC MEETINGS**

March, 2017 TBA	Auburn University
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## **INFORMATION ITEMS**

1. Ratification of Templates (Nash/Sessions)
2. AGSC/STARS Annual Report PowerPoint (Ozment)
3. AGSC/STARS Proposed Budget FY2016-17 (Sessions)
4. AGSC/STARS Annual Report FY2015-16 (Sessions)
5. Email enquiry from high school counselor (Sessions)
6. STARS Usage Reports (Nichols/Sessions)

The November 17, 2016 meeting of the AGSC adjourned at 1:45 p.m.

Suzanne Ozment, Chair

Deborah Nettles, Recording Secretary