

STATE OF ALABAMA
Articulation and General Studies Committee
Auburn University
College of Liberal Arts Dean's Conference Room
March 22, 2017

MINUTES OF MEETING

Committee Members Present:

Dr. Pamela Arrington, Alternate	Alabama A&M University
Dr. Constance Relihan	Auburn University
Dr. Charles Israel, Alternate	Auburn University
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. Bruce Crawford	Lawson State Community College
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. Sharron Herron-Williams	Alabama State University
Dr. Marsha Adams	University of Alabama in Huntsville
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

Others Present:

Dr. Yardley Bailey, UAS; Auburn University staff: Taylor Kawin, Amber Baldrige, Bob Karcher, and Jack Feminella.

CALL TO ORDER	The regular meeting of the Articulation and General Studies Committee was called to order at 10:17 a.m. A quorum was determined by roll call of members present.
Welcome & Recognition of Guests	Dr. Relihan welcomed the AGSC to Auburn University. Those present introduced themselves.
ADOPTION OF AGENDA	Dr. Fulmer moved for adoption of the agenda. Dr. Nash seconded. The agenda was approved.
APPROVAL OF MINUTES	Dr. Crawford moved for approval of the November 17, 2016 minutes. Dr. Fulmer seconded. The minutes were approved.
REPORT FROM THE CHAIR	Dr. Ozment reported that she has participated in at least one of the conference calls held by the Area V Subcommittee. She also worked on several drafts of the AGSC Bylaws.

EXECUTIVE DIRECTOR'S REPORT

Dr. Sessions distributed to AGSC members a written report of activities which addressed publicity, website updates, online training videos, campus visits/presentations, and student complaint issues. A copy is attached- #1. Dr. Sessions also reported that over 350 copies of the 2015-2016 Annual Report were disseminated across the state. The packets included a brochure, postcard, bookmark and a thank you note.

There was discussion regarding Item #1 (Publicity) in the Executive Director's report. AGSC members suggested that the report include a projection of site visits planned for the month/quarter. Dr. Sessions stated that a link to the schedule of visits could be placed on the STARS website.

There was discussion regarding Item #3 (Online training videos) in the report. Dr. Crawford suggested investigating the SCREEN CAST video system used by the two-year system to train faculty and staff. He stated that the system is very cost effective.

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 complaints and develop process for presenting findings to the AGSC periodically as information items*

Dr. Sessions reported the following student complaints:

- During Christmas break, 22 students submitted complaints about being unable to access the STARS transfer guide system.
- One high school counselor submitted a question regarding AP credit and dual enrollment.
- Student lost two-year old transfer guide
- Gadsden State's acceptance of a 3000 level bio-chemistry course

See Executive Director Report #5 for the resolution to these issues.

AGSC members commented that any complaints having to do with specific program transfer of credit should be directed to that institution for resolution.

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

During the lunch period, Auburn University staff (Dr. Bob Karcher, Dr. Jack Feminella, Ms. Taylor Kolwin, and Ms. Amber Baldrige) shared with the AGSC their experiences with transfer students. Auburn has seven focus groups designed to improve the advising experience for in-state and out-of-state transfer students. In addition, there is a transfer orientation program at Auburn called SOS (Successfully Orienting Students), a one-day orientation that students can enroll in one semester before classes start. This program has orientation leaders that are usually transfer students themselves.

Dr. Sessions reported that STARS presentations were made to 16 college campuses. There was also a presentation of the Annual Report to the Alabama Commission on Higher Education. *See Executive Director's Report #4.*

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

Dr. Sessions reported that the STARS staff continues to work on creating a short online training video for students, advisors, counselors, AGSC members, Academic Committees, and the general public that will be accessible through the STARS website. *See Executive Director's Report #3.*

He also reported that the STARS staff is working on a web design for the STARS "Get the Guide" portion of the website to make it more user friendly in addition to adding new features. *See Executive Director's Report #2.*

4. *Goal D. Area V Concerns*

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

Dr. Relihan reported that there is too much variation in how institutions construct their Area V web pages. Some are very descriptive paragraphs about options while others are very concise. Based on these variations, the Subcommittee has developed a potential institutional Area V page template to be used by each institution (copy attached-#3). This template would provide students with the same information in the same place.

Dr. Relihan requested that members of the AGSC review the template suggested by the Subcommittee and submit any suggestions regarding format and content to Dr. Relihan by the end of April.

5. *Goal E. Evaluate the current structure of the General Studies Academic*

Committees and the Pre-Professional Academic Committees to make recommendations for improvement

No report given at this time.

AGSC Subcommittee Reports/Appointments

AGSC Bylaws

There was discussion of the draft of the Bylaws (copy attached-#4). Attention was given to:

Article III: Official Voting Members and Selection of Voting Members. Corrections were made and will be reviewed for final approval.

Dr. French reminded the Committee that since the AGSC does not have authority to appoint members, the Bylaws should not change anything already mandated by legislation.

After more discussion, Committee members decided that the Bylaws should include not only certain statements from the legislation, "...three representing the state's two-year colleges (one of whom shall be black)" but also include, "...it is the intent of the Legislation that women be represented on the committee".

Article IV: Terms of Office. One correction was made and will be reviewed for final approval.

Article V: Meetings and Quorum. Corrections were made and will be reviewed for final approval.

Article VII: Executive Director. Corrections were made and will be reviewed for final approval.

Dr. French indicated that, according to the historical record, the position of Executive Director was established in response to a recommendation in the 2002 evaluation conducted by Donald Crump. The report called for clarification of the relationship between the AGSC and STARS and the establishment of a position that combined oversight of STARS with the administrative/executive responsibilities of the AGSC as defined by the legislation.

As a result, a search was conducted by the AGSC. At that time, Dr. Ed Roach, former Chair of the AGSC (2000), was serving as Director of STARS (2002-2010) and was chair of the Search Committee in 2002. The Commission on Higher Education was designated the fiscal agent for state funds in support of the AGSC, a line item in the Commission's budget. As is customary with other line items in the Commission's budget, state funds are disseminated through a Memorandum of Understanding with the institution housing the base of operations, and the release of funds is conditional upon AGSC oversight and approval of financial documents (budget approval and expenditure reports.)

Corrections to Article II, IV, V, and VII will be included in the final draft of the Bylaws to be presented for approval at the summer planning meeting.

ACADEMIC COMMITTEES

Academic Committee Course Recommendations. Dr. Sessions presented the following course proposal recommended for approval by the Academic Committee (copy attached #2):

ES 100 – Environmental Science -UM

The Geology and Earth Science Committee recommended approval for Area III. Relihan moved for approval. Coleman seconded. Motion passed.

Ratification of Templates. Drs. Sessions and Nash presented the following institution specific templates for ratification as recommended by the Chief Academic Officers (copy attached-#2):

Architecture- AU Only

Dr. Crawford moved for approval. Dr. Sims seconded. Motion passed.

Building Science-AU Only

After some discussion regarding a similar program at UA and a CIP code issue, Dr. Crawford moved to table ratification until further clarification from AU and UA. Sims seconded. Motion passed.

Environmental Design-AU Only

After some discussion regarding completion of Arts courses specific to AU in Area II being moved to Area V, Crawford moved for approval with revisions. Relihan seconded. Motion passed.

Industrial Design-AU Only

Dr. Crawford moved for approval. Dr. Ozment seconded. Motion passed.

Rehabilitation (Non-certification)-TU and ASU

After some discussion regarding too many differences in Areas II, IV, and V for both institutions, the AGSC decided to table ratification until further clarification from TU and ASU.

STARS Operations

Usage Reports. Mr. Nichols provided Ms. Nettles with the usage reports for January and February, 2017 (copies attached-#. 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

EDUnav Presentation. Dr. Relihan introduced an online demonstration by EDUNav, a personalized, real-time educational planning application that helps students smartly plan their degree path in advance to avoid mishaps.

After the presentation, Dr. Relihan stated that this system could possibly eliminate some of the problems associated with Area V such as keeping the Area V pages up-to-date and helping students access pages in a timely manner.

There was discussion among AGSC members regarding several concerns: 1) how well will advisors use the system; 2) implementation timeline; 3) integration with current systems; 4) cost effectiveness of integration with current systems; and 5) how well does the system support multiple catalog years.

SCHEDULE OF FUTURE AGSC MEETINGS

TBA	University of South Alabama
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INFORMATION ITEMS

1. AGSC/STARS Executive Director Report) Sessions)
2. Course Proposal Recommendations/Ratification of Templates(Sessions/Nash)
3. Proposed Institutional Area V Template (Relihan)
4. AGSC Bylaws (Ozment)
5. STARS Usage Reports (Nichols)

The March 22, 2017 meeting of the AGSC adjourned at 2:35 p.m.

Suzanne Ozment, Chair

Deborah Nettles, Recording Secretary