

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Department of Postsecondary Education**  
**Alabama Center for Commerce Building**  
**Coast Room 7th Floor**  
**August 12, 1999**  
**10:00 P.M.**

**MINUTES OF MEETING**

Committee members present:

Dr. Ed Roach, Chair	University of West Alabama
Dr. Rod Britt, Vice-Chair	Southern Union Community College
Dr. Roy Johnson	Southern Union Community College
Dr. Barbara Jones, Alternate	Alabama A&M University
Dr. Linda Glaze, Alternate	Auburn University
Dr. Michael Neilson	University of Alabama at Birmingham
Dr. Suzanne McGill	University of South Alabama
Dr. Gary Branch	Faulkner State Community College
Dr. Michael Malone	Troy State University/Dothan
Dr. Joe Morris	Jefferson State Community College
Dr. Yvonne Kennedy	Bishop State Community College
Dr. Elizabeth C. French	Commission on Higher Education
Mr. Keith Sessions	STARS
Dr. James Kimbrough	STARS

Others present: Dr. Roger Ritvo-AUM; Maryanne Ivey-UAB; Mary -Pagliero-UWA; Joey Holley-STARS; Shannon Nichols-STARS; and Bert Slafter.

<b>CALL TO ORDER</b>	Meeting was called to order by Dr. Ed Roach, Chair. Verification of quorum was made by voice roll call of members present.
<b>ADOPTION OF AGENDA</b>	Neilson moved for the adoption of the agenda. Glaze seconded. The agenda was unanimously adopted.
<b>APPROVAL OF MINUTES</b>	Britt moved for the approval of the Minutes. Morris seconded. Minutes were unanimously approved

## DISCUSSION ITEMS

**STARS Update & Usage Report.** Holley distributed copies of the STARS Update and Usage Report (copy attached #3). The report included usage information by institution as well as by major.

Sessions stated that as a result of the meeting in Gulf Shores, the STARS office has sent a letter to Presidents asking for support and for a transfer contact person to be assigned for each institution (copy of letter attached with form - #3). This letter and form are also posted on the STARS web site.

## DECISION ITEMS

**Ratification of Templates.** Ritvo distributed copies of templates for Agricultural Communications and Forestry (copies attached - #1 and #1a). Glaze stated that some templates, including Forestry, were submitted by Auburn early on and were based on the quarter system. These templates are being revised based on the semester system.

After discussion, Johnson moved for ratification of the Agricultural Communications-AU template. Britt seconded. AGSC unanimously approved.

Kennedy asked for clarification on the ramifications for students who are majoring in Forestry at Alabama A&M who transfer to Auburn and vice versa. Johnson stated that the entry level Math will be different for the two institutions, and a student will need to be prepared to pass a higher Math at Auburn. Jones stated that a student coming from Alabama A&M will have to satisfy this template to transfer to Auburn and vice versa. Sessions reminded the Committee that the distinction in unique courses is clear on the STARS web site.

Johnson moved for ratification of Forestry-AU with the condition that Glaze will notify Sessions with clarification of additional hours needed in Area V.

**Anthropology.** McGill stated that she is working with the Anthropology template. She stated that the template is very general and that nothing is specified in Areas I-IV. Area V states that for elective hours: 9 hrs for 120 hr program and 12 hrs for 128 hr program.

**International Business.** Jones reported that she has talked with the Chair of the Business Discipline Committee who attempted to contact the Business Deans. She stated that there is absolutely no room in Area V in the Business template to add courses. She added that the Chair will revisit the issue with the Deans and if responses indicate a desire for adjustments to the Business template, the Deans will inform the AGSC.

**Engineering.** Glaze reported that the Engineering Deans had been contacted and they have decided that Engineering schools at each institution will specify the remaining four hours in Area V on a separate web page. Each institution will be responsible for their own web page. Glaze will communicate with the Engineering Deans informing them of the deadline of September 8, 1999 for revising the template.

**Discipline Committee Course Recommendations.** Sessions distributed a course recommendation for approval submitted by the Philosophy and Religious Studies Discipline Committee (copy attached #2). He stated that the Discipline Committee agreed that an Ethics course for Jacksonville State

University could fulfill the Nursing Ethics requirement in Area II. Sessions stated that it would have to be noted on the web site that this course was for Nursing majors only.

After Sessions read a description of the course, Johnson stated that the course appears to be a Nursing Ethics course as opposed to a broad-based Ethics course.

Johnson moved that the course recommendation be rejected. McGill seconded. AGSC unanimously disapproved Ethics in Nursing course recommendation submitted by Jacksonville State University.

**Interdisciplinary/Honors/Innovative (IHI) Course Recommendations.** Slafter reported that two courses from Auburn University were recommended for approval: Honors Political Economy and Political Economy (Area IV). The IHI recommended approval of Honors Political Economy. The IHI did not recommend approval of Political Economy because the course does not reflect an interdisciplinary focus.

Glaze stated that the two courses are basically for students in General Liberal Arts or Arts & Sciences who do not need an Economics course. She further stated that these courses have been previously approved and have been brought back to the AGSC because they were three quarter hour courses and are being revised to three semester hour courses.

Johnson moved for the approval of both courses. Neilson seconded. AGSC unanimously approved.

**Institutional Homepage Links.** Roach stated that he has sent a letter to the Chief Academic Officers (CAOs) regarding the AGSC recommendations for institutional links (copy attached #4).

After discussion, the AGSC agreed that Sessions will draft a letter regarding institutional web site addresses to be sent to each institution with specific instructions on how to frame their Area V web address. A copy of the letter will be sent to CAOs.

**Common Course Directory.** Roach stated that a subcommittee met on the Common Course Directory (Britt, Slafter, Sessions, Ivey-UAB, Morris, Roach).

Britt stated that the Directory was developed for the two-year system and it was decided to use the document for articulation. He stated that the problem with Directory is mainly the language and terminology used.

Slafter stated that the subcommittee decided to subdivide the document into three parts: 1) Articulation & General Study Approved Transfer Courses Areas I-IV; 2) Ratified Courses by Discipline for Area V; and 3) Potential Transfer Courses as Approved by Respective Receiving Institutions. There will also be a section called Academic Support which will list courses not intended for transfer but will be kept separate and distinct.

After discussion, the AGSC agreed that the Common Course Directory Articulation section is top priority and should be corrected as soon as possible.

**Free Elective Courses.** After discussion regarding the interpretation of "free electives", the AGSC agreed that 1) senior institutions need to define courses commonly accepted as free electives; 2) Chief Academic Officers will approve courses defined; and 3) free elective courses could possibly come for Areas I-IV. Ritvo will present issue on defining elective courses to the CAOs on September 15, 1999.

**Appeals Process.** Sessions distributed a draft copy of the proposed Appeals Process procedure along with a form to be used by the STARS office to monitor the number of appeals (copy attached #5 and #6).

Sessions stated that he had conferred with the Georgia system regarding appeals, and that Georgia's experience has been that appeals are usually resolved at the institutional level.

After further discussion of the reason for an appeal and making the Appeal Process consistent with the Appeals Form, Roach appointed a subcommittee (Malone, Britt, Sessions) to work on refining the language of the Appeals Process which will include a timeline for resolution. Ritvo will present the subcommittee's draft to the CAOs on September 15, 1999.

**Other Issues.** After discussion regarding student advising on courses such as Pre-vet, Pre-med, and Pre-law, Jones recommended that a general statement under Pre-Professional Studies be posted on the STARS web site to direct students to the homepage of the appropriate institution for proper advising.

### **SCHEDULE OF FUTURE COMMITTEE MEETINGS**

August 12, 1999	Department of Postsecondary Education President's Conference Room - 2nd Floor
September 24, 1999	Department of Postsecondary Education President's Conference Room - 2nd Floor

### **INFORMATION ITEMS DISTRIBUTED**

1. Templates Recommended for Ratification (Ritvo)
2. Discipline Committee Course Recommendations (Sessions)
3. STARS Update and Usage Report (Holley/Sessions)
4. Letter to Chief Academic Officers (Roach)
5. Draft of Appeals Process (Sessions)
6. Draft of Appeals Form (Sessions)

The August 12, 1999 meeting of the AGSC adjourned at 12:30 P.M.

Ed Roach, Chair

Deborah Nettles, Recording Secretary