

STATE OF ALABAMA
Articulation and General Studies Committee
Department of Postsecondary Education
Alabama Center for Commerce Building
President's Conference Room
2nd Floor
November 19, 1999
10:00 A.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. Alfred Smith, Alternate	Alabama State University
Dr. Linda Glaze, Alternate	Auburn University
Dr. Barbara Jones, Alternate	Alabama A&M University
Dr. Michael Neilson	University of Alabama at Birmingham
Dr. Suzanne McGill	University of South Alabama
Dr. Judy Stout, Alternate	University of South Alabama
Dr. Michael Malone	Troy State University Dothan
Dr. David Taylor, Alternate	University of West Alabama
Dr. Joe Morris	Jefferson State Community College
Dr. Paul B. Mohr	Commission on Higher Education
Mr. Keith Sessions	STARS

Others present: Dr. Roger Ritvo-AUM; Maryanne Ivey-UAB; James Kimbrough-STARS; Drew Jones; Bert Slatter-ADPE; and Tina Morris-ADPE.

CALL TO ORDER	Meeting was called to order by Dr. Ed Roach, Chair. Verification of quorum was made by voice roll call of members present.
ADOPTION OF AGENDA	Neilson moved for the adoption of the agenda with one addition. Britt seconded. The agenda was adopted with one addition.
APPROVAL OF MINUTES	Glaze moved for the approval of the October minutes with corrections. Britt seconded. Minutes were approved with corrections.

DISCUSSION ITEMS

STARS Update & Usage Report. Sessions distributed copies of the STARS Update and Usage report (copy attached - #4). He stated that the server has been upgraded to handle network traffic and speed up service. The Usage Report is being sent monthly to Admission Offices of the four-year institutions instead of quarterly due to increased usage. A report is sent to two-year institutions upon request.

Comparison of AGSC Ratified Templates and ACHE Academic Program Inventory. Sessions distributed a copy of the subcommittee report (copy attached - #8). He reported that the subcommittee found instances where some majors listed in the ACHE Program Inventory do not have a corresponding template in the STARS template inventory. He stated that French aligned the two digit zip classifications with the corresponding program so that when templates are sent in for certain programs, depending on how they were approved by ACHE, they would be sent to a certain discipline committee.

After discussion, Committee members agreed that most of the discrepancies were related to program titles. Glaze suggested that the four-year institutions listed should provide clarification. Sessions recommended that the ACHE program titles and the AGSC template titles should match.

The AGSC requested that Sessions send listing of majors (pages 2-4 of Comparison of AGSC Ratified Templates and ACHE Academic Program Inventory - attachment - #8.) to each of the institutions' Chief Academic Officer and ask for clarification of program titles.

Institutional Home Pages. Sessions distributed a status report of four-year and two-year institutions who have a home page, a transfer assistance page, an Area V page, and who have reported a transfer contact person (copy attached - #5).

AGSC Homepage. Glaze stated that she met with advisors at AU who have concerns and suggestions regarding the AGSC home page. Advisors at AU have students who come to them or call them who have never heard of the web page. Students have also received a very general AGSC outline of the credit hour distribution in the Areas, and they are under the impression that the outline is their contract. Glaze recommended that a subcommittee revise the web page from the point of view of the student.

Roach requested that Judy Stout chair a subcommittee that would work with the STARS office to develop a web page designed for students. Others recommended to serve on the subcommittee: Mike Hobb-Jefferson Davis Community College; Susan Salatto-Southern Union; and Keith Sessions-STARS.

Common Course Directory. Slafter-ADPE and Tina Morris-ADPE presented an on-line demonstration of how to use the Common Course Directory from the Alabama College System home page. The presentation included a demonstration of the three different ways to access transfer course information: 1) by Section 1: Course Descriptions; 2) by the Course Directory Index; and 3) by the User's Guide.

After questions, the Committee commended Slafter and Morris on the work done with the Directory.

AGSC Literature. Sessions distributed a draft copy of the AGSC brochure (copy attached - #9). He stated that the STARS office had planned to have two brochures. One would give the background of the AGSC and one would give instructions on how to use the system for students and advisors.

After discussion, the AGSC decided that a student brochure would be more useful. Britt stated that only one brochure is needed.

Roach requested that the subcommittee appointed to revise the AGSC home page would work with the STARS office to develop one brochure designed for students and advisors.

McGill reminded the AGSC that the goal was to facilitate transfer credit among all public institutions of higher education. She stated that currently the templates and the transfer guides accommodate transfer from a two-year institution to a four-year institution only. There is no mechanism for four-year to four-year transfer. She stated that this issue should be clearly defined in the brochure or the AGSC needs to move in the direction of making the brochure consistent with the original charge of the Committee.

Questions from STARS website. Sessions presented the following questions to the AGSC for response (copy attached - #10):

Question 1. Judson College, a private Baptist college, would like to participate in the STARS program. Are private colleges allowed to participate?

Response. The law that created the AGSC and the STARS program addresses transferability among public two-year and four-year institutions in Alabama. The AGSC is concerned with transferability among public institutions in the state. However, the AGSC would encourage the private schools in Alabama to use the existing AGSC/STARS transfer information to establish their own transfer policies so that transferring to private schools is simplified and somewhat in line with the transfer process in place in the public sector in Alabama.

Question 2. One of the goals of the AGSC was to develop and adopt by September 1, 1999, a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama. Has this been done?

Response: Yes. There is not an official document called the "articulation agreement". Instead, the entire program (approved courses, templates, transfer agreement, etc.) satisfies the articulation agreement between the two-year and four-year institutions.

DECISION ITEMS

Ratification of Templates. Ritvo presented templates submitted by the Enhanced Discipline Committees (copy attached - #1). The following templates were ratified by the AGSC:

Music Education
Nursing (Revised)

Britt moved for approval of templates submitted. Neilson seconded. AGSC unanimously approved.

Glaze presented the following revised institution specific templates (copy attached - #2):

Interior Environments (AU)
Hotel & Restaurant Management (AU)
Apparel Merchandise, Design & Production Management (AU)

Salatto moved for approval of the revised templates. Morris seconded. AGSC unanimously approved.

Discipline Committee Course Recommendations. Sessions distributed a list of courses recommended for approval from the Written Composition Discipline Committee (copy attached - #3).

Neilson moved for the approval of the Discipline Committee course recommendations. Salatto seconded. AGSC unanimously approved.

Appeals Process. Malone distributed copies of a draft of the proposed Appeals Process (copy attached - #6). Malone stated that the subcommittee has incorporated the suggestions of the AGSC with the addition that the final appeal be in writing to the Chair of the AGSC.

After discussion, Britt moved that the Appeals draft be accepted with the addition that the appeal be submitted in writing. Jones seconded. AGSC unanimously approved.

Report of Ad Hoc Committee on Discipline Committee Structure. Taylor distributed a revised copy of the subcommittee report which included a list of the proposed Academic Discipline Committees (copy attached - #7). Taylor reported that the revisions reflected the recommendations of the October 21, 1999 AGSC meeting and the recommendations of the November 12, 1999 Chief Academic Officers meeting.

After Taylor gave an overview of the revisions made, Neilson stated that in regard to voting on templates, the document should include a corrected sentence that states, "In all matters regarding discipline templates, only representatives in the discipline from baccalaureate institutions will vote."

Britt moved that the Ad Hoc Committee Report on Discipline Committee Structure be accepted with the addition of including the statement that, "In all matters regarding discipline templates, only representatives in the discipline from baccalaureate institutions will vote." Smith seconded. AGSC unanimously approved.

Sessions stated that the CAOs will need to appoint representatives to the Academic Discipline Committees as soon as possible. Roach requested that Ritvo provide names to Sessions.

Taylor stated that the AGSC needs to determine which of the English chairpersons will serve the first term as chairman. Britt moved that the baccalaureate chair be named as English chairman and a representative from the two-year institutions will serve as vice-chairman. McGill seconded. AGSC unanimously approved.

The Interdisciplinary/Honors/Innovative (IHI) Committee will continue to function as established.

SCHEDULE OF FUTURE COMMITTEE MEETINGS

January 20, 2000	Department of Postsecondary Education President's Conference Room - 2nd Floor
February 18, 2000	Department of Postsecondary Education President's Conference Room - 2nd Floor

INFORMATION ITEMS DISTRIBUTED

1. Templates Recommended for Ratification (Ritvo)
2. Revised Templates-AU Recommended for Ratification (Glaze)
3. Discipline Committee Course Recommendations (Sessions)
4. STARS Update and Usage Report (Sessions)
5. Transfer Contact Persons/Institutional Homepages Update (Sessions)
6. Appeals Process (Malone)
7. Recommendations of Ad Hoc Committee on Discipline Committee Structure (Taylor)
8. Comparison of AGSC Ratified Templates and ACHE Academic Program Inventory (Sessions)
9. Draft of AGSC Brochure (Sessions)
10. Questions for the AGSC (Sessions)

The November 19, 1999 meeting of the AGSC adjourned at 12:01 P.M.

Ed Roach, Chair

Deborah Nettles, Recording Secretary