

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Department of Postsecondary Education**  
**Alabama Center for Commerce Building**  
**President's Conference Room**  
**2nd Floor**  
**October 21, 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. Roy Johnson	Southern Union Community College
Dr. Alfred Smith, Alternate	Alabama State University
Dr. Linda Glaze, Alternate	Auburn University
Dr. Michael Neilson	University of Alabama at Birmingham
Dr. Charles Nash, Alternate	University of Alabama System
Dr. Suzanne McGill	University of South Alabama
Dr. Judy Stout, Alternate	University of South Alabama
Dr. Michael Malone	Troy State University Dothan
Dr. Joe Morris	Jefferson State Community College
Dr. Elizabeth C. French	Commission on Higher Education
Mr. Keith Sessions	STARS

Others present: Dr. Roger Ritvo-AUM; Maryanne Ivey-UAB; Penelope Cain-UAB; James Kimbrough-STARS; and Bert Slafter-ADPE.

<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.  Roach introduced Dr. Judy Stout as alternate representative for the USA.
<b>ADOPTION OF AGENDA</b>	Smith moved for the adoption of the agenda with one addition. Morris seconded. The agenda was adopted with one addition.

<b>APPROVAL OF MINUTES</b>	McGill moved for the approval of the Minutes with one correction. Johnson seconded. Minutes were approved with correction.
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## DISCUSSION ITEMS

**STARS Update & Usage Report.** Sessions reported and distributed copies of the STARS Update and Usage Report (copy attached - #1).

Johnson questioned whether the template inventory should be checked against the ACHE program inventory. After some discussion, the AGSC recommended that Sessions and French-ACHE compare the template inventory with the ACHE program inventory.

**Institutional Homepage Links.** 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 - #1 page 7-8).

Johnson requested that Slafter contact the two-year institutions who do not have Area V pages. Roach and Sessions agreed to contact the four-year institutions. Sessions stated that some Area V pages may have already been completed for some institutions; however, he needs to be notified of completion so that he can properly link pages to the STARS web site.

**Common Course Directory.** Slafter distributed copies of the Transfer Course Listing (copy attached - #2) and a sample of the Course Descriptions: Transfer Course Disciplines related to the Articulation section of the Common Course Directory (copy attached - #3). AGSC members who had concerns regarding corrections to the Directory were asked to submit them to Slafter in writing.

**Transfer Course Listing.** Slafter stated that the Transfer Course listing (Section I) and the Course Descriptions (Section II) are color-coded. Section I has been designed so that clicking on an item will take the user directly to the Course Directory for additional information. Section II will be Career Technical Occupational courses and Section III will be Health Related Professions.

After discussion, the AGSC recommended the following revisions to Section I:

1. Unless a course listed is a transfer Code A, it's AGSC Area designation should be Area V and;
2. Transfer code designation definitions should appear at the beginning of the document for clear clarification.

**Course Descriptions.** Slafter distributed two samples of course descriptions in Home Economics and Health Education. Slafter stated that the course descriptions have the same codes that appear in the Transfer Course Listing for consistency.

Nash questioned the prerequisite statement "determined by instructor" included on the course description. After discussion, AGSC members recommended that the language should be "determined

by institutional policy". Britt stated that the two-year Deans will be meeting soon and will put this item on their agenda for discussion.

**Appeals Process.** Roach distributed copies of a draft from the subcommittee on the proposed Appeals Process (copy attached - #4). Malone stated that the subcommittee's goal is to develop guidelines for a simple process that protects the student.

There was discussion of the following items/concerns:

1. Appointment of a subcommittee of the AGSC to review appeals (Johnson);
2. AGSC Chair to receive appeals in writing (Johnson);
3. Support of sending institution (McGill);
4. Institutional refusal to comply with an appeals decision of the AGSC (Neilson);
5. Remedy if institutional representative contact is also Chief Academic Officer (Ritvo);
6. Timeframe of one day resolution (Smith); and
7. AGSC Compliance Officers (McGill).

Roach requested that the subcommittee review suggestions of the AGSC members along with incorporating specific suggestions from the September 24, 1999 Minutes of the AGSC. Revisions will be presented at the next meeting.

**AGSC Literature.** Johnson reported that Georgia discontinued printing of literature on Articulation and are currently using the Internet. A package of information was forwarded to Sessions for his review.

## **DECISION ITEMS**

**Auburn University Math Issue.** Glaze stated that AU requests that Math 1680-Calculus with Business Applications I be included as an acceptable Math alternative for Area III. She emphasized that a transfer student would not be at a disadvantage. Auburn University will post clarification for students on the AU Area V page for Business.

After discussion, McGill moved that Math 1680-Calculus with Business Applications I at Auburn University be approved as an Area III course. Neilson seconded. AGSC unanimously approved.

**Policy on Templates: Institution Specific.** A draft of the proposed policy and procedure was previously faxed to Committee members by Roach (copy attached - #5). After discussion, the Committee suggested that a statement be added at the beginning of the document describing the definition of "unique template". Johnson moved that the subcommittee draft be accepted with the addition of the definition of "unique template". Neilson seconded. AGSC unanimously approved.

**AGSC Template Submission/Revision Deadlines (2000).** Sessions distributed a draft of proposed template submission/revision deadlines (copy attached -#1 - page 10).

McGill suggested that a deadline date for submission of new or revised templates be included. Committee members agreed.

Neilson suggested that since most of the institutions are now on the web that the Committee did not stipulate a deadline date for submission of templates. He also suggested that the Committee consider

reviewing new or revised templates as they are submitted to the AGSC and further that they become effective the day after approval.

After further discussion, Smith moved that template submission/revision deadlines be tabled until the next meeting. Glaze seconded. AGSC unanimously agreed.

**AGSC Course Submission Deadlines (2000).** Sessions distributed a draft of proposed course submission deadlines (copy attached -#1 - page 9). He stated that the draft includes deadlines for a Spring submission period and a Fall submission period.

After lengthy discussion, Neilson moved for approval of the course submission deadlines with corrections on dates. Smith seconded. AGSC unanimously approved.

**Report of Ad Hoc Committee on Discipline Committee Structure.** Roach distributed a copy of the subcommittee report which had been previously faxed to Committee members (copy attached - #6). He then gave an overview of the subcommittee's charge.

McGill reported that the subcommittee reviewed information from Georgia and some of the duties of the committees as they were formed. The subcommittee decided that two types of academic committees would be formed: General Studies Academic Committees; and 2) Pre-Professional Academic Committees. The General Studies Academic Committees would mirror the Disciplines Committees with the addition of representatives from all the institutions that offer degrees in that particular area and an equal number of representatives from the two-year institutions.

There would be a chair and a vice chair rotation. The charge of the Academic Discipline Committees would be two fold: 1) to consider courses for inclusion in Area II-IV; and 2) to consider templates. When it came to the degree programs or the templates, only the four year members would vote. The subcommittee also suggests that the Committees establish a liaison in those disciplines where there are professional organizations within the state to address broader issues for informational purposes. The Academic Committees may also form Executive Committees to confer in instances where a full meeting is not necessary.

Johnson requested that the Chief Academic Officers appoint representatives from the four-year institutions to serve on the Academic Committees. After the four-year appointments are made, a list would be provided to the Department of Postsecondary Education. Postsecondary will then appoint an equal number of two-year representatives.

Nash reminded the AGSC that Georgia has successfully operated with 21 Academic Committees. He recommended that Alabama should not appoint too many small committees and that the AGSC urge the committees to find ways to accomplish the work.

After further discussion, Smith moved for the adoption of the recommendations of the Ad Hoc Committee with the following corrections:

Page two the word "annual review" should be replaced with "periodic review".

Page four the word "annual review" should be replaced with "periodic review".

Page three under Schedule of Meetings - the last sentence regarding template revisions and new template proposals be deleted.

Johnson seconded. AGSC unanimously adopted with corrections.

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

November 19, 1999	Department of Postsecondary Education President's Conference Room - 2nd Floor
January 20, 1999	Department of Postsecondary Education President's Conference Room - 2nd Floor

### **INFORMATION ITEMS DISTRIBUTED**

1. STARS Handouts-Updates: Usage Report/Institutional Home Page/Course-Template Submission Deadlines (Sessions)
2. Transfer Course Listing (Slafter)
3. Course Descriptions: Transfer Course Discipline (Slafter)
4. Draft of Appeals Process (Malone)
5. Policy & Procedure on Templates: Institution Specific (Glaze)
6. Recommendations on AGSC Discipline Committee Structure (McGill)

The October 21, 1999 meeting of the AGSC adjourned at 2:00 P.M.

Ed Roach, Chair

Deborah Nettles, Recording Secretary