

**STATE OF ALABAMA**  
**Articulation and General Studies Committee**  
**Department of Postsecondary Education**  
**Alabama Center for Commerce Building**  
**President's Conference Room**  
**2nd Floor**  
**September 24, 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. Evelyn Ellis                   | Alabama A&M University              |
| Dr. Barbara Jones, Alternate       | Alabama A&M 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. Victoria Rivizzigno, Alternate | University of South Alabama         |
| Dr. David Taylor, Alternate        | University of West Alabama          |
| 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                               |

Others present: Dr. Roger Ritvo-AUM; Maryanne Ivey-UAB; Judy Stout-USA; 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.             |
| <b>ADOPTION OF AGENDA</b> | McGill moved for the adoption of the agenda with the correction of the date. Kennedy seconded. The agenda was adopted with correction. |

|                            |  |
|----------------------------|--|
| <b>APPROVAL OF MINUTES</b> | Kennedy moved for the approval of the Minutes with one correction. McGill seconded. Minutes were approved with correction. |
|----------------------------|--|

## DISCUSSION ITEMS

**STARS Update & Usage Report.** Sessions distributed copies of the STARS Update and Usage Report (copy attached - #4). He stated that there has been increased usage since Area V courses were added.

**Institutional Homepage Links.** Sessions reported that STARS has added the Alabama Public Higher Education Links page (copy attached - #5) to the web site. He stated that information on transfer assistance, transfer contact, institutional home pages, and additional information on Area V is on one page. Sessions stated that some institutions do not yet have link pages.

Roach asked that Johnson follow-up on two-year institutions that are not linked and Sessions will follow-up on four-year institutions.

**Common Course Directory.** The subcommittee met on the Common Course Directory Articulation section. Slafter reported and distributed the Transfer Code Designations policy developed by the subcommittee (copy attached #2).

After some discussion, the AGSC recommended the following changes to the code designations statement:

**Code A** = AGSC approved transfer courses common to all institutions in Areas I-IV.

**Code B** = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Code C** = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Slafter stated that the work on the Articulation section of the Directory is progressing. He will be prepared at the October meeting to give a presentation on the Directory.

**Appeals Process.** There was discussion on the draft of the Appeals Process. Ritvo stated that there have been several comments on the draft developed by the subcommittee (copy attached - #6), but the draft has not yet been discussed by the Chief Academic Officers.

Glaze reminded the Committee to consider conflict of interest issues since in some cases the transfer contact person for some institutions is also a member of the AGSC.

Johnson suggested that one way to expedite the Appeals Process would be for the Chair and Vice-Chair or subcommittee of the AGSC to address issues. If they are in agreement, this approach would expedite the process. If they are not in agreement on certain issues, then they could bring in the full Committee for a decision.

Johnson also suggested that the draft should clarify that since the AGSC is dealing with students who come through the general studies program in Alabama, that students who transfer from other states would transfer according to the policies of the receiving institution.

**AGSC Deadlines.** Sessions distributed a copy of the AGSC deadlines for Fall 1999-2000 for the Committee's review (copy attached - #7). He requested that the AGSC be prepared to discuss these deadlines at the October meeting.

## **DECISION ITEMS**

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

- Anthropology
- Applied Discrete Mathematics (AU)
- Applied Mathematics (AU)
- Biochemistry (AU)
- Human Development & Family Studies (AU)
- Nutrition & Food Science (AU)
- Laboratory Technology (AU)
- International Studies (UAB)

There was discussion regarding templates presented by Auburn University that included a "prohibition statement". Johnson stated that this language suggests barriers that would interfere with agreements that already exist among institutions. Kennedy stated that the statement violates the spirit of articulation.

Glaze stated that the concern was that a student might take courses without appropriate advising and later learn that the courses were not transferable. The templates have been detailed to avoid potential problems. She stated that the prohibition statement is meant to protect the student. She further stated that Auburn is willing to delete the statement but the prohibition is Auburn University policy and would have to be placed on the Auburn web page.

Glaze requested that the Committee clarify its policy on statements to include in Area V on institution specific templates. Roach asked a subcommittee (Britt, Glaze, Neilson) to develop a policy on institution specific templates.

The following Auburn University templates were tabled:

- Apparel Merchandising, Design, & Production Management
- Hotel & Restaurant Management
- Interior Environments

**Report from Chief Academic Officers on Free Electives.** Ritvo reported that the Chief Academic Officers (CAOs) discussed several issues related to the use of the term free electives. He stated that the recommendation of the CAOs was that wherever the term elective or free elective appeared on templates in Area V that involved more than one institution, the term elective or free elective should be substituted with "courses approved in Areas II-IV."

After discussion from the Committee, Johnson moved that the AGSC approve the recommendation of the CAOs that 1) substitutes the phrase "courses approved for Areas II-IV" in Area V wherever the term "elective" or "free elective" appears; 2) substitution only applies to templates that involve more than one institution; and 3) substitution only applies to that portion of Area V which is common to all institutions. Neilson seconded. A roll call vote was taken. Eight members voted in favor of the Motion. One member opposed. Motion passed by 8 to 1 vote of the Committee.

**Discipline Committee Course Recommendations.** Sessions distributed a list of courses recommended for approval from the following Discipline Committees (copy attached - #3): 1) Biology-AU; 2) Economics-A&M; and 3) Geology, Physical Geography, Earth Science-TSU; and 4) Mathematics-TSU.

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

**Discipline Committee Structure.** There was discussion regarding the work of the Enhanced Discipline Committees.

Ritvo stated that the CAOs recommended that the Enhanced Discipline Committees be disposed of and that the existing Discipline Committees be composed of one representative from each senior institution with an equal number of representatives from the Alabama College System. The representatives would have expertise in a certain program and would have representatives from all institutions that are involved in the discipline. Each of these committees would have a different size membership.

Roach requested that a subcommittee (Taylor, Morris, McGill, Sessions) develop a written policy on Discipline Committee structure for review of the AGSC at the October meeting.

## SCHEDULE OF FUTURE COMMITTEE MEETINGS

|                   |   |
|-------------------|---|
| October 21, 1999  | Department of Postsecondary Education President's Conference Room - 2nd Floor |
| November 19, 1999 | Department of Postsecondary Education President's Conference Room - 2nd Floor |

## INFORMATION ITEMS DISTRIBUTED

1. Templates Recommended for Ratification (Ritvo)
2. Transfer Code Designations (Slafter)
3. Discipline Committee Course Recommendations (Sessions)
4. STARS Update & Usage Report (Sessions)
5. Alabama Higher Education Links (Sessions)
6. Draft of Appeals Process (Britt, Malone, Roach)
7. AGSC Deadlines Fall 1999-2000/Discipline Committee Member Replacements/Chair Elections (Sessions)

The September 24, 1999 meeting of the AGSC adjourned at 12:30 P.M.

Ed Roach, Chair

Deborah Nettles, Recording Secretary