

STATE OF ALABAMA
Articulation and General Studies Committee
Faulkner State Community College
Gulf Shores Campus
Culinary Arts Center
July 10-11, 2003
8:30 a.m.

MINUTES OF MEETING

The July 10, 2003 work session of the Articulation and General Studies Committee (AGSC) began at 3:00 p.m. Members Present: Glaze-AU, Stout-USA, Kirkpatrick-USA, Gatlin-UNA, Lowe-ADPE, Roach-TSU, Pindzola-AU, Morris-JSCC, Britt-SUCC, Nichols-STARs, Nash-UAS, French-ACHE; and Houzer-A&M. Others present: Sessions-AU and Holley-STARs.

Glaze welcomed everyone to the meeting and introductions were made.

Status Report/Search Committee/Executive Director of AGSC/STARs. Roach reported that the Search Committee has named Keith Sessions as the Executive Director of AGSC/STARs. He will begin September 1, 2003.

Workshop for Academic Discipline Committee Chairs. Kirkpatrick presented a powerpoint presentation of plans for the workshop (copy attached - #1). Plans for the workshop were discussed at length. The AGSC agreed that Academic Committee Chairs, Vice-Chairs, and AGSC Points of Contact will be invited to the workshop. Nash will be responsible for recruiting four-year representatives and Lowe will be responsible for two-year representatives. Names will be submitted to Sessions for notification of workshop date.

The workshop will be presented as follows:

1. General Session
1. Legislation – Glaze
2. Implementation History – Roach
3. Summary of Evaluation Recommendations – Nash
4. Website Overview – Sessions
2. Breakout Sessions will include:
 1. Roles and responsibilities
 2. Report distribution and uses
 3. Course proposal submissions
 4. Template submissions
 5. Transfer appeals process
 6. Examples of Area V
 7. Advisor contact with campus Point of Contact
 8. Mock of case of course and template reviews
 9. Significance of web page

The workshop will be scheduled for the third week of September at the Rosa Parks Museum-TSUM. A subcommittee (Sessions, Morris, Kirkpatrick) will appoint AGSC members as facilitators for breakout sessions.

After further discussion, the AGSC agreed that:

1. AGSC Liaison title will be changed to "AGSC Points of Contact".
2. The AGSC/STARS Executive Director will be responsible for:
 1. updating the AGSC Points of Contact roster;
 2. developing an organizational chart;
 3. updating links under construction on the website; and
 4. annual communication with the Council of Presidents.

AGSC committee members will be notified as plans develop regarding the workshop. Specific details will be discussed at the September meeting of the AGSC.

The July 10, 2003 work session was adjourned at 5:30 p.m.

The July 11, 2003 meeting of the AGSC was called to order at 9:00 a.m. by Dr. Linda Glaze, Chair.

Dr. Linda Glaze, Chair	Auburn University
Dr. Rebekah Pindzola, Alternate	Auburn University
Dr. Shirley Houzer	Alabama A&M University
Dr. Clifford Bibb, Alternate	Alabama State University
Dr. Sue Kirkpatrick	University of Alabama in Huntsville
Dr. Charles Nash, Alternate	The University of Alabama System
Dr. Ed Roach	Troy State University
Dr. Kery Katlin, Alternate	University of North Alabama
Dr. Rod Britt	Southern Union Community College
Mr. James Lowe, Alternate	Department of Postsecondary Education
Dr. Joe Morris	Jefferson State Community College
Dr. Elizabeth C. French, Alternate	Commission on Higher Education
Mr. Shannon Nichols, Alternate	STARS

Others present: Joey Holley-STARS; and Keith Sessions-AU.

CALL TO ORDER	Meeting was called to order at 9:00 a.m.
ADOPTION OF AGENDA	Britt moved for the adoption of the agenda. Roach seconded. The agenda was adopted as distributed.

VERIFICATION OF QUORUM	After a voice roll call of members present, there was discussion regarding the policy on official notification of attendance of alternates and representatives. Kirkpatrick moved that a quorum of members and alternate representatives present be accepted by exception of previous policy. The policy will be clarified in writing by Glaze to all appointing authorities. Lowe seconded. Motion passed.
APPROVAL OF MINUTES	Britt moved for the approval of the May 5, 2003 Minutes. Morris seconded. Minutes were approved.

DECISION ITEMS

ACADEMIC COMMITTEES

AGSC Course Recommendations. Holley distributed courses recommended for approval in History 104 and 105-UAB from the History Academic Committee (copies attached #4).

After discussion, Roach moved for approval of the recommendation from the History Academic Committee. Britt seconded. Motion passed.

Revisions to Transfer Agreement. Roach distributed proposed revisions to the Transfer Agreement (copy attached - #7). The revision states, "Changes made by accrediting and other regulatory agencies such as, but not limited to the State Department of Education, ACHE, SACS, NCATE, or CLN could result in specific requirements being added to the Transfer Agreement. These changes will affect the transfer student in the same manner as students native to the College or University."

Kirkpatrick moved for the approval of the revised wording. Britt seconded. Motion passed.

DISCUSSION ITEMS

Transfer Assistance Pages. Nash reported that at the June meeting of the Chief Academic Officers (CAOs), Nichols and Kirkpatrick presented an on-line presentation of the model transfer assistance page (copy attached - #6). STARS can provide the template of the model to institutions as requested. The goal of the subcommittee is that each institution include the following areas on the transfer assistance page: 1) all links on the model; 2) alphabetized list of majors offered; and 3) content of requirements for each area identified in Area V. Houzer requested that these goals be put in writing so that AGSC members could share them with institutional representatives responsible for the web pages.

There was also discussion with the CAOs regarding changes of curricula for native students and the impact it would have on transfer students. As a result of that discussion, there were no problems identified.

Nash received one question to present to the AGSC: "I would like to ask that the AGSC consider some form of checking to see that approved course content is indeed being taught. For example, there is an institution that is teaching Conrad in an American Literature class and there are others. How does the AGSC or the discipline committees assure that content meets the expectations that were set up three

or four years ago when the course was approved?" After some discussion, the AGSC agreed that this was a question to be addressed by the Academic Discipline Committees.

Kirkpatrick announced the workshop that was being planned for the Academic Discipline Committees.

STARS Update & Usage Report. Nichols distributed copies of the STARS Annual Usage Report for July 2002-June 2003 (copy attached #2). The Report reflects usage of students, counselors/advisors, faculty, and administrators. The STARS office will also begin to track usage from the AGSC link on the STARS home page to monitor hits from that link.

Report on Electronic Course Submissions. Nichols distributed a copy of the process proposed for electronic course submissions (copy attached #3). New course submissions will be scanned into a computer file and then sent by email to members of the appropriate academic committee for vote and signature. This process would eliminate the need for the chair to send submissions to members through the mail.

Status Report/Legislative Summary. French distributed a listing of groups who received the AGSC Evaluation Project Final Report Summary (copy attached #5).

Committee Expectations for Executive Director of AGSC/STARS. Roach gave an overview of the expectations of the Executive Director of AGSC/STARS. The Executive Director will report to Roach and the Chair of the AGSC. Among the responsibilities discussed were: 1) an annual report; 2) AGSC member handbook; 3) organizational chart; 4) policy development; 5) interaction with Academic Discipline Committees; 6) student assessment report; 7) brochure of Articulation accomplishments; and 8) agendas for AGSC meetings and retreats.

Other Issues. For information, Britt distributed a copy of a letter from Dr. Roy Johnson in response to an article published in the Spring 2003 edition of the *UAB Education Outlook* dealing with current curriculum required for K-12 teachers (copy attached - #8).

AGSC 2003-2004 Meeting Schedule

September 4, 2003	10:00 a.m.	Postsecondary
November 10, 2003	10:00 a.m.	Birmingham
January 22, 2004	10:00 a.m.	ITS
March 12, 2004	10:00 a.m.	Postsecondary
May 3, 2004	10:00 a.m.	Postsecondary

INFORMATION ITEMS

1. Powerpoint presentation of Workshop for Academic Committee Chairs (Kirkpatrick)
2. STARS Annual Usage Report (Nichols)
3. Plan for Electronic Course Submissions (Nichols)
4. Academic Committee Course Recommendations (Holley)
5. Status Report on Dissemination of AGSC Evaluation Summary Report (French)
6. Transfer Assistant Page Model (Nichols)
7. Revisions to Transfer Agreement (Roach)

8. Letter from Roy Johnson (Britt)

The July 11, 2003 meeting of the AGSC adjourned at 12:00 noon.

Linda Glaze, Chair

Deborah Nettles, Recording Secretary