

OGU Academic Steering Committee Minutes
May 4, 2004, 1:30 pm
University College Conference Room

Green=Approved items Red=Action items Blue=Tabled items

Present: Ed Roach, Terry Dixon, Barbara Alford (via telephone), Hal Fulmer, Vickie Miles, Don Jeffrey, Dianne Barron, Susan Aldridge, and Curtis Pitts

Guests: Keith Sessions and Bryant Shaw

- I. **Approval of Minutes from April 6, 2004 meeting:** Terry Dixon made a motion, seconded by Curtis Pitts to accept the minutes as presented with one attendance change and one typo correction, motion passed, minutes approved.
- II. **Opening Comments (Ed Roach):** Dr. Roach welcomed everyone to the meeting. He also gave a brief update on the General Studies Program curriculum. Dr. Roach also re-iterated the importance of following the process and timelines and to continue to build a bridge between the campuses. The work continues in the direction of one GSP curriculum. Further discussions followed.
- III. **Immediate Consideration/Decision Items**
 - **Comments from Keith Sessions:** Dr. Roach asked that Keith Sessions provide brief comments regarding the General Studies Program and its relationship with the AGSC/STARS. Keith stated that the work up to now will fall in line with the AGSC/STARS requirements, you can't require students to take additional hours but you can require them to fulfill their program requirements, and again, don't let the AGSC/STARS requirements guide your General Studies Program; build in some flexibility.
 - **General Studies Template sent forward from Undergraduate Transitional Council Committee (Ed Roach):** Dr. Roach shared copies of the general studies program template that was approved at the UG Transitional Academic Council and asked that the OGU Academic Steering Council review, discuss, provide changes/recommendations, and vote on the template. Areas I-V are as follows:
 - Area I** - no problems, accepted as presented
 - Area III** - no problems, accepted as presented
 - Area V** – no problems, accepted as presented. Discussions regarding acceptance of a junior college orientation class and a generic or major specific computer class took place.

After all discussions, Hal Fulmer made a motion, seconded by Don Jeffrey to accept Areas I, III, & V as presented from the UG Transitional Academic Council approvals, motion passed with a unanimous vote.

Area II – Provided great discussions regarding Art, Music, Drama and Humanities options. The Dothan campus offers the Humanities in place of Art and Music as separate courses, but after lengthy discussions, agreed to defer to the majority. Vickie Miles asked that the Art, Music, Drama, and Literature courses be listed with exact titles, i.e., Art Appreciation, Music Appreciation, Intro to Drama, and Survey of Literature. It was noted that as an option for the students, Art and Music Appreciation are currently offered on-line and the Intro to Drama course can be added as an on-line course as well. **After discussions and reviews, Don Jeffrey made a motion, seconded by Hal Fulmer to accept Area II as presented from the UG Transitional Academic Council, with the title amendments, motion passed with a unanimous vote.**

Area IV – Provided great discussions regarding the History and Literature sequence and the notation that US Government should remain as a requirement. **After discussions and reviews, Hal Fulmer made a motion, seconded by Susan Aldridge to accept Area IV as presented from the UG Transitional Academic Council, motion passed with a unanimous vote.**

Dr. Roach asked that Bryant Shaw work with him to make sure the template is captured as it should be. He also asked that Keith Sessions and Bryant Shaw assist in presenting the template to the Senior Vice Chancellors.

A public “thank you” was conveyed to Bryant Shaw and Chris Randall for their great work on the general studies program template.

Further discussions followed.

IV. Necessary Discussion

- **Common Curriculum Update (Ed Roach) – and status reports from Barron, Belsches, Fulmer, Ingram, and Jeffrey:**
 - Barron – Education is at about 50% complete. Work is still in progress.
 - Belsches – Work is still in progress in the Arts and Sciences area.
 - Fulmer – Communication and Fine Arts is at about 25% complete. Work is still in progress.
 - Ingram – Business is at about 95% complete. Work is still in progress.

Dr. Roach asked that they continue to work toward their completion date.

- **Alignment Meeting (Ed Roach)** – Dr. Roach stated that he has been working with Robert Pullen to help identify as many alignment issues as possible and reach a solution. Dr. Roach asked that Donna Oliver schedule a meeting as soon as possible to discuss alignment issues.

V. Strategic Plan Update (Brief discussion of where we stand on OGU – respective Team Leaders)

- **Susan Aldridge – E-Campus Update:** Dr. Aldridge provided the following update. The eCampus Strategic Management Team has been working to build

an infrastructure for the virtual university while the academic programs are being revised. TSU is building one of the finest student support services of any DL provider in the country. The eCampus committee has used the grand funds to expand services for on-line students, and simultaneously invested in those services that will enhance in-class instruction.

- **Electronic Reserves** – provide the library with a way to broaden access to what was once available only in paper form. This is operation now and the documents can be obtained on the web.
- **JSTOR Arts and Sciences Collection I & II** – includes over 100 on-line computer runs of journals in several disciplines. This will add a tremendous amount of breadth to the library. Some locations have access now but will be expanded to all campus locations after OGU.
- **Science Lab Simulation Software** – is currently available to all campuses. This provides laboratory opportunities for students that are enrolled in distance learning courses. Additional site licenses will be purchased at the end of the year.
- **Datatel Availability 24/7** – This will enable students and administrators system wide, different time zones, to have access to their records 23 ½ of the 24 hours per day. This is scheduled to be available to all campuses by May 2004. This was a \$350,000 investment critical to creating a 24/7 university.
- **Common Portal** – For students, faculty, administrators and alumni to access on-line courses, in-class courses, and services at all campuses and sites worldwide. This option is available and is currently in test mode for all campus locations.
- **Student Record Imaging** – A wide-scale document imaging system allows for web-based query of student record images through a robust, reliable imaging system. This will be available Summer 2004 with training to begin in June. Every campus and region received equipment.
- **Library Reference Chat Room** – Chat rooms will be available to access reference library information 24/7. Approximately 70% of the weekly hours are currently covered and University College will assistance in balancing out the remaining 30% due to the different time zones. University of Alabama and University of Hawaii library students will receive stipends to cover the balance for 24 hour coverage.
- **On-Line Student Tutoring** – A pilot project for on-line student tutoring will be conducted in 2004 through University College for Math, Science, and English.
- **Work Flow Product** – A work flow product will be researched and purchased to provide an automated paper process, such as course substitutions, transfer credits, faculty certifications, etc.
- **24/7 Call Center** – Established for students to have access to a 24/7 call center that answers basic student questions at all domestic

locations outside Alabama as well as Distance Learning students. This is a great benefit for our students.

- **Quality and Structural Issues** – During the next three months every course offered in an on-line format will be reviewed for SACS quality standards. Dr. Aldridge stated that Dr. Darcy Hardy and Mr. Rob Robinson will assist in the review. Dr. Roach asked that Dr. Aldridge work with him on this process.

Dr. Roach stated that the same set of process goals should be used in all areas of Distance Learning and all campuses. Have one conceptual model for all.

VI. FOI (For Our Information – two minutes or less per announcement)

- **Vickie Miles** – Ms. Miles announced the addition of a Student Education Plan which offers several on-line options for students. Some options include on-line advising for students under degree audit, make payments, and have an electronic signing device for official transcripts. All options are scheduled to be available by Fall 2004 for Troy, Phenix City, and University College. Montgomery and Dothan will be available Fall 2005.
- **Terry Dixon** – Dr. Dixon stated that the International Student Graduate Program at Montgomery could be used as a feed off from the UG Program for International Students in Troy. Dr. Roach asked that before moving forward he would like to meet with Dr. Dixon, Dr. Barron, Dr. Aldridge, and Dr. Curt Porter to discuss the INS, Homeland Security, and ACHE implications.
- **Curtis Pitts** – Dr. Pitts announced that the Eufaula Retreat dates will be August 9-10. He asked that everyone review their list of attendees from last year and update the list and send back to Cedy Spivey as soon as possible

VII. Other

With there being no further business, the meeting was adjourned.