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**Academic Program Articulation Steering Committee**  
**Meeting Notes**  
**February 18, 2004**

**Participants:**

**Members:** Richard Drum (AWC), Richard Duran (Pima; co-chair), Bill Fee (GEATF), Mike Hensley (ATAC), Kate Dillon Hogan (community college at-large), Jerry Hogle (UA), Stephanie Jacobson (ABOR), Ruth Jones (ASU Main), Jim Lamb (Central, via teleconference), Ron Pitt (NAU; co-chair), Casey Self (AAATF), Anna Solley (Maricopa, via teleconference)

**Others:** Linda Burns (CAS, via teleconference), Amy Fountain (CAS), Dave Padgett (Pima), Gretchen Schmidt (Articulation Facilitator)

Ron and Richard called the meeting to order at 10:05 am. Richard welcomed everyone to AWC. Nick Lund welcomed everyone to the AWC/NAU Yuma campus and gave an overview of programs and services offered by the institutions. Ron asked that everyone introduce himself or herself.

The agenda was reordered due to difficulties with the teleconference.

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**Agenda Item #2 – Approval of November 13, 2003 Meeting Notes**

Jerry moved to accept the meeting notes as written. Richard Drum seconded.  
Unanimous

**Review of Draft Strategic Plan**

Richard Drum asked to reorder the goals – goal #1 remain, goal #3 to #2, goal #5 to #3, goal #2 to #4, and the rest of the goals remain the same. Group agreed on the new order.

Two now APASC subcommittees were formed based on retreat recommendations – communication and evaluation subcommittees.

Communication – Casey Self (chair), Jim Lamb, Bill Fee, Pima APASC representative (Dave Padgett for now), a university ATF chair

Evaluation – Stephanie Jacobson (chair), ATAC chair, Melinda Gebel, Anna Solley, Ruth Jones, Jerry Hogle, Dave Padgett, community college ATF chair

All subcommittees agreed to have draft action plans for review at the April APASC meeting.

APASC agreed to send the goals and objectives to the JCC but all the detail need not be reviewed. Gretchen will work with Stephanie on the materials.

Jerry moved to accept the plan as amended. Richard Drum seconded. Unanimous.

### **Agenda Item #3 – ATF Issues for Discussion**

Linda Elliot Nelson represented the Languages ATF to discuss 3 issues with APASC. The first issue was the Languages ATF's recommendations for ASL Teacher certification standards. APASC endorsed the Languages ATF recommendation. APASC asked that the certification recommendations be placed on the fall advising ATF agenda and be distributed to the appropriate departments at the community colleges and universities. The second item was the Languages ATF recommendations for changes in the CLEP standard scores for the state. Richard Drum moved to accept the new scores/credits. Jerry seconded. Gretchen stated that she would distribute the new AP and CLEP scores to the institutions through the ATAC members. The new scores will be effective for students who take the examinations beginning Fall 2004. The third issue the Languages ATF brought to APASC was the following "In order for Arizona students to be competitive in an increasingly globalized environment and economy, we (the Arizona L ATF) ask APASC to direct departments and programs at universities and colleges to consider strengthening their current languages requirements." Richard Duran asked for the L ATF to bring a more specific recommendation. Ron asked that along with a more specific recommendation, that the L ATF develop suggestions on how to implement. Kate asked for data to support the recommendation. Jerry asked if the institutions are prepared to fund the increase in the number of students in Languages courses that will result from this recommendation? Dave Padgett suggested that the Languages ATF members get on the agendas of the ATFs who do not have Languages requirements and make a presentation at their next meeting. APASC thanked Linda for attending.

Jerry moved to accept the English ATFs recommendation for common AP scores and credit awarded. Richard Drum seconded. Unanimous.

Jerry moved to accept the Physics ATFs recommendation for common AP scores and credit awarded. Ron seconded. Unanimous.

APASC asked ATAC to compile a list of disciplines to consider standardizing AP and CLEP scores at fall meetings. Mike agreed to have a list for APASC in April.

The issue of faculty certification was raised by the Anthropology ATF. APASC agreed that the APASC co-chairs should draft a letter for the ATFs emphasizing the institutions' commitment to shared program and content of courses and that articulation is based on the content of the courses and learning outcomes. The faculty should be commended for their commitment to quality and their concerns about standards. This letter should be distributed at all ATF meetings in the fall.

### **Agenda Item #7 – American Association of Colleges and Universities Institute on General Education**

Gretchen told APASC that she would not be able to attend the AAC&U Institute, as she cannot travel that late in May. Gretchen asked if APASC still would like to send a team, who should lead the team and who should put together the application. APASC discussed whether a team should be sent and decided that it should wait until next year.

ASU and UA are sending teams to the Institute and would have reports to APASC in the fall.

### **Agenda Item #16 – APASC Meeting Schedule**

Hosts for the 2004-2005 APASC meetings were established – meeting dates will be set at the April meeting.

September 2004 – NAU; November 2004 – ASU; February 2005 – UA and April 2005 – Maricopa.

Richard Drum asked that the April APASC meeting date be changed – he had a conflict arise. The April APASC meeting was changed from April 20 to April 13.

### **Agenda Item #8 – Report from the General Education Articulation task Force (GEATF)**

Bill Fee gave an overview of the January GEATF meeting. The GEATF brought two action items to APASC.

Item 1 – The GEATF requested that the Pass/Fail Grades in the AGECE policy be changed.

On April 22, 2003 APASC approved the following motion in reference to the use of pass/fail grades in community college AGECEs: "Move not to allow pass/fail grades in the Arizona AGECE, effective fall, 2004."

The GEATF asks that APASC reinstate the wording from the original GEATF resolution from June 27, 2000, "A grade of 'passing (P)' is not applicable to the Arizona General Education Curriculum (AGECE) except when awarded for Advanced Placement (AP), College-Level Proficiency Examination (CLEP), or International Baccalaureate (IB) credit."

Jerry moved to accept the new policy as submitted. Kate seconded. Unanimous

Item 2 – The GEATF asked APASC to endorse the addition of community college AGECE courses in CAS.

A motion was made and approved unanimously at the GEATF that the 10 community college districts and Diné College go to their respective CIS departments and their institutions' CAOs to get them to agree to prioritize getting AGECE courses (along with the three additional data elements 1) the general education category of each course, 2) if the course fulfills the intensive writing/critical inquiry requirement and, 3) awareness areas (C, G, or H)). in the Course Applicability System (CAS).

The GEATF asks for APASC to support this effort to ensure a commitment by the institutions that they will make providing this information to CAS a priority.

Jerry moved to endorse the GEATF recommendation. Stephanie seconded.

Unanimous.

### **Agenda Item #6 – Recommendations from the Transfer Guide Subcommittee**

Gretchen and Amy gave an overview of the recommendations based on the transfer guide subcommittee discussions. Ruth asked for a diagram of the product that we are working toward – she would like to see the logical progression of steps to the goal. What would be accomplished by the next steps, what would be the end outcome. Richard Duran asked what would be the objective of the outcome that we are working toward. A lengthy discussion about the recommended tool, the uses and the benefits

followed. There were questions raised about staff priorities and whether the staff had time to develop this tool. APASC asked Amy, Dave, Casey, Mike and Rebecca to develop a proposal with more specifics and bring it back to APASC for review in April.

#### **Agenda Item #4 – Review of FY 2006 Budget Request**

The budget subcommittee gave an overview of the FY 2006 ATASS budget request. As was discussed at the January retreat, there were no major budget increases for the FY 2006. A conversation about how to address the carryforward followed. APASC suggested taking the reserve for ACRES and the reserve for the server disk upgrade and build it back into the budget – APASC asked the technology team to make a recommendation for a technology reserve that includes the funds for these items. Richard Drum felt that some reserve should be set aside for the communication and evaluation subcommittees. Ron stated that we had stated in the last budget cycle that if we had a substantial carryforward, that we would pay for the new CAS employee out of those funds. APASC asked the budget subcommittee to allocate the reserve funds and tie them into the strategic plan. APASC will review a final draft of the budget in April. APASC addressed the issue of equity and parity among the staff – some staff had been given raises along in association with their performance evaluations in recent years, some staff had not based on the organization in which they are housed. The APASC co-chairs were asked to address the disparity with the ABOR executive director and the budget subcommittee was asked to look into a more equitable process for the future.

#### **Agenda Item #5 – Policy Discussion regarding impact of adding TOCC to the statewide system**

APASC discussed the policy issues related to adding TOCC to the statewide system. Richard Drum suggested the idea of levels of membership – tribal colleges could be considered Associate Members of the system, with a different level of privileges associated to that membership. Kate proposed a membership fee for the tribal colleges that is a flat dollar amount as opposed to an amount based on FTSE. Ron felt that APASC had to clearly define the levels of membership before proceeding. APASC asked to see the statute related to transfer at the April APASC meeting. The issue of defining the tribal colleges based on the AAHEC definition of "Tribal Affiliation" was raised. APASC asked that this item be placed on the April agenda, including a discussion of the implication and the funding.

#### **Agenda Item #9 – Report from ATAC**

Mike gave an overview of the ATAC report. APASC reviewed the list of AP and CLEP exams for the 04-05 ATF cycle. ATAC asked APASC to endorse the listing. Jerry moved. Stephanie seconded. Unanimous. APASC noted that the English ATF needed to set a standard for CLEP for English 101. There was a discussion about the next chair of ATAC. It is a university's turn to take on the chairship, the last 2 chairs have been community college representatives. ATAC has suggested a chair rotation of 2 community colleges to 1 university since many more

community colleges are represented on the committee. APASC decided that based on history, it was ASU West's turn to chair ATAC. Richard Drum moved to endorse ASU West as the ATAC chair and to endorse the process for chair rotation. Jerry seconded. Unanimous. Since mark was not at the APASC meeting, Ron will contact him about the ATAC chair position.

#### **Agenda Item #10 – Equitable Distribution of the ATAC coverage at ATF meetings**

Mike gave an overview of the issue – this year, there has been some institutions that have not taken on the responsibility of facilitating ATF meetings. How should ATAC proceed. APASC asked the co-chairs to draft a memo to the presidents of these institutions about the expectations for participation in the model as well as the expectations of an ATAC member. The co-chairs agreed to draft and send out the memo to those institutions that were not participating at an adequate level.

#### **Agenda Item #11 – Report on CAS**

Amy gave an overview of the CAS report. APASC commended Amy on the new format of the CAS report. APASC discussed the IMS statewide license for the interface between CAS and institutions' student information systems. Amy gave APASC preliminary cost figures for the license. APASC asked for more information in April before they could make a final recommendation. APASC accepted the CAS report as presented.

#### **Agenda Item #12 – Quality Team Report**

APASC accepted the Quality Team report. There were no comments or questions.

#### **Agenda Item #13 – Joint Conference Committee Meeting**

Stephanie gave an overview of the agenda items for the JCC meeting on March 2<sup>nd</sup>. Stephanie let APASC know that she expected that the Joint Review Committee (JRC) would be disbanded at this meeting – it has not met in years. The JCC would review its mission statement as well as APASC's strategic plan to make sure they are in alignment. Stephanie would work with Gretchen on getting the APASC materials to the JCC for their meeting.

There were no comments or questions.

**The meeting adjourned at 4:05pm**