

Executive Director of AGSC/STARS MBO Plan for 2009-2010



AGSC PRIORITIES FOR 2009-2010:

1. Maintain the integrity of the AGSC/STARS Program.
2. Review findings of Stage I of the AGSC Research Project and prepare recommendations for future study and timeline for implementation.
3. Develop and implement a cost-effective plan to strengthen communication about the STARS Program with the various publics.
4. Initiate a new three-year cycle of review of AGSC Approved Courses and Ratified Templates for program offerings.

Executive Director's Routine Objectives:

1. Function as the primary executive officer of the Articulation and General Studies Committee (AGSC)
2. Serve as a proactive agent in explaining and administering Articulation and General Studies Legislation, as well as the policies and practices authorized by AGSC
3. Serve as the liaison among the AGSC, all public higher educational institutions in Alabama, and the Statewide Transfer/Articulation and Reporting System (STARS) office
4. Oversee the management, administration, and implementation of the Alabama Articulation Program (including STARS and the AGSC)
5. Establish and coordinate AGSC meeting dates, location, and agenda
6. Continue to work with AGSC Academic Committees to approve and review courses and templates as needed
7. Proactively interact with AGSC Institutional Points of Contact
8. Manage the AGSC appeals process when necessary
9. Conduct, in coordination with the incoming chair of AGSC, the annual AGSC/STARS retreat/workshop
10. Prepare, manage, and maintain AGSC/STARS budget
11. Continue to provide monthly usage reports for the colleges and universities in our state
12. Prepare an Executive Directors Annual Report to be presented at the annual AGSC retreat
13. Maintain contact and provide information to elected officials in Alabama relative to AGSC/STARS matters
14. Employ, assign, and evaluate all STARS Personnel
15. Perform any other duties deemed essential for meeting the needs of AGSC/STARS

Executive Director's Problem Solving Objectives:

1. Continue to provide institutions with the opportunity to host AGSC/STARS training sessions/workshops for students, faculty, advisors, counselors, and administrators (institution's must be willing to help cover travel costs for STARS staff)
2. Initiate a new three-year cycle of review of AGSC Approved Courses and Ratified Templates for program offerings.
3. Continue to work with Institutional Points of Contact to maintain and improve Area V Pages (format, content, and availability)
4. Assist in on-going research efforts as directed by the AGSC and the AGSC Research Sub-Committee
5. Assist the AGSC in the development and implementation of a cost-effective plan to strengthen communication about the STARS Program with the various publics across the state.

Executive Director's Innovative Objectives:

1. Begin work on a re-design of the AGSC/STARS website
2. Continue to use online surveys to determine effectiveness and accessibility of the STARS Program and AREA V pages (provide institutions with AREA V survey feedback)

Executive Director's Professional/Personal Objectives:

1. Attend conferences and workshops related to higher education administration
2. Continue to gain classroom instruction experience (adjunct for Troy University)

MBO Plan prepared by: Keith Sessions on 8/21/09

Approved by AGSC:

Chair _____

Date _____