

Wyoming Community College Commission



Academic Affairs Council Meeting Agenda

Date: 8:30 – 9:55 AM. Thursday December 10, 2015

Place: Conference Call

- 1) Agenda item: Corrections of the prior **meeting notes** –
- 2) Agenda items: **Updates** –
 - a) '15-'16 WCCC approved **program lists for each college** -
 - b) Refinement of Postsecondary Education Opportunity Program (**PEOP**) **report data collection**
 - c) **“Moving Forward “** project and identifying “gateway courses”
 - d) AAC sub-group work on **certificate definition and program approval** process –Gerry Giraud, Terry harper, Michelle Landa and Joe McCann
 - e) Discussion of a suggestion to implement **open class periods** to facilitate articulation and other meetings (this concept was broached at the September Articulation Summit) –
 - f) Upcoming **public input** on a draft Wyoming WIOA State Plan –
 - g) Reformatting the UW/CC **College Completion Initiatives list** for 2015-2016 – Joe McCann
 - h) **EC request of the IRC** to propose a transition plan for adopting FTE denominators of 15 semester credit hours per semester and 30 per year for the calculation of Wyoming Community Colleges’ FTE – Joe McCann
- 3) Agenda item: Consideration of any new or pilot **program requests** –
- 4) Agenda item: Q & A regarding HLC’s **Guidelines on Faculty Qualifications** document –

Pertinent questions:

- a) What types of policy might be required to document compliance of an institution's faculty hiring practices including its faculty qualifications guidelines?
 - b) Must faculty qualifications policies be specific to all transfer courses offered by a community college or could a policy be structured employing a course typology?
 - c) What is the operational definition of a "subfield" of a discipline?
 - d) How can a remote college modify its "grow our own" strategy to fill difficult-to-recruit faculty positions after 2017?
 - e) How might an experienced faculty member who does not meet a "determination by credentials" qualification become qualified via "tested experience"?
 - f) How must faculty consultation in policy development be documented?
 - g) Will there be guidance on equivalent experience types for inclusion in an institutional faculty qualification policy.
 - h) Could a policy differentiate qualifications for teachers of introductory/general education courses and for other course types?
 - i) Is there any room for a phase-in period past 2017 for existing faculty members to reach qualification "by credentials"?
 - j) Other questions?
- 5) Agenda item: Potential **enhancement of criteria** utilized by the AAC for setting level of instruction (LOI) by course prefix – Joe McCann

A level of Instruction (LOI) spreadsheet is maintained by the WCCC program office and reviewed for completeness in the spring semester annually by AAC. LOI definitions and criteria are set out in WCCC Agency Rules Chapter 1:

(ii) "Levels of instruction" means college credit courses that are based on a course's description of class size, required equipment and instructional methods necessary to successfully educate students. The level a course is assigned has been approved by the Commission, committees and councils outlined in the WCCC Policy on Consultation.

(i) Level One: Students are guided by an instructor through course material via classroom lecture, limited field trips, multimedia, text book reading, written

assignments, and one-on-one tutorial. Students rely on the instructor to lead the class and assign appropriate homework, as well as tests, based on class lecture.

(ii) Level Two: Students engage in hands-on techniques in a laboratory setting that are critical for obtaining course knowledge. Students must work somewhat independently while in class to learn and demonstrate skills. Courses are supplemented but not solely based on lecture, textbook reading, field trips, writing assignments and the use of multimedia. This level also incorporates courses that have enrollment limitations.

(iii) Level Three: Students engage in courses that are highly technical or require significant ancillary equipment. These courses incorporate all methods of instruction with the primary emphasis of instruction centering on equipment: viewing, demonstrations and hands-on experiences. Level three shall also incorporate courses that have enrollment limitations.

- 6) Agenda item: Review of a “trial run” using the a “**Academic VP Program Request Review Checklist**” on WWCC’s Diesel and Medium/Heavy Truck Technology AAS program request preceding the 10/19/15 AAC meeting – Kim Farley, Terry Harper and Joe McCann
- 7) Agenda item: Discussion of a potential modification of the current **tuition establishment process** modification – Joe McCann
- 8) Additional agenda items -
- 9) Establishing an AAC meeting schedule for 2016 -