

## Wyoming Community College Commission



### Academic Affairs Council

### Meeting Notes

**Date:** 8:30 - 9:50 PM. Thursday, May 8, 2014

**Place:** Conference call

**Attendees:**

CC: Tim Wright- Casper

NWCCD: Sue Belish

CWC: Charlotte Donelson

NWC: Gerry Giraud

EWC: Dee Ludwig

WCCC: Joe McCann, Cayse Cummings

LCCC: Jose Fierro

1. Agenda item: Corrections of the prior **meeting notes** –
2. **Announcements and Rumor Clarification** –  
Joe McCann announced that Laura Yetter- Robinson will be leaving the commission to work for the Employee Group Insurance (EGI) division of A&I, on May 14, 2014.
3. **Agenda items: Update** -
  - a. **GPS and WySAC conference** – Jose Fierro, Dee Ludwig, Joe McCann, Jason Wood  
**Joe McCann** mentioned that all reserved rooms are gone. Some folks are going to Antler Inn and the SnowKing Lodge has rooms available at the state rate. The GPS conference has a few spots available to send a few more people, could be up to five, expenses will be paid by CCA. Summer Stevens from Upton will be one of the four speakers on the panel to discuss the Developmental Bootcamp.
  - b. Distance **organic chemistry** offering: Dee Ludwig thanked everyone for their involvement in this process. Also discussed was how credits would be counted between participating schools. Sue Belish mentioned that a conference call was scheduled for that afternoon to finalize processes.
  - c. AAC sub-group on **certificates**: Joe McCann said he was in the process of getting out definitions of certificates. Also the AACC data definitions need to be reviewed.
  - d. **Requested input** regarding potential uses for the P20 SLDS System: Joe McCann asked the council for any additional ideas for usage. Dee Ludwig requested an update as to any progress. Joe McCann said they hired a coordinator, Dr. Laura Ballard and her position has been given to ETS since that agency is headed by the state's CIO. They are currently working on the 4<sup>th</sup> MOU between research &

planning and the community colleges. DWS has federal \$\$ for data improvement to be used for infrastructure and initial trials. Access to the identity of graduates working in the state and the name of their employers is an example of information we could use.

4. Agenda item: Consideration of any **new program requests** – None at this time.  
Joe McCann reminded everyone that June is the last commission meeting to obtain approval to start this next fall.
5. Agenda item: **Possible protocol** for concurrent course offerings outside a community college's service area:
  - Moved to next meeting
6. Agenda item: Revisiting our protocol on **program modifications** that require WCCC approval: Joe McCann said there are two guiding principles for modifications that need to go before the commission:
  - 1). Modification of the program will serve a different group of students with different goals, different occupations or transfer to UW.
  - 2). Credit hours for degree being shortened to 60. Charlotte Donelson mentioned that CWC is working on a list of programs moving to 60 credit hours. She also mentioned that some programs can't be reduced due to transfer requirements to UW. Joe McCann said that CIP codes don't need to go through the review process.

**Action:** Joe McCann will put together guidelines and send out to everyone.
7. Agenda item: Discussion of recently released **HLC Guidelines on Dual Enrollment** –  
**Discussion:** Gerry Giraud informed the group that the HLC has published a study on dual enrollment as well as this document. The guidelines cover; accreditation criteria, and guidance on quality assurance for courses. Gerry Giraud, Joe McCann and Dee Ludwig were at a recent conference that discussed 5 key issues;
  - 1). Peer review process for setting up qualifications with faculty input on hiring adjuncts,
  - 2). Expectations of student learning and outcomes,
  - 3). Rigor of courses and standards
  - 4). Access to learning resources- evidence of learning resources compared to course taught in another mode.
  - 5). Faculty monitoring, transparency and oversight.

8. Agenda item: Change in the **origination** of a Wyoming Community **College cost of attendance document** – Joe McCann informed everyone that the commission will now have links to the college’s website for this information.
9. Agenda item: **An inquiry** from Dr. Jerry Meyer of the **Wyoming Chemical Society** –  
**Action Item:** Joe McCann will send an email that summarizes Dr. Meyers request.
10. Agenda item: **An inquiry** from Tom Porter of **MoMetrix** Company – (information emailed)  
Joe McCann advised the group this company provides a service to help track student progress. Mr. Porter is available to discuss further via telephone if interested.
11. Agenda item: **An inquiry** from Scott Fleming of **Fishtree** Company – (information emailed)  
Joe McCann said this company provides an interactive learning experience focused on specific student weaknesses in English and math. They don’t have a higher education program yet but would like to look into it if there are colleges interested. This will continue to be an item of discussion.
12. Agenda item: Discussion of **collaborative programs** – Joe McCann said there is a need to open up dialogue to establish guidelines. This may be a good topic to further discuss during the summer in person meeting. Charlotte Donelson mentioned that CWC and Casper have an Early Childhood collaborative program already in place.
13. Agenda item: **CCW update** – Jason Wood, Tim Wright, Jose Fierro, Dee Ludwig, Gerry Giraud and Joe McCann  
Joe McCann discussed the previous day’s CCW meeting that covered the college readiness definitions. The group is starting on these definitions and will review with the council once completed. There is a need for better connections between K12 and the community colleges. Also, the State Board of Education would like to be involved.
14. Additional agenda items:  
Jose Fierro mentioned that LCCC is working on a 27-30 credit hour **certificate for General Education** transfer to UW that could facilitate waive general Ed. requirements.  
**Action:** Joe McCann will schedule a conference call once the program request is received from Jose.

The next AAC meeting is scheduled as a **conference call June 12<sup>th</sup> at 8:30 AM.**