

Wyoming Community College Commission



Academic Affairs Council

Meeting Notes

Date: 8:30 - 9:55 PM. Thursday August 14, 2014

Place: Conference call.

Members Present:

CC: Tim Wright	CWC: Martha Davey
NWC: Rhonda Pier	NWCCD: Richard Hall
LCCC: Jose Fierro	WCCC: Cayse Cummings
President Joe Schaffer	Joe McCann

1. Agenda item: Corrections of the prior **meeting notes**- No changes mentioned.
2. **Announcements and Rumor Clarification** – Welcome to the WCCC’s new Policy Analyst- Nicole Anderson
3. Agenda items: **Inquiries, requests for color commentary, questions or observations** – None
4. Agenda item: **Minimum faculty qualifications** document-
Discussion: Joe McCann mentioned Dr. Leach had a few questions regarding minimum qualifications for faculty. Dr. Schaffer referred to the Institutional HLC guidelines that were already in place when the AAC finished the document. He also mentioned this topics needs continued discussion between executive council members. Joe McCann stated this would be a good topic to discuss further during the September 24th meeting.
5. Agenda item: Review of **draft CERT definitions** from Dee Ludwig, Jason Wood, Jose Fierro, -
Discussion: Joe McCann advised members the sub group had reviewed the draft and a more in-depth discussion is scheduled for the September 24th meeting.

6. Agenda item: Complete College Wyoming (**CCW**) Update –

Discussion: Tim Wright commented that the last meeting was a productive 2 days. A metrics document be provided to the AAC soon and will need to have an agreement on the set of metrics to use.

7. Agenda item: Status of **data sharing MOU** between seven community colleges.

WDS:R&P/WCCC-

Discussion: Joe McCann mentioned the MOU discussion with Workforce Services and how they offered to work with us regarding the *New Employee Surveys*. This could be a complicated process. There is the potential to match up of graduates with unemployment info. Further discussion on how our *Graduates Survey* could fold into the *New Employee Surveys* and /or if we can get graduate placement.

8. Additional Agenda Items:

a) **Are program CIP codes designation consistent** among the seven colleges?

Discussion: This came up due as a result of a possible MOU with the WY Department of Workforce Services: Research and Planning entering into a data sharing MOU. Wright VP's and other need to discuss CIP codes but that it isn't an insurmountable problem.

Action: Joe McCann will get a list of program by CIP codes for the AAC to consider.

b) **Partnership Report**

Discussion: Joe McCann also mentioned the Partnership Report will have an '13-'14 update that needs to be done soon. He asked members if the report is still too long even though it has gone from 250 pages down to 29. Joe asked if the report could it be condensed even more? He also mentioned the Partnership Report was done late this year due to the transition time between the WCCC's Research Analyst and the Policy Analyst replacing position. Martha Davey felt that decreasing the number of partnerships highlighted to four or five mentioned would be too short to paint a strong picture but that the current ten is a good offering in showing various partnerships.

Action: Based on the discussion there was consensus the present format for the Partnership Report will remain the same.

9. The **next AAC meeting** is scheduled as a face-to-face meeting Wednesday September 24th in conjunction with the CC/UW academic/student services leader's conference in Laramie, Wyoming 9/25.

There was consensus that a 1pm. start time for an approximately four hour 9/24 AAC meeting should be appropriate to cover identified topics.