

# Wyoming Community College Commission



## Academic Affairs Council

### Meeting Notes

**Date: 8:45 -10:00 AM. November 13, 2014**

**Place: Conference call**

#### **Members Present:**

CC:	Tim Wright	NWC:	Gerry Giraud
CWC:	Martha Davey		President Hicswa
EWC:	Dee Ludwig	WWCC:	Kim Farley
LCCC:	Jose Fierro	WCCC:	Joe McCann
NWCCD:	Richard Hall		Cayse Cummings

1. Agenda item: Corrections of the prior meeting notes – None
2. Announcements and Rumor Clarification –  
Dee Ludwig announced the recent geo bond passed which will provide local funds for a career technical center and about half the local funds for an ag tech building.
3. Agenda items: Update -
  - a) CCW metrics-  
*Postponed discussion due to time constraints.*
  - b) College readiness draft (attachment)-  
**Discussion:** Joe McCann mentioned this draft goes well beyond Compass and ACT placement transition scores and the consistent score requirement. The draft also addresses other college readiness factors. This draft has not been finalized. The Faculty members on the CCWW Team are attempting to make this draft a topic of discussion on each of the eight colleges.
  - c) Other CCW update –  
**Discussion:** A team of CCW Team members met with Governor Mead yesterday, (11/12) and updates not provided as of yet.
  - d) CC/UW 2+2 agreements-  
**Discussion:** Dee Ludwig informed the group that EWC’s biology and social sciences are almost there. Jose Fierro mentioned that LCCC has a number of agreements with UW but the process appears to be slowing down. Martha Davey stated CWC is waiting on last steps from UW. Rich Hall said NWCCD is getting closer to agreements

and waiting on UW for general education requirement review. Gerry Giraud (NWC), Tim Wright (CC) and Kim Farley (WWCC) said they were in the same place as other colleges.

e) P-20W SLDS-  
*Postponed discussion due to time constraints.*

4. Enrollment census date and data reporting-  
Joe McCann stated the census date for official enrollment programming probably will be modified to be consistent at all seven colleges with everyone only rounding up.
5. Agenda item: EC request for status of faculty qualifications -  
**Discussion:** President Hicswa clarified the EC request for information regarding adjunct faculty qualifications.  
**Action Item:** a written explanation regarding exceptions at each college needs to be submitted to Joe McCann by the end of this fall semester. He will compile and forward to the Executive Council.
6. Agenda item: Consideration of certificate definitions- Dee Ludwig , Jason Wood, Joe McCann, & Jose Fierro  
**Action Item:** Consideration will be postponed to the December meeting to allow more on campus discussion at Western.
7. Agenda item: A program change from an AA to an AS degree under consideration at LCCC - Jose Fierro requested and received council approval to move “Psych” from an AA to and AS degree due to changes at UW for transfer.  
Joe McCann advised the council that significant changes to a program need to have AAC, SSC and commission approval as well as new programs. New course prefixes need to have the AAC approval so the commission can ensure the Vocational Guide on the commission website is up to date. Also, CTE courses numbering is coordinated by the commission in accordance with the common course numbering system responsibilities of the WCCC.  
**Action Item:** Joe McCann will ensure the Vocational Guide is up to date on the commission website.
8. Agenda item: New program request (11/4/14 Jason Wood email attachment) –  
CWC Pilot Medical Assistant CERT request – Jason Wood. Presented by Cathy Wells from CWC. Dee Ludwig moved for approval, Gerry Giraud seconded and the new Pilot-Medical Assistant CERT at CWC received unanimous approval.
9. Agenda item: WCCC Annual Program Review – discussion of specific program reviews to report to the WCCC for '15, '16 & '17 – Joe McCann

Action Item: Joe McCann requested everyone to provide a listing of what programs will be reviewed in the next three years. Joe will update current Excel form and send out to everyone. Return requested by the end of the month of February 2015.

**10. Agenda item: CIP codes** coherence between colleges and **graduate to workplace tracking**

–

Discussion: There was agreement that Community College CIP code /SOC occupational code matching output quality by the colleges and Department of Workforce Services would be maximized by using consistent six digit CIP codes. Wyoming Department of Workforce Services: Research and Planning WFS Joe McCann informed everyone there needs to be a review of consistent CIP codes which will be accomplished by a system level review and then work with each college affected. This may need to be a ½ year project for accurate completion.

**Consensus:** There was consensus to move ahead with a project of making like programs CIP codes consistent to the 4<sup>th</sup> decimal point. Colleges with common programs but inconsistent CIP codes will be informed on a program by program basis and asked to work out a common CIP code. Joe McCann and commission staff will take on this project.

**11. Agenda item: Review of selected WCCC Statewide Strategic Plan 2.0 Progress and Performance** objectives -

*Postponed discussion due to time constraints.*

**12. Future agenda items:**

- a) Discussion of work on a 2+2 program articulation policy document
- b) Adult Education update
- c) High School Equivalency update
- d) Expanding the Accreditation Report for '15

**13. DRAFT AAC meeting schedule** for 2015 (attachment) –

**Action Item:** Joe McCann will send an email to everyone relaying any possible conflicts. Additional discussion and decision to be accomplished in December.

**14. Additional agenda items:**

- a) Common Course numbering system - New course prefixes need to have the AAC approval so the commission can ensure the Vocational Guide on the commission website is up to date. Also, CTE courses numbering is coordinated by the commission in accordance with the common course numbering system responsibilities of the WCCC.

**Action Item:** Joe McCann will ensure the Vocational Guide is up to date on the commission website.

15. The next AAC meeting is scheduled as a **conference call December 11, 2014 at 8:30 AM.**