

Wyoming Community College Commission
 WYOMING
COMMUNITY COLLEGES

Academic Affairs Council
Meeting Notes

Date: 1:00 – 3:00 PM. October 19, 2015

Place: EWC Douglas Campus, Room 128

Members present:

CC: Shawn Powell

NWC: Gerry Giraud

CWC: Brad Tyndall

NWCCD: Richard Hall

President Hicswa

WWCC: Kim Farley

EWC: Michelle Landa

WCCC: Joe McCann

LCCC: Terry Harper

Rick Anderson

1) Agenda item: Corrections of the prior **meeting notes** – Corrections of the prior **meeting notes** – There were no changes to the meeting notes.

2) **Announcements and Rumor Clarification** – None

3) Agenda items: **Updates** –

a) Program modifications resulting from six college’s verifications of **WCCC program list** for each college

Consultation: Joe McCann asked for the AAC’s advice on one remaining NWCCD program, the Animal Science AAS and on LCCC changes of pre-professional degree programs.

b) **WIOA** implementation

Discussion: Joe McCann noted that the local Adult Education (AE) Directors and Workforce Development Directors professional have done a very good job identifying and /or establishing career pathways for AE students.

4) Agenda item: Review of HLC’s new **Guidelines on Faculty Qualifications** document –

Discussion: The Council members formulated these questions for a telephone discussion with HLC Institutional Liaisons (VPs of Institutional Relations):

- What types of policy might be required to document compliance of an institution's faculty hiring practices including its faculty qualifications guidelines?
- 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?
- What is the operational definition of a "subfield" of a discipline?
- How can a remote college modify its "grow our own" strategy to fill difficult-to-recruit faculty positions after 2017?
- How might an experienced faculty member who does not meet a "determination by credentials" qualification become qualified via "tested experience"?

Action: Dr. Hicswa will take this issue to the Executive Council for discussion. Joe McCann will ask one or two HLC institutional Liaisons to join the next AAC meeting for a Q & A session on this topic. AAC members will add questions to the list above before a Q & A session is held.

5) Agenda item: Consideration of any new or pilot **program requests** –

WWCC –Diesel and Medium/Heavy Truck Technology AAS – Kim Farley

Action: Gerry Giraud made a motion to recommend approval of the program to the Executive Council, contingent upon Western addressing Automotive Service Excellence certification and completion of section K. on the request template. Shawn Powell seconded the motion. The motion passed unanimously.

6) Agenda item: Review of a "trial run" using the a "**Academic VP Program Request Review Checklist**"-

Postponed due to time constraints.

7) Agenda item: WY Community College discussion topics -

Postponed due to time constraints.

8) Additional agenda items:

a) Protocols on AAC addressing **program duplication** –

There was a **consensus** reached that of the AAC, Program Review Committee, Executive Council and the WCCC, the AAC is the group best able to focus on program duplication. It was concluded that the AAC should, upon consideration of a new program request, make a recommendation to the Executive Council.

9) The next AAC meeting is scheduled is for November 12th at **8:30 AM**. as a conference call.

WCCC DEGREE OR CERTIFICATE REVIEW CONFIRMATION

**To be completed and submitted to the AAC members.*

College: WWCC

Degree/Certificate Title: Diesel and Medium/Heavy Truck Technology

Degree Type:

AA AS AAS Certificate Other

SECTION		ASSESSMENT	COMMENTS
Program Requirements:	C. Program information	<input checked="" type="checkbox"/> Reviewed	CIP code? LCCC code is 47.065, and has the same courses?
	D. Program description	<input checked="" type="checkbox"/> Reviewed	What does the last sentence in the 1 st paragraph refer to? Also, WELD 1755 at LCCC is Shielded Metal Arc Welding I, (not sure if the title difference matters)
	E. Course prefixes, hours, numbering	<input checked="" type="checkbox"/> Reviewed	OK
	F. Need for additional faculty members	<input checked="" type="checkbox"/> Reviewed	OK
	G. Summary of stakeholder input	<input checked="" type="checkbox"/> Reviewed	Consider using 'Associates of Applied Science' degree at the end of the paragraph instead of Associate's Degree
	H. Resources required	<input checked="" type="checkbox"/> Reviewed	OK
	I. Projected demand	<input checked="" type="checkbox"/> Reviewed	Add the title of the career associated with this program in the state and national trends tables.
	J. Recruitment/Marketing	<input checked="" type="checkbox"/> Reviewed	OK
	K Similar programs in WY	<input checked="" type="checkbox"/> Reviewed	LCCC has this program- Diesel Technology. This section needs updating.
	L. Articulations	<input checked="" type="checkbox"/> Reviewed	OK
	M. Partnerships	<input checked="" type="checkbox"/> Reviewed	OK
	N. Assessment	<input checked="" type="checkbox"/> Reviewed	Consider the ASE exam as an assessment measure.

	O. Other criteria	<input checked="" type="checkbox"/> Reviewed	Update Efficient Systems section as other colleges have this program.
	P. Other	<input checked="" type="checkbox"/> Reviewed	OK

Reviewed by Terry Harper

Date 10/09/15

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SECTION		ASSESSMENT	COMMENTS
Program Requirements:	C. Program information	<input checked="" type="checkbox"/> Reviewed	The date submitted to WCCC is missing.
	D. Program description	<input checked="" type="checkbox"/> Reviewed	Does the last sentence in the 1 st paragraph refer to students pursuing this program?
	E. Course prefixes, hours, numbering	<input checked="" type="checkbox"/> Reviewed	Responses on E. are consistent with other sections of the request and appears to be accurate.
	F. Need for additional faculty members	<input checked="" type="checkbox"/> Reviewed	Appropriate response.
	G. Summary of stakeholder input	<input checked="" type="checkbox"/> Reviewed	
	H. Resources required	<input checked="" type="checkbox"/> Reviewed	Appropriate response.
	I. Projected demand	<input checked="" type="checkbox"/> Reviewed	Is a certificate available?
	J. Recruitment/Marketing	<input checked="" type="checkbox"/> Reviewed	Reasonable

K Similar programs in WY	<input checked="" type="checkbox"/> Reviewed	Reasonable
L. Articulations	<input checked="" type="checkbox"/> Reviewed	Appropriate response.
M. Partnerships	<input checked="" type="checkbox"/> Reviewed	Appropriate response.
N. Assessment	<input checked="" type="checkbox"/> Reviewed	
O. Other criteria	<input checked="" type="checkbox"/> Reviewed	Solid additional information is provided. There are some redundancies.
P. Other	<input checked="" type="checkbox"/> Reviewed	Solid additional information is provided. There are some redundancies.

Reviewed by Joe McCann

Date 10/15/15