

**Wyoming Community College Commission**  
 | WYOMING  
COMMUNITY COLLEGES

**Academic Affairs Council  
Meeting Notes**

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

**Place: Conference Call**

**Members present:**

CC:	Shawn Powell	NWC:	President Hicswa
CWC:	Brad Tyndall		Gerry Giraud
EWC:	Michelle Landa	WWCC:	Kim Farley
NWCCD:	Richard Hall	WCCC:	Joe McCann Cayse Cummings

1. Agenda item: Corrections of the prior meeting notes – None
2. Agenda items: **Updates** -
  - a) '15-'16 WCCC approved **program lists for each college** – Joe McCann mentioned he has lists for WWCC and CWC and there may be questions that need to be asked of the Registrars and Financial Aid.
  - b) Refinement of Postsecondary Education Opportunity Program (**PEOP**) **report data collection** – Joe McCann advised every one of the statutory deadline of October 1<sup>st</sup> for submission of data. These data have a target date for being added to the Moving Forward project of late May or early June. It would be a good idea to share with WDE and school districts before leaving on summer break. The PEOP needs a list of action steps and the SSC and IRC will continue to have discussions regarding this.
  - c) **“Moving Forward “** project and identifying “gateway courses”-  
**Discussion:** Joe McCann reiterated this project has full presidential support and the IRC will be “knee deep” in this project for the next 3-4 years. Need to know what gateway courses are and if they fall in the students first 30 hours.  
**Action Item:** Council members will let Joe McCann know by the end of the week, December 18<sup>th</sup> what the gateway courses are at each institution and if these courses are embedded in programs.
  - d) AAC sub-group work on **certificate definition and program approval** process --  
**Discussion:** Michelle Landa said the group met December 9<sup>th</sup> to discuss the form,

approval process and made a few adjustments to the form. With these changes, the form is ready to go to the larger group for input. Joe McCann suggested the face to face meeting in February with an initial review by the AAC in January.

- e) Suggestion to implement **open class periods** to facilitate articulation and other meetings (this concept was broached at the September Articulation Summit) –  
**Discussion:** There is neither AAC nor SSC support for this concept at this time. Therefore this agenda item will be removed from future ACC meeting agendas.
  
  - f) Upcoming **public input** on a draft Wyoming WIOA State Plan –  
**Action Item:** Joe McCann will advise the group of the specific dates regarding the public input period that should start sometime in January.
  
  - g) Reformatting the UW/CC **College Completion Initiatives list** for 2015-2016 –  
**Discussion:** Joe McCann mentioned the third week in March as the deadline for initiatives list revision from each College.  
**Action:** Joe McCann will send out last year’s list as well as a reminder in early January 2016.
  
  - 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  
**Discussion:** Joe McCann placed this item on the agenda as a “heads up” for AAC members. A number of VPs said this modified FTE definition already used by UW, IPEDS as well as most other states.
3. Agenda item: Consideration of any new or pilot **program requests** –  
**Discussion:** Gerry Giraud asked about the list of WCCC meeting dates that was sent to the commission members and the how that will influence the colleges’ timeline for submitting program requests.  
**Action Item:** Joe McCann will review and advise the council members via email.
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?

**Discussion:** An HLC liaison scheduler informed Joe McCann the HLC community college liaison’s wish to interact with colleges individually rather than in a “council type” public setting. A number of state school superintendents met regarding concurrent enrollment and associated teacher qualifications. It would appear that at this time, the HLC is struggling with faculty qualifications. Joe McCann also suggested each college talk with their HLC liaison and add any new questions that might come up to the above list.

5. Agenda item: Potential **enhancement of criteria** utilized by the AAC for setting level of instruction (LOI) by course prefix – A level of Instruction (LOI) spreadsheet is maintained by the WCCC program office and reviewed for completeness in the spring semester annually by the 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.

**Discussion:** Joe McCann said this was a “heads up” item. Members of the Joint Interim Appropriations Committee (JIAC) had questions regarding the current LOIs. Their concerns will be discussed during the January AAC meeting as well as a council approach to potential reform.

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 –

**Discussion:** Kim Farley said she likes the process. Rich Hall suggested a one year trial and review again at that time. All agreed to this approach.

**Action Item:** Joe McCann will track reviewing process for the next 12 months.

7. Agenda item: Discussion of a potential modification of the current **tuition establishment process** – Joe McCann

**Discussion:** President Hicswa said the enormity of this study may not make it feasible to present to the commission in March 2016. She said the presidents want input from everyone; before the first of March.

8. Additional agenda items –

- a) Shawn Powell will provide information to council members regarding the consultant they are using for the assessment of student learning.

9. Establishing an AAC meeting schedule for 2016 –

**Discussion:** A tentative schedule has been placed on the commission’s website in the Academic Affairs Council’s folder with the changes suggested. The February meeting time and place are yet to be “firmed up”. The next meeting is scheduled for January 14<sup>th</sup> via conference call.