

Wyoming Community College Commission



Academic Affairs Council Meeting Notes – (amended 8/24/15)

Date: 10:00 AM. – 4:00 PM. Friday, June 12, 2015

Place: EWC Douglas Campus of EWC at 10:00 AM, June 12, 2015.

Members present:

CC: Tim Wright

NWC: Gerry Giraud

CWC: Ron Granger

NWCCD: Richard Hall

EWC: Dee Ludwig

WWCC: Kim Farley

LCCC: Jose Fierro

WCCC: Joe McCann

Terry Harper

Cayse Cummings

1) Agenda item: Corrections of the prior **meeting notes** –

2) **Welcome** to new members attending for the first time

3) Agenda item: **Announcements and Rumor Clarification** –

Jose Fierro has been named the President of Cerritos College in California. Contract negotiations are underway.

4) Agenda items: **Update** –

a) **AAC certificate definition** recommendations to the Executive Council (EC)

Status: The EC has tabled the AAC's recommendations, possibly until the council has a broader discussion of performance funding.

b) **First CIP alignment exercises**

Status - First assignments will be emailed next month.

c) **Summer and fall '15 "to dos"**

Status: A review of each college's program list and of the Level of Instruction (LOI) list are due to Joe McCann this month. Joe also needs a copy of dual enrollment MOUs and concurrent enrollment MOUs each of the colleges have with school districts for '15-16. This year "out of service area" three party MOUs are also included in this request which are due September 30, 2015.

d) Compass test status

Status – Gerry Giraud alerted the AAC members of American College Testing’s (ACT’s) announcement that the Compass test will not be supported after 2016.

5) Agenda item: Scope expansion of the WCCC Accreditation Report –

Status: Joe McCann circulated a draft program accreditation table for addition to last year’s 2014 accreditation report document format. Joe McCann asked for additions, edits or deletions from the table. None were voiced by the AAC members.

Action: VPs will email any suggestions to Joe McCann by 6/19. Joe will finalized the report format after that date.

6) Agenda Item: AAC Role in WCCC credit program approval process -

Discussion: Dee Ludwig and Joe McCann provided historical context for the current program approval process. The WCCC started an approval process in 2003 as a response to a Wyoming legislative which mandated that the WCCC approve all programs. 2010 legislation expanded that WCCC role to include reviewing the efficacy of all community college programs to meet the needs of the state as well as each college’s service area. The 2010 Wyoming Community College Commission Statewide Strategic plan led to an extensive change to the credit program approval and modification process. An option of community colleges securing approval of “pilot” program request was added to WCCC Rules in 2010 that could be obtained on a shortened timeline utilizing a less intensive request document.

The AAC members discussed changing the role of the AAC in the approval process. A segmented responsibility modification was considered that would have lessened the role of the council by shedding part of the responsibility to both the Program Review Committee and the Executive Council (EC). That option was abandoned after reaching consensus that this council is the most appropriate group to ensure program request quality. Gerry Giraud voiced his view that the current process is sound but its execution might be improved. Kim Farley suggested that specific VPs could be assigned to do an in-depth review of each program request. Terry Harper suggested developing a check list for VPs doing such an in-depth review. Dee Ludwig suggest that the Program Teams Leader should continue to monitor college of program request submissions and expand the time allowed for VP in-depth reviews by a few days.

Note: Possible modifications to the template will be consider by the AAC once the EC takes action on the AAC’s certificate definition recommendations.

Action: The AAC members present reached consensus to do the following for a period of 12 month before an AAC review of results:

- a)** The Program Teams Leader needs to make sure there is enough time allowed for both an in-depth review of program requests; (including new program requests,

pilot program requests and program modification requests) before AAC consideration, as well as time for Program Review Committee review before the Executive Council acts on program requests requiring that council's approval.

- b) The VP submitting a program request will select two VPs (could substitute the Program Teams Leader instead of an academic VP) to do an in-depth review for each program request. Joe McCann will keep a list reviewing VPs to assist with spreading the distribution of this task.
- c) Terry Harper volunteered to draft a checklist for VPs use when doing an in-depth program review. She will circulate the 1st draft via email for revision before the August 13th AAC meeting.

7) Agenda Item: Nursing Program **modification -**

Discussion Tim Wright reviewed Casper College's change of their AS and AAS nursing programs into an ADN program.

Action: There was consensus to:

- a) Accept the program leader and VP Wright's conclusion that this change was not a substantive change that needed the approval of the WCCCC.
- b) That the nursing program change document Casper College submitted will be used as a model for other community college's changing existing associate degree nursing programs.

8) Agenda Item: Postsecondary Education Opportunities Program (PEOP**) **documentation** -**

Discussion: Gerry Giraud shared the significance of PEOP documentation that emerged from Senate Enrolled Act (SEA) 52 required concurrent enrollment/dual enrollment consensus group work in 2011.

9) Agenda Item: Documented AAC **protocol list**

Postponed due to time constraints

10) Agenda Item: **Distance Education Committee report –**

Discussion: WyDEC had their annual conference in mid-May of 2015. They decided to review their mission, vision and goals in light of state wide decision maker concerns. The committee members plan to hold a special meeting for this purpose in July 2015.

11) Additional agenda items: NONE

12) The **next two AAC meetings were** scheduled for 8:30 AM. August 13, 2015 via conference call and September 24, 2015 in Laramie.

Action: A scheduled July 9th meeting was cancelled due to travel schedules and to allow new VPs assuming their positions in late July.

** Meeting notes amended August 24, 2015 to include council members present at this meeting.