

# Wyoming Community College Commission



## Academic Affairs Council Meeting Notes

**Date: 8:30 – 9:55 AM. Thursday January 14, 2016**

**Place: Conference Call**

### **Members present:**

CC:	Shawn Powell	NWC:	President Hicswa
CWC:	Brad Tyndall		Gerry Giraud
EWC:	Michelle Landa	WWCC:	Kim Farley
LCCC:	Terry Harper	WCCC:	Joe McCann Cayse Cummings

Guest: Matt Petry, Deputy Director & Chief Financial Officer for the Wyoming Community College Commission (WCCC)

1. Agenda item: Corrections of the prior **meeting notes** – None
2. **Announcements and Rumor Clarification** – Jackie Freeze is retiring the end of June after 42 years with WWCC.
  - Terry Harper mentioned the General Education Certification articulation with UW was approved last week.
3. Agenda items: **Updates** -
  - a. **Legislative bills filed**

<b>HB5</b>	<b>HB13</b>
<b>SF15</b>	<b>SF18</b>
  - b. Upcoming **public input** on a draft Wyoming WIOA State Plan – Joe McCann said the associate and certificate program will be a part of the WIOA state plan. Still not out for public comment period but hopefully should be out in the next two weeks.  
**Action:** Joe McCann will send an email with dates once they become available.

- c. Refinement of Postsecondary Education Opportunity Program (**PEOP**) **report data collection** – Joe McCann advised the group the report and technical aspect with WDE will change mechanisms so the DC/CE enrollment will be generated by the WCCC instead of the school district. The school districts could use this report for matching purposes. The WDE reports these data three times per year. Could match up in March or early April and share with the liaisons at the school districts. Information would probably be better for the 3<sup>rd</sup> match up process in late July.
  
- d. Review of subgroup work on **certificate definition and program approval** process – Gerry Giraud, Terry Harper, Michelle Landa and Joe McCann  
Joe McCann brought up the need of adding Special Needs Certificates, i.e. WWCC 15 credit hour (CH), EWC 12 CH for plate welding, NWC 16 CH for Nursing Assist, NWCCD 10 CH for Coaching. This is on the agenda today for review with future discussion. Joe McCann mentioned a request form the Executive Council for the AAC and Program Review committee to discuss the approval process for sub-part certificates of existing degrees. Terry Harper said the commission had mentioned this at their last meeting. Dr. Hicswa said she wasn't opposed to the idea but to keep in mind the pilot program option. Joe McCann said the Commission will look at new programs two times per year, probably at the spring and fall meetings.  
**Action:** Joe McCann will put together verbiage regarding certificates that have pre-existing courses. Dr. Hicswa offered to report this to the Executive Council.
  
- e. Potential WCCC modification of the current **tuition establishment process**- Matt Petry discussed how the Tuition Report compares WICHE states minus California plus Nebraska. The End of Year 15 memo sent out covered the Sum of the research conducted via Internet regarding other states tuition policies along with a summary of options, advantages as well as disadvantages. Matt Petry reminded everyone there wasn't a tuition increase for the 14-15 academic year. He mentioned many entities have stated concern on the process used in the past. Matt Petry explained the Casper College study done a few years back regarding the concept of a tuition freeze. There weren't any conclusive findings, however, it was evident this approach would be more beneficial for a 4 year institution. Earlier this week a metric with information was sent to the ASC and College presidents asking for which option they favored and opposed using a numeric approach. Responses were requested by next Tuesday the 19<sup>th</sup> of January.  
**Action Item:** Joe McCann will draft an Academic Affairs Council recommendation to the Executive Council and send out to council members for review.

4. Agenda item: Agenda item: CIP code revisions to enable **occupation (SOC) code to code CIP** matches for program completers. Joe McCann explained this will help determine workforce taking courses at the community colleges. He said statutes require the WCCC to report on outcomes of graduates in the workforce and currently there is spotty data. This would provide an opportunity to correct. The document sent for this meeting is an example of the spreadsheet in development.

**Action Item:** Joe McCann will send out individual recommendations to colleges, should be 20-25 suggestions. Joe will keep track at the commission.

Joe McCann said a match with neighboring states could also be done in the future. He asked if by next summer was a reasonable timeline. No objections were stated.

5. **Gateway course list** for AAC consideration – Joe McCann said the Business Analytics and Support Section (BASS) is leading the work on definitions and identifying gateway courses. The AAC decided this should be limited to mathematics and compositions. Ellucian is facilitating data development of gateway courses in the first 30 credit hours taken by a student. Data metric has been provided by Complete College Wyoming.

**Action Item:** Joe McCann requested feedback from the AAC by January 25, 2016.

6. Agenda item: Potential **enhancement of criteria** utilized by the AAC to set levels of instruction (LOI) by course prefix – Joe McCann said the subgroup from the AAC sent out documents to fellow council members for review. Matt Petry mentioned numerous legislators would like to see these defined further since in time these LOI could carry more weight in the funding formula.

7. Consideration of any new, pilot, or modified **program requests** – EWC program degree change request from the currently approved EWC Nursing “AS” degree to an “ADN” degree

Postponed for future meeting. Joe McCann sent out timelines for when requests are due. February due date is slipping away. Joe mentioned the use of Pilot Programs if approval timelines don’t work for the colleges.

8. Agenda item: Potential **CCCSE workshop** during the next 15 months- Joe McCann asked if there was interest from the AAC for this type of workshop. Council members said currently there is not. Joe McCann will share with the SSC to ascertain their interest. President Hicswa suggested the fall trustee conference as a potentially good time for this workshop.

**9.** Additional agenda items:

- Brad Tyndall asked the council to consider extending the agreement with UW regarding the adjunct tuition benefit.

**Action Item:** Brad Tyndall will send out potential ideas and verbiage to fellow council members.

President Hicswa suggested a discussion among executive management at the commission might be the best approach for this topic.

- 10.** The next scheduled meeting is Wednesday February Wed. 17, 2016 as a face-to-face meeting in conjunction with the Wyoming Association of Community College Trustees (WACCT) Conference. It will start 30 minutes after the conclusion of the WCCC meeting. The room and building have not yet been determined.