

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: March 10, 2016 at 8:30 AM.

Place: Conference Call

Members present:

CC:	Shawn Powell	NWC:	Rhonda Peer
EWC:	Michelle Landa	WWCC:	Kim Farley
LCCC:	Terry Harper	WCCC:	Joe McCann
NWCCD:	Richard Hall		Cayse Cummings

1. Agenda item: Corrections of the prior meeting notes –
Discussion: Joe McCann reviewed the program requests that received approval during the last meeting. Previous meeting notes will be sent to council members at a later date.
2. Announcements and Rumor Clarification – Michelle Landa mentioned EWC is looking for a Sociology Instructor.
3. Agenda items: Updates -
 - a. Legislation status-
Discussion: Joe McCann asked for questions regarding any legislative issues. He will go into HB80 later in the meeting. However, the funding formula has been adjusted as well as the assessment of level of instruction, (LOI) codes for courses. Joe McCann also mentioned the Nursing bill passed and that Occupational Therapy for Casper College in SF 42 may be of interest.
 - b. Public input on a draft **Wyoming WIOA State Plan 3/1 through 3/31/2016** –Joe McCann advised that has gone out and each of the council members should have received a link to this plan. Don't be concerned with the first 130 pages. The big change is the formation of a local group that provides advisory input to AE such as vocational rehab, apprenticeship programs. Wyoming will continue to have a single workforce investment board. Workforce Advisory Groups (WAGs) would provide input to the single state board and the creation of three other advisory committees will also inform the state board. Management of workforce offices will be bid out so that by 2018 sometime there could be a different entity beside the Wyoming Dept. of Workforce Services managing these offices. Community colleges would be

eligible to respond to a RFP to do so. The Wyoming WIOA Plan will be submitted by April 1st.

- c. Postsecondary Education Opportunity Program (PEOP) report data verification-
Discussion: There is a plan to match up the data in the CSI (Moving Forward Project) database with WDE concurrent and dual enrollment registration data information. This information is from WDE's second transmission of school district data from their yearly three transmission cycle. Matching should occur sometime in April and then back out to the college's school liaison for review of accuracy of dual and concurrent enrollment. Until we see the information and do a matchup there is uncertainty as to "what the match-up will look like". The report is due from the WCCC to LSO, by statute, on October 1st of each year. Schools, the community colleges, UW and BOCES are required to report to WCCC by statute by September 1st. This process of matching should help get better information next go around.

- d. **WCCC '16-'17 tuition rate decision** and potential WCCC modification of the current tuition establishment process-
Discussion: Joe McCann said the commission has scheduled a meeting for the commissioners to have a special telephone meeting on March 21st. Dr. Rose will provide information to the commissioners. The presidents and trustee members will get a copy of the agenda.

- e. Status of CIP code revisions to enable **occupation (SOC) code to CIP code** matches for program completers
Discussion: Joe McCann said it's an ongoing difference of interpretation with DWFS's Research and Planning, (R&P). They reportedly are precluded from providing wage and employment data about graduates of small programs when the number of graduates is less than 8 students. WCCC staff are still working out ways to get data that will provide the colleges with more useful everyone information. The AAC could go ahead with CIP codes changes but submit those changes to the Feds and HLC. These changes will occur at a time that will help us get better information from DWFS Research and Planning. Student Service Council members are going to go ahead with changing some CIP codes.
Action Item: The AAC reached consensus. Joe McCann will send out the list of program CIP code that are potentially problematic to council members so they may determine an optimal CIP code. The commission will keep a spreadsheet with the colleges' CIP code recommended changes in escrow.

- f. CCW update
 - Potential next step regarding HS/community college collaborative effort –
Discussion: The AAC members responded positively to a potential regional second item that has been discussed by the CCW team. This would be the next step to bring the High School and College reps to a smooth composition and

math transition between the two. One idea from CCW was to have an event in the summer sometime to bring these folks together to begin and / or continue to discuss collaboration. Shawn Powell mentioned there aren't the same type of challenges across the state so might be better to have this done college by college. The members agreed with Shawn's logic and urged that local interaction occur first. Shawn informed the members a 4/29/16 CCW meeting will be held at Casper College and this topic will be on that meeting agenda.

Action: AAC members of the CCW were asked to please pass on these AAC suggestions.

- First one is the dash board the CCW has been working on and primarily the IR and it's now available on the CCW web-site.

g. Upcoming request for '16-'17 SmarThinking tutorial hours order –

Discussion: Joe McCann said the request comes out of WCCC to order tutorials that your offices have decided are needed and fit into your budgets for '16-'17. A spreadsheet will be coming from SmarThinking showing the previous year's usage by each college. WCCC will send a purchasing MOU between your college and WCCC, to the Attorney General's (AG) office. Once approved the MOU will be returned for your college president's signature. Ronda Peer mentioned Casper College is thinking of using another vendor. Joe McCann said it was decided by the AAC that it is too late in the year to make vendor change at this time. The AAC plans to reevaluate the online tutorial service this summer.

h. On-going college discussions of Math and English composition course placement-

Status: Joe McCann asked if there has been any further changes for the fall 2017 course placement. Terry said LCCC will be using the ACT scores or 3.0 GPA and either of those will be good for up to the last five years after H.S. graduation. Kim Farley said Western now plans to use ALEKS for math and just had a demo for McCann assessment for English. Western's plan is still fluid however they will continue to use the ACT. Rich Hall, Michelle Landa, Gerry Giraud and Shawn Powell said NWCCD, Eastern, NWC and CC are going to use ACT scores and Accuplacer plus their alternative placement from high school. CWC plans to be using ALEKS for math and a "home grown" composition testing for English. Western will be using the homegrown for English as well. The colleges plan to continue to use common ACT transition scores for the first portion of their placement protocols.

4. Agenda item: Sharing your recent conversations with HLC liaisons regarding minimum faculty qualifications.
Action: Joe McCann will send out a doodle poll for ascertaining a discussion time in the next couple of weeks.

5. Consideration of any new, pilot, or modified program requests –
LCCC – modification of a nursing AAS degree to an ADN degree- Terry Harper
Discussion: Terry explained the degree modification document she emailed to the AAC members provides the same information that our other colleges provided to justify their degree modification notifications to the AAC. This proposal will keep student’s educational and occupational path constant and will not change the profile of students pursuing the degree.
Action: The AAC reached consensus this modification does not need to proceed to the full WCCC for approval.

6. Agenda item: Consideration of a recommendation to the Executive Council for the modification of both certificate definitions and the credit program approval process – Gerry Giraud, Terry Harper, Michelle Landa and Joe McCann
Discussion: Joe McCann said he briefly reviewed recent changes the council had made to the recommendation. He emailed the most recent draft that had been edited by himself and WCCC Enrollment Auditor, Cayse Cummings. There were no further suggested changes after the AAC recommendations.
Action: Michelle Landa recommended approval with Terry Harper seconding for moving forward to Executive Council. Motioned passed unanimously.

7. Agenda item: Determining criteria for AAC use in setting levels of instruction (LOIs) by course –
Discussion: The WCCC will be working on changing agency rules during the next few months. Joe suggested the council establish a sub-group for agenda item #7 to provide the WCCC with course LOI by section to the full AAC. Special consideration of the LOI assessment of hybrid and distance education courses will be required. Also need to have a subgroup for transfer course issues. A preliminary process for establishing course LOIs was discussed that includes WCCC producing a draft course list by LOI for vetting by each college.

Action: The council members decided to work-up a set of course LOI recommendations. Terry Harper, Michelle Landa and Joe McCann will work on this challenge as an AAC sub-group.

8. Additional agenda items: NONE

9. The next scheduled telephone conference meeting is Thursday April 14, 2016