

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: April 14, 2016 at 8:30 AM.

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
NWCCD:	Richard Hall		Matt Petry Cayse Cummings

1. Agenda item: Corrections of the prior **meeting notes** – None
2. **Announcements and Rumor Clarification** – Rich Hall, Michelle Landa and Joe McCann will be attending the HLC meeting in Chicago, Ill.
3. Agenda items: **Updates** –
 - a. Potential HS/community college collaborative effort - Joe McCann said the CCW team met last Wednesday but there wasn't anyone from the AAC present. Joe mentioned he is scheduled to present the AAC's view on a number of topics to this group at their next meeting, April 29th.
 - b. Upcoming request for '16-'17 **SmarThinking** tutorial hours order –Joe McCann said he has been waiting for tutorial rates from the vendor and is hoping to receive something this week. Once received, he will send out the information to the council members with a requested return date to him of April 29th.
Action Item: Joe McCann will send out a grid table that shows the hours used by each college and if there are any carry over hours remaining.
 - c. On-going college discussions of Math and English composition **course placement – Any new developments?**

LCCC- still planning on ALEK

CWC- will be using ALEK for math and either McCann or a homegrown version for English.

Joe McCann said that as a group there will be a crosswalk to ACT however, protocols after this first step will probably vary.

- d. Progress on CCW/WDE MOU and “hoped for” **PEOP data improvement** –Joe MCCann said Larry Buchholtz, Fiscal Team Manager for the WCCC has been working on this MOU that it out but doesn’t appear to be moving. The information is needed back to be able to share with everyone and get thigns moving forward. Nicole Anderson, Policy Anaylst at the WCCC along with Joe McCann want to do a data match up by the end of this month.
- e. Upcoming EC meeting and the ACC of a recommendation for the modification of both **certificate definitions and the credit program approval** process- Joe McCann mentioned this is on the agenda for discussion at the commission meeting April 29th, 2016.

4. Agenda item: Consideration of new, pilot, or modified **program requests** –

NWCCD – Pilot Medical Assistant Certificate – Rich Hall sent an email to everyone regarding this program. He mentioned this program came from a request of the Campbell County Regional Hospital. This program is scheduled to be taught at the Gillette campus and will provide an affective program as well as another level for nursing students. Terry Harper moved to support this program and move it forward to the Program Review Committee. Shawn Powell seconded. Motion carries.

- 5. Agenda item: Recap of the AAC telephone discussion regarding HLC assumes practices and faculty qualifications- Gerry Giraud, Joe McCann, Rich Hall and President Hicswa. Rich Hall said they had a good discussion and the enhanced guidelines that came out in mid-March reinforced previous interpretations. Joe McCann mentioned the need for written documentation regarding the 18 graduate course requirement as well as how to define “significant amount of hours in course topic and how these apply to concurrent instructors and faculty. Terry Harper mentioned that LCCC was creating a Credentialing Review Committee and an Advisory Council to look at/review the 18 credits requirement in a given discipline.

- 6. Agenda item: Your advice and caveats for AAC sub-group members as they consider HEA 29, a recommendation regarding a potential mechanism for **setting levels of instruction**

(LOI) by course and criteria to be utilized - Joe McCann said a decision needed to be made on how to differentiate Hybrid courses and a set criterion would be required due to new statute. Also, the new statute does not mention class size restrictions that may need to be further defined in rules. The assigned sub group of Rich Hall, Terry Harper, Michelle Landa and Joe McCann will need to scrutinize the varying aspects of course delivery, size and restrictions. Joe McCann also mentioned the colleges might not have standardized section numbers which will require the Academic and Student Services Councils to come up with recommendations. Terry Harper volunteered to gather information on course section numbers from the colleges. Joe McCann said the sub group work should be completed by the end of June to ensure results can be shared with all councils involved.

7. Additional agenda items: None

8. The next scheduled telephone conference meeting is Thursday May 12, 2016 at 8:30 A.M. by conference call.