

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: May 12, 2016 at 8:30 AM.

Place: Conference Call

Members present:

CC: Shawn Powell

LCCC: Terry Harper

NWCCD: Richard Hall

NWC: Gerry Giraud

WCCC: Joe McCann

Matt Petry

Cayse Cummings

1. Agenda item: Corrections of the prior **meeting notes** – A correction to number 5 to removed “and an Advisory Council” will be made to the final published notes.
2. **Announcements and Rumor Clarification** – Terry Harper mentioned that NECP Accreditation was received at LCCC and this is great for folks working with concurrent. Joe McCann mentioned an article in the local paper regarding farrier, TV, film, radio programs that are being discontinued at NWC. Gerry Giraud asked if there was any type of form to complete to relay this. Joe McCann mentioned the forms will come out later during the summer from the commission’s Policy Analyst, Nicole Anderson.
3. Agenda items: **Updates** -
 - a. 4/29/16 HS/community college collaborative effort –Refer to number 3d for topic discussion.
 - b. '16-'17 **SmarThinking** tutorial hours order and AAC summer '16 review of online tutorial services – Joe McCann said he needs three more college’s information before he can proceed. He mentioned that David Simmons from Casper College is the de-facto chair for the WyDEC group this year. He and a few other distant education folks from Net Tutor have been considering changing our online tutorial vendor. It was decided this would not be a good idea in such a short time. Tutor.com, SmarThinking and Net Tutor were at the AACC conference and Joe

McCann might be able to contact for presenting at a future AAC face to face meeting.

- c. WCCC/WDE MOU and “hoped for “**data improvement in the annual PEOB Report data improvement** – Joe McCann said we now have a signed MOU so we can go ahead with the matching process. Nicole Anderson will be scheduling a meeting with WDE to line out the specific data to match up. If we can turn around in the next couple of weeks, the college contacts with WDE representative would allow review.
- d. CCW suggested school district/community college/UW **math and composition student transition effort** –

Discussion: Joe McCann said this would involve faculty members meeting with one another. CCW had another discussion end of April. The concept is to try and have the CCA pay for a speaker or workshop as well as have breakout sections. Michelle Landa is the community college representative for this group. Superintendents have had a great deal of discussion regarding this as well as the HLC new qualifications effect on faculty members. Shawn Powell asked about the mixed issue of students taking courses for college credit and those in the same class that are not taking the course of college credit. Rich Hall mentioned this occurs in their district. Classes are taught at the college level but some students haven’t met the entrance scores. Teachers are still teaching the college syllabus. Joe McCann said that as long as everyone understands the college syllabus is still being used then everything is OK. As a pier reviewer, the visiting team would need to have assurance this is occurring. Gerry Giraud said in an ideal world, all students taking these courses would be signed up and pre-qualified. Rich Hall mentioned the rural districts teaching resources are rather thin. Joe McCann said this council had mentioned a face-to-face meeting this summer. He asked if this could be done in conjunction with the Partnership meeting in Casper on the June 29th? This agenda item would be an afternoon topic. The AAC meet the morning of the 30th to around 1-2 pm. Consensus reached with members to move forward with this meeting plan. Joe McCann also mentioned that Audry Conslicer could do a lost in transition meeting to get Math and English instructors together. She has offered to assist in getting everyone together, maybe next fall.

- e. EC suggestion for the improvement of the ACC recommendation for the modification of both **certificate definitions and the credit program approval** process – Joe McCann said the Presidents approved but requested one change that is relayed on page three. Any additional changes and / or review may delay the process. It was noted the addition is currently addressed in Section L of the current Program Review form. Although additional changes and / or reviews may delay the process it was decided it would be beneficial to discuss Section L with the Executive Committee.

Action Item: Joe McCann will contact Dr. Leach to discuss further.

4. Agenda item: Consideration of any new, pilot, or modified program **requests** – Joe McCann said there weren't any to review at this time. Are there any to consider for the future or coming up? Rich Hall offered to review Casper College's upcoming medical assistant certificate. LCCC doesn't have anything on the horizon. Joe McCann said the Program Review Committee approved the Medical Assistant Pilot program at NWC.

6. Agenda item: WCCC staff work to date on **WCCC rules revision**, Chapter 1, Section 3, Definitions, (r) and (u) -

(q) "Credit certificate" means recognition by the community college district that a student has completed ~~a title conferred upon a student by a community college district upon completion of~~ a coherent list of academic or career technical education credit courses, which is less than the requirement for an associate degree.

(t) "Degree" means recognition by the community college district that a student has completed a ~~title conferred on a student by a district on completion of a~~ defined academic or career technical education program of study approved by the local board of trustees and the Commission.

Terry Harper suggested adding the last portion of the Degree definition to the end of the Certificate definition.

7. Agenda item: AAC sub-group members will begin consideration of SEA 29 necessitated mechanism for **setting levels of instruction (LOI) by course** and by section. Joe McCann will be arranging a meeting next week for the sub-group to have a first meeting, probably on the 18th. Cayse Cummings reviewed the Course, Section and Level of Instruction Coding memo she sent to Joe McCann that provides information regarding variances in course's prefixes, numbers and sections.

8. Additional agenda items: -None

9. The next scheduled telephone conference meeting is Thursday June 9, 2016 at 8:30 AM. by conference call.