

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: Feb. 17, 2016 at 3:30 PM

Place: LCCC College, CCI Building Room 123

1. Agenda item: Corrections of the prior **meeting notes** –
There were none

2. **Announcements and Rumor Clarification** –

3. Agenda items: **Updates** -
 - a. Wyoming WIOA State Plan submission postponed to 4/1/16
Discussion: Joe McCann stated that a public comment period is required but has not yet been scheduled. Joe will notify the AAC members once a comment period is scheduled.

 - b. Potential WCCC modification of the current **tuition establishment process** modification ideas.
Postponed due to time constraints

 - c. Preliminary Postsecondary Education Opportunity Program (**PEOP**) **report data slated** for distribution in April
Postponed due to time constraints

 - d. Potential times for a **CCCSE workshop** during the next 15 months
Discussion: Since this workshop is apparently of interest primarily to the student services VPs, Joe McCann will try to schedule the event with reference to their wishes.

 - e. Math and English composition **course placement after fall 2016** – Brad Tyndall
Postponed due to time constraints

 - f. Possible CIP code revisions to enable **occupation (SOC) code to code CIP code** matches for program completers
Discussion: Programs in possible need of CIP code revisions were discussed briefly.

g. Suggestion to **request UW tuition benefit** for community college adjunct faculty –
Discussion: Brad Tyndall shared the possibility of requesting UW to extend a tuition benefit it affords to community college employees, to adjunct faculty including concurrent faculty members. That would assist current faculty who do not meet the new HLC faculty qualifications assumed practice guidelines. Each community college has a separate memo of interoperations (MOI) with UW which includes this benefit. The WCCC is not a party to these MOIs with UW and a community college.
Action: The AAC members decided to determine the individual responsible for negotiating these MOIs. This will be discussed further at the next AAC meeting.

h. 2016 WY Legislation effecting the colleges

Discussion: The bills reviewed included:

HB5	SF25
HB13	SF37
HB80	SF38
HB123	SF92
SF15	

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

CC: Electrical Apprenticeship and Union Electrical Apprenticeship Certificates

Action: A motion was made to approve these two certificate requests contingent upon Casper College addressing three concerns:

- a. Investigate apparent duplication of “common courses” in the two certificates with identical titles but different course numbers
- b. Modify the program descriptions to differentiate the programs in order to justify two program requests
- c. There are conflicting indications that the programs are new and that the courses and programs have been offered by CC in the past. This could use explanation.

The motion was seconded and was approved unanimously.

EWC: Program degree modification request from the currently approved EWC Nursing “AS” degree to an “ADN” degree

Action: Consensus was reached that this modification met criteria enabling Michelle Landa to make this decision to modify the Nursing degree.

LCCC: Pilot Central Sterile Processing Certificate request and Central Sterile Processing Certificate

Discussion: LCCC requested that both a pilot request and a continuing new program request be approved by the AAC to enable LCCC to insert this program in its '16-'17

catalog upon PRC approval of the pilot program request. The continuing program request could subsequently be approved by the WCCC at its April 2016 meeting.

Action: A motion was made to approve both certificate requests. The motion was seconded and was approved unanimously.

LCCC: A Pilot Personal Trainer Certificate and a Personal Trainer Certificate

Discussion: LCCC requested that both a pilot request and a continuing new program request be approved by the AAC to enable LCCC to insert this program in its '16-'17 catalog upon PRC approval of the pilot program request. The continuing program request could subsequently be approved by the WCCC at its April 2016 meeting.

Action: A motion was made to approve both certificate requests. The motion was seconded and was approved unanimously.

NWCCD: Modification of Ag Science AS degree to Ag Science Education AS degree

Action: Consensus was reached that this modification met criteria for Richard Hall to make this decision to modify the Agriculture Science degree.

NWC: Equine Riding and Training with Emphasis on Riding and Equine Riding and Training with Emphasis on Training Certificate

Action: A motion was made to approve both certificate requests. The motion was seconded and was approved unanimously.

5. Agenda item: **Consideration** of a recommendation to the Executive Council for the modification of both **certificate definitions and the credit program approval** process –
Action: A certificate definitions and programs approval process modification decision was postponed until the March AAC meeting.

6. Agenda item: Potential **enhancement of criteria** utilized by the AAC to set levels of instruction (LOI) by course prefix –
Action: Consensus was reached to establish an AAC subgroup to work on revision of criteria now used to categorize courses and course prefixes used to distinguish between the three current levels. Possible passage of house Bill 80 during the current legislative session could set new parameters for LOI criterion.

7. Agenda item: Provision for Online **tutorial services** –
Discussion: A representative of a competitor of SmarThinking has been in contact with Casper College's distance education director. The AAC members present decided to discuss alternative vendors starting in June 2016.

8. The next scheduled telephone conference AAC meeting is Thursday March 10, 2016.