



**Academic Affairs Council
Meeting Notes**

Time: 8:30 AM, Thursday, Jan 12, 2017

Place: Conference call

Members present:

CC: Shawn Powell	NWC: Dean Bruce
CWC: Kathy Wells	Greg Thomas
LCCC: Terry Harper	WCCC: Joe McCann
NWCCD: Richard Hall	Matt Petry
	Cayse Cummings

1. Agenda item: **Consideration of meeting notes** from last AAC meeting- None
2. Agenda item: **Announcements and rumor clarification**- None at this time
3. Agenda item: **AAC-subgroup work on** use of “sched type” codes for assigning LOI 4 for distance course number and CERTs that count for a WCCC completion metric -

Discussion: Terry Harper sent out an email late yesterday afternoon with definitions that she felt made sense. Joe McCann mentioned these definitions are needed for WCCC Rules changes that may follow the current legislative session. Matt Petry said these LOI’s by course section need to comport with HEA29 and need to have these new definitions in place and used for allocation formula modelling by 7/1/2017. These LOI’s are a component of Budget Year 19/20 funding formula allocation but calculations have to be done this year and submitted around August or early September.

The Executive Council needs these definitions to facilitate the implementation of the new laws. A discussion of “sched-type” and recommendations will be on the agenda for their next meeting scheduled for February 8, 2017. Any recommendations need to also be reviewed by the DGIRC, SSC and CIO councils. Matt Petry said the ASC has been informed and they appeared to be comfortable with the AAC handling this. The ASC members are also keeping the CIO’s in the loop. Terry Harper said she had a discussion with Ann Murray, LCCC IR Director, and Ann had said she was comfortable with the Work group’s definitions as explained in quoted in Matt Petry’s summary. Matt Petry mentioned his email from a couple of months ago as a place

to find the original two descriptions. He offered the suggestion of 2 types of hybrid “sched-types” as discussed at the last ACCC Sub-group meeting. His suggestions is that; HYBF would be hybrid face to face and HYBD (or HYBO) would be distance. The NET “sched-type’ would include distance education modalities of ITV, online and/or TV). Terry Harper said using the NET approach could be confusing whereas the HYBD and HYBF are cleaner definitions and easier to follow. Rich Hall provided the following example for interpretation:

The instructor uses LMS for posting assignments and grades. But bounces between 2 locations and students view this course as distance education. However, it boils down to how much time the instructor spends at the outreach versus the posted duty station. Gillette, (the posted duty station) would be a hybrid face-to-face (HYBF) and the Sheridan, (the outreach) would be assigned a hybrid distance (HYBD) if the instructor doesn't travel there. Sheridan could be a HYBRIDF if the instructor travels more than 25% of the time.

Rich Hall asked about the impact this could have on course planning since schedules are often built two years out. Joe McCann said in most cases there would be a fairly strong idea based prior years practice. Kim Farley agreed with this, based on prior year records. Joe McCann said he expects and encourages co-listed sections in which the ITV instructor off site sections (NET or HYBD sched-types) and face-to-face (FF sched-type) sections simultaneously.

Matt Petry mentioned that with the development of HYBF, HYBD, and NET “sched-type” definitions Interactive Video and TV (IV and TV) sched-types sections could be eliminated. Joe interjected that the NET “sched-type” will also need to be redefined. This would mean there would be 6 different codes as compared to the current 8. However, this could be more work for the IR. If it is a heavy lift for them, the commission staff could do an extrapolation based on percent one way or another.

First Decision:

Terry Harper offered a motion to move forward with HYBD and HYBF. Shawn Powell seconded the motion.

Action: The motion carried unanimously

Matt Petry said he needs to talk with Andy Corbin regarding these two new codes to make sure Datatel Colleague can handle the change. He'll draft another definition for HYBD and HYBF while we also need to check in with the DGIRC. Matt said it was perfectly OK to extrapolate back with the help from IR identifying percentages for AY16 and then apply backwards and forward as well.

Second Decision

Joe McCann said there was a **second decision** to be made:

Option One- Go back through previous year's data and make changes

Option Two- Estimate the percentages based on AY16

During discussion Rich Hall commented that he would like to go to the DGIRC and get their feedback. Matt Petry mentioned it would be best if this could go to the Executive Council for their vote at the February 8 meeting. Matt said he would be talking with the ASC next Thursday and he's fairly certain they will be comfortable with the AAC's decisions.

No motion was made regarding the second decision.

Action: The VPs will have campus discussions regarding the two choices for the second decision before a decision is made.

Matt Petry mentioned it would be best if this could go to the Executive Council for their vote at the February 8 meeting. Matt said he would be talking with the ASC next Thursday and he's fairly certain they will be comfortable with the AAC's decisions. Matt suggested another subgroup meeting in 2 weeks that should give the DGIRC time to review and provide feedback and a time to vote on the second decision.

Action: Joe said the AAC Sub-group members already plan to have a second meeting.

Third Decision

Joe McCann offered a **third decision** for consideration: Which certificates will count to the new matrix hasn't been put in place yet. The AAC Sub-group recommendations were sent out with this meeting's agenda. 1 Year Workforce Preparation, Short Term Workforce Preparation, Transfer Certificate and Special Needs Certificate were recommended to count.

Terry Harper moved to go forward with these definitions. Kathy Wells seconded the motion. Terry Harper provided clarification on number three, Transfer Certificates. The subgroup felt the last portion was critical; to have articulation agreement with a receiving institution to legitimize these transfer certificates.

Action: the motion passed unanimously.

Fourth Decision

Joe McCann provided the fourth decision for consideration; How to grandfather prior approved certificates to count toward the WCCC completion metric. He mentioned the subgroup sent out their recommendation to have Joe McCann plus one other WCCC staff use criteria set forth in Decision #3 and provide a draft list of specific list of specific certificates for vetting by the AAC to be grandfathered.

Terry Harper motioned to go ahead with this approach. Rich Hall seconded the motion.

Action: the motion passed unanimously.

Fifth Decision

Joe McCann said there is another decision that needs to be made but there hasn't been any AAC Sub-group discussion yet. It relates to whether there should be weighting factors applied

to specific associate degrees and certificates for the funding formula and if so what factors would be recommended.

4. Agenda items: Updates -

a. Potential common LMS discussion – Discussion postponed due to time constraints

b. Work on draft LOI by course list and CIP/SOC matching alignment-

Discussion: Joe McCann said he has received edits and requested changes from two colleges but needs to wait for input from everyone before council discussions.

Regarding the CIP code alignment, 67 have been looked at with 51 resolved and 16 still pending.

Action: He asked if a mid-February deadline for this information would be reasonable. No one opposed.

c. NetTutor/WCCC contract progress- Joe McCann advised that Larry Buchholtz drafted a started contract and Joe has been in contact with NetTutor. NetTutor needs to work with colleges individually a few months ahead of the student switch to a new tutorial provider. NetTutor wishes to start work prior to contract consummation.

Action Item: Joe McCann will send out an email requesting a functional and a technical contact for each college to interact with NetTutor personnel.

Agenda item: Wyoming **Legislative bills** filed - *Discussion postponed due to time constraints*

- HB9 Student ownership and privacy rights
- HB55 Spending Policy Amendments
- HB59 Higher education fiscal procedure amendments
- HB77 In-state tuition - AmeriCorps service
- SF35 Virtual education
- SF37 Education-Hathaway scholarship program-2

Others of potential interest to AAC members

- HB42 SBEd membership
- HB 44 Professional Engineers Licenses
- HB76 American Indian education program
- SF41 ETS amendments

5. Additional agenda items:

Possible 2/7/17 AAC **meeting agenda item** - Joe McCann asked the council if they would be interested in a presentation at the meeting February 7th, from Pierson regarding electronic

books. Terry Harper suggested hardcopy and electronic links from Pierson so they can discuss with colleagues prior to any presentation.

6. The next AAC meeting will be face-to-face is scheduled **for Tuesday Feb. 7th, 4:30 -7:00 PM, at LCCC** (dinner provided) in the CCC building, room 178.