



**Academic Affairs Council
Meeting Notes**

Time: 8:30 AM. Thursday April 13, 2017

Place: Conference call

Members and guests present:

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

1. Agenda item: Consideration of meeting notes from last AAC meeting- Approved

2. Agenda item: Announcements

Terry Harper asked about the **LOI assignments and requested updates**

Discussion: Joe McCann said;

- Directed studies, research problems, internships, practicum, independent studies, cooperative work experience and workshop courses were given an LOI of 2,
- Seminars and topics courses were given an LOI of 1
- Capstone and field study courses were given an LOI of 2 or 3.

Previously, Michelle Landa asked Joe McCann about chemistry labs that are credited separately. Joe McCann said in a case like that you could change the course so a 4 credit hours are awarded as one grade that will be an LOI "3". If they remain separated, the lecture section would have a LOI of "1" and the lab section would have an LOI "3". Duplication happened with courses that were categorized as fall both fell into the CTE and transfer categories because "voc guide" was the course and '15-'16 SCI records was the source of academic courses numbered 1000-1499 and 2000-2499..

Terry Harper mentioned they also caught some discrepancies regarding which courses we identify as CTE versus transfer courses. Joe stated that the common course numbering guide was updated last in 2010 and there are really only 2 pages that most of us still use. There are some main line courses that are numbered with topics, seminar, practicum and co-

op reserved numbers. Joe McCann said AAC concluded at a recent meeting that we need to revise the common course numbering guide, correct errors, and make it a usable document. The UW person that had taken care of this for around 15 years moved to another job 4 years ago, there have been four individuals at the WCCC staff serving a point people in the past seven years, and a number of the college common numbering point people have left as well. Joe McCann asked when we could delve into this and bring in each colleges' institutional expert on this topic. Comments received indicated this summer would be a good time to start. Joe McCann said he will add this item to the next agenda with a potential start date of June 2017. Will discuss further at next meeting before bringing UW into this revision.

3. Agenda items: Updates -

- a. NetTutor start-up-** Joe McCann said he hasn't heard of any hiccups to date. Shawn Powell mentioned they had a conference call last week and it will be up and running on May 15th. Richard Hall said Northern is also starting on May 15th. Terry Harper said LCCC will start May 30th. Kathy Wells said CWC starts at the end of May as well.

- b. LMS partnership -** Michelle Landa was not on the call. Joe McCann said the colleges participating, UW, and WDE they are going forward with CANVAS and UW has used them in the past. Laura Ballard told Joe McCann earlier this week that WDE is in discussion with their Utah counterpart and may be able to get into a partnership with Wyoming.

- c. Status of HEA29 implementation –**
Discussion: Matt Petry relayed his thanks to everyone who has been working their way through all of this. Northern and Casper have updated their LOIs. We have a few relatively small lingering questions. He also asked that everyone keep in mind we didn't push for utilization of course LOIs for the funding allocation model. However, a four year recalibration period has been advocated for. Our records for LOI are just light-years ahead of where they were six months ago. A massive improvement in the data has occurred even if we have a few questions remaining. We'll start modeling this next week and start degree and certificate degree modeling shortly thereafter.

- d. UW BAS working group-**
Discussion: Greg Thomas said the group is progressing towards admissions requirements as well as identifying courses that need faculty members for the specific courses to be offered. Shawn Powell mentioned marketing, management, history, communication are some of the course areas that have come up. He also

said they requested UW to let them know what the specific courses needed are for the summer and fall. Contracts will be between the faculty member and UW.

Action Item: Greg Thomas will send out his personal notes from these meetings to the AAC members.

4. Agenda item: **Skills USA** issues –

Discussion: Terry Harper said their faculty created a list to make things better and Dr. Schaffer will be moving this forward with the state leadership. Richard Hall said there are still issues and areas that could be improved. He suggested any other ideas be forwarded to respective college presidents.

Action Item: Joe McCann will check with Dr. Rose to see if this topic is on the upcoming President Council meeting.

5. Agenda item: Possible revision of **common course numbering** guidelines – **See discussion under number 2 above.**

6. Agenda item: **New or pilot programs requests** and program modification notifications — None were considered during this meeting. Agenda item: **Recent committee action-**

- a. WyDEC - Joe McCann asked if there was any news on an upcoming conference. Terry Harper said Ken Baine will be the key note speaker at the November 3rd conference.
- b. WyCEP – No update at this time
- c. Library – No update at this time

7. Other agenda items:

CIP codes and financial aid - Terry Harper brought up CIP codes and how they can affect financial Aide. IPEDS data is on a different annual timeline than most of our other coding. LCCC is looking at making these changes effective with the summer. Joe McCann mentioned he hasn't heard from other colleges regarding the number of students affected. He said the changes can be made over a couple of academic years to accommodate the most students possible. The work between the Dept. of Workforce Services: Unemployment Insurance, WCCC, and WDE will determine the first time we will be able to run wage data reports.

8. The next AAC meeting will be via conference call 8:30 AM. **Thursday May 11, 2017**