Wyoming Community College Commission

Academic Affairs Council
Meeting Notes

Date: Special meetings 8:00 AM. 3/1/12 and 8:00 AM. 3/5/12; as well as a regular monthly meeting 8:30 AM. Thursday 3/09/12
Place: Telephone Conference –

Members attending:
Attending 3/8/12:
- CC – Dave Cherry
- CWC – Jason Wood
- EWC- Dee Ludwig
- LCCC- Marlene Tignor
- NWCCD- James Baker
- NWC- Ronda Peer
- WWCC- Lou Flaim
- WCCC- Joe McCann

A. Agenda item: Corrections of the prior meeting notes – None noted

B. Announcements and Rumor Clarification -

C. Agenda item: Program requests - None received

D. Agenda item: Follow-up
   1) Concurrent enrollment & dual enrollment - Use of a list of concurrent courses: Action: Joe McCann will draft a synopsis of SEA 52 information for the Councils to be shared with the SEA consultants for inclusion in public documents.

   2) Faculty qualifications document - Postponed - The new HLC criteria are not available from the HLC website as of 3/7/12.

   3) Community college program lists for WCCC Web page (emailed earlier) – Request: Joe McCann needs a review of these individual college lists by March 18th to insure that that program lists on the upgraded WCCC web site are accurate.

   4) Facilitation of WCCC program report – Review (emailed earlier)
Discussion:
E. **Agenda item:** Question about disparate contact hours and **equivalent courses** in the Vocational Transfer Guide –
   **Postponed** due to time constraints

F. **Agenda item:** **WY Legislation**
   **Discussion:** Included the budget bill including enrollment growth and possible decreases for FY 2014, modifications to SF57 Education Accountability including a requirement for skill assessment of second semester H. S. seniors; and SF 33 Enterprise Technology Services – specifically funding for getting an SLDS for higher education underway.

G. **Agenda item:** Recent question from NWCCD regarding program changes, specifically **creation of certificates composed of current degree coursework** -
   **Postponed** due to Jon Connolly’s absence

H. **Agenda item:** Review of **chapter the draft WCCC Rules** –
   **Review:** This review was also held during two special AAC teleconference AAC meetings 3/8/12, and was concluded during the regular monthly AAC meeting on 3/12/12. This review will provide recommendation to the WCCC staff for edits/revisions before the Commission considers approval of these rules revisions to the Governor. Below is a summary of that review:

   (Color Key    WCCC draft revision   Suggested changes   AAC narrative    Joe McCann’s comment)

3/8/12 ACC Regular Meeting
Chapter 5 Administrative Functions
   **AAC asks that** rules include community college verification of a data they provided for use in Section 3(a); Section 9 (e); and Section 10 (a).

3/5/12 Special AAC meeting
Chapter 3 General Functions
   **Section 3. Advocating Community College Education** (b), (iii)

   **AAC suggests that both the WCCC and the Boards of Trustees post approved minutes to the Commission’s and the community colleges’ websites respectively and alert the executive director and college presidents.**

   **Section 5. Establishing Residency Requirements**

   *Is 5. (b)(ii) in conflict with (c) (i)? Or does 5. (b) (ii) have an if/then relationship with (c) (i)?*
(d), (vi) (v) At the time of enrollment and in accordance with requirements of the enrolling institution, the person, his/her spouse or any child of that person submits to the community college a notarized affidavit attesting to these requirements. Is willing to submit an affidavit to the above.

Is willing to submit an affidavit.

Why is an extra step of notarizing necessary?

21-17-105 (d)(v) requires “… a notarized affidavit attesting to the requirements of this subsection.”


(a) The Commission shall be responsible for system wide contracts that allows for the necessary infrastructure to run an ACS at the community colleges. for hardware and software systems supporting community college administrative computing operations.

Has this deleted phrase been moved to a different chapter or is funding for hardware and software supporting community college administrative systems going away?

Chapter 4 Coordination Functions

None – A numbering question was cleared up during AAC discussion.

Chapter 6 Approval Functions

Section 3. Approving New Credit Certificate and Degree Programs.

The AAC would prefer that chapter 3, section only refer to credit certificates, however given the legislative context, understands that inserting this modifier would not be judicious.

The statute 21-18-202(d)(i)&(ii) doesn’t use the modifier “credit” of the word “program”. Legislative intent at the time of passage was quite clear that “program” refers to both credit and noncredit.

(d), (ii) Pilot programs shall have a 3 4 semester or 18 24 month developmental stage prior to requesting multi-level approval and “long-term” program designation.

The AAC recommends that the three semesters period authorization for offering pilot programs should be extended to four semesters.

(d), (ih) A community college district may request to change a program at any time. Program modifications which include; a program CIP code change, program completer
outcomes change, program intent change, or target audience change; require approval by the Executive Council. Any changes to a program that alters the program’s original approval information shall require Commission approval. For programs to move from pilot to long-term status, the requesting community college shall resubmit the program to the Commission using the long-term application.

*CIP codes are changed due to reorganization by the National Center for Education Statistics of the US Department of Education at their pleasure. Such a CIP code change not prompted by program modification would lead to unnecessary change requests to the commission. Use of the other two criteria should be sufficient.*

*(j) A community college district that discontinues a program will notify the Commission within 30 calendar days of notifying the Higher Learning Commission of the discontinuation of the name & CIP code of the program and the date of discontinuation.*

*This change will lead to less confusion using the Higher Learning Commission’s requirement as a “trigger” to notify the WCCC and using the word termination to denote permanent elimination.*

**Chapter 7 Review and Report Functions**

**Section 3.(i) The Commission’s report will include strengths, concerns, recommendations, accreditation status, required reports/visits, and accreditation agency’s action taken from the regional accreditor’s final official accreditation reaffirmation report and the letter of formal notification status of affiliation HLC’s.**

*The ACC feels the Commission’s report should reflect the contents of the final accreditation reaffirmation report and action of the regional accreditation agency. The community colleges are not required to with recommendations or suggestions in this document. In order to do so, official documents will be required to be share with the commission staff.*

**Section 4. Reporting Financial and Enrollment Audits.**

*Should the dates in (d) and (e) be both changed to October 1st?*

*The AAC suggests the number of days in (h) be consistent with the MIS handbook.*

*The AAC feels that an annual audit required in (i) is too frequent in view of the resources required for community college staff preparations.*

**Section 6. Providing Annual Reports.**
(a) ......Should future reporting requirements require the use of these data fields within the college’s ACS new data elements in administrative computing system, the Institutional Research group Committee will determine the standard data to be entered into this field and make a recommendation to the Executive Council. If a community college had previously used the proposed data field to store data that does not meet the standard, it will be necessary for that college to change the data to match the agreed upon standard data fields populated for individual community college purposes, conversions may be necessary to free up the data field in order to maintain a common data elements dictionary.

AAC feels this would be too onerous for the Executive Council to weigh in on this level of detail.

Section 8 Reporting on Capital Construction and Major Maintenance

AAC suggests more specificity on report frequency and timing in this section.

Chapter 8 Implementing Functions

Section 4 Assuring uniform Accounting Standards

Shouldn’t the WCCC and community college accounting standards be the same? NACUBO standards conform to AICPA standards, but go further with standards specific to colleges and universities. As a state agency, WCCC is required to follow AICPA standards.

Section 6. Advancing Legislative Proposals.

The AAC suggests that (b) and (c) be retained and that a section (d) be added that outlines an expeditious pathway between the Executive Director and the Commission for communication of Executive Council positions during a legislative session.

3/1/12 Special AAC meeting

Chapter 1 Definitions

Section 3.

I), (iii) Construction Add the following

(D) Technology infrastructure as appropriate should be included. WCCC and Admin Services Council staff for wording. Include edits to (v) below as appropriate.

(d) Delete “age 16, or”

AAC feels this is redundant
Delete both “two-year” and the last sentence “General education comprises between a quarter to half of the work required.”

*The AAC desires to encourage reference to community colleges rather than two-year colleges.*

Section 3.(h) Delete “two-year”

(i) Associate of Science means a two-year degree designed for students majoring in science, technology, engineering and mathematics (STEM) related disciplines. This degree prepares the student for transfer to an upper division baccalaureate degree program and includes substantial coursework in mathematics, and the natural sciences, engineering, business and other related discipline”.

Insert new definition between current (k) and (l) “Board of Cooperative Higher Educational Services” (BOCHES) means an entity as described in W.S. 21-20-101 through 111.”

*Since BOCES is defined AAC suggests defining BOCHES as well.*

(l), (iii) and (v)  
*AAC suggests adding references to technology infrastructure to both as warranted.*

(l)(iv)  
*This definition needs to be completed.*


Concurrent enrollment course” means a college course section taught by a high school faculty who has been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the college as having equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related college course as determined and defined by the college faculty.

This definition comes from the AAC during the spring of 2011. The council modified a definition it refined over the previous two years and was also the basis SEA52 implementation Consensus Council work. This definition is one of the common elements were agreed upon for 2011-2012 Concurrent Enrollment (community college/school districts) MOUS.
“Cost of attendance” means an estimate of the student’s educational expenses for the period of enrollment and includes tuition and fees; room and board books, supplies, transportation, loan fees, and, if applicable, dependant care; and costs related to disability.

This revised definition from the Federal Student Aid Handbook.

Dual enrollment credit means credit given to qualified high school students who complete college level courses for which the college hires and pays the instructor and in which the school district agrees to allow high school graduation credit.

This definition comes from the AAC during the spring of 2011. The council modified a definition it refined over the previous two years and was also the basis for SEA52 implementation Consensus Council work. This definition is one of the common elements agreed upon for 2011-2012 dual Enrollment (community college/school districts) MOUS.

AAC recommends that new definitions be added Section 3:

“Discontinued program” means an instructional program that has a community college has officially closed to new students and is unable to offer again until the WCCC reapproves it.”

“Inactive program” means an instructional program that has a community college has decided to not offer, and to hold in abeyance until the college restarts its availability to new students. “

Section 4 Definitions - ...(WYIN)

“LPN” means a Practical Nurse who has completed a certificate program and passed the practical nurse licensure exam as required by the Board of Nursing.

Chapter 2 Commission Operations

Section 3 The commissioners biennially shall elect a chair, vice-chair and officers from its members W.S. 21-18-201. a chair and vice-chair.

This would add consistency with Section (3)(c) which mentions a vice-chair.

Section 4. (d) Keep the word “all”.

The chair may call special telephone meetings of an emergency nature, with the concurrence of a majority of commissioners. Such meetings shall be in accordance with the Wyoming Open Meetings Act. All College presidents, the trustees' association, and the press shall be notified and invited to participate.

The AAC feels that all presidents should be informed.

I. Additional agenda items: None
j. **Next meeting** – 8:30 AM, 4/12/12 via teleconference