Meeting Notes

1. Agenda item: Corrections of the prior meeting notes –

2. Announcements-
   - Marlene Tignor’s last day at LCCC will be 5/31/12. She will start her retirement June 1\textsuperscript{st}. Jim Johns will be serving as interim VP of Instruction.
   - Dave Cherry’s last day as interim VP at CC will be June 29\textsuperscript{th}. He will start his retirement June 30\textsuperscript{th}. The new VP of Academic Affairs, Tim Wright will begin July 2\textsuperscript{nd}.
   - Ronda Peer’s last day as interim VP at NWC will be July 31st. The new VP of Academic Affairs, Gerald Giraud will begin August 1st.

3. Agenda item: Follow-up
   a. Non-student services employee expense reimbursement for WySAC event May 20\textsuperscript{th} thru 22\textsuperscript{nd} –
      Discussion: Joe McCann answered questions relative to claiming expenses for nonstudent services employees attending the WySAC meeting. There are approximately eight non-student services employees planning to attend the conference.

   b. Desired outcomes of academic participation in from the upcoming Wy Student Affairs Conference? –
      Discussion: Jason Wood got input from the vice presidents regarding eliciting ideas for community college specific completion projects during joint academic/student services sessions at the Wy Student Affairs Council meeting next week.
c. Revision of minimum faculty qualifications (following recent campus discussions) –
Preparation of recommendation to the EC and for the SEA 52 consultants’ June 2012 report –

Recommendation - On a six in favor/one opposed VP roll call vote, the AAC decided to make this recommendation to the Executive Council once Joe McCann edits it one last time and to share the recommendation with SEA 52 consultants Rae Lynn Job and Sue Riske.

d. 7/16 STEM meeting - Purpose –
Discussion: This conference is planned for practitioners, administrators, UW and community college faculty as a forum for sharing best practices, forming partnerships, and gaining support for out of class STEM initiatives.

e. Status of Smarthinking / WCCC contract –
Status: The contract is “hung up” at the state CIO’s office, however we’re still six weeks ahead of our pace on this purchase compared to last year.

4. Final consideration of an Annual WCCC Program Report (Revised with IR Committee input) –
Preparation for EC consideration at their next meeting -
Action: The ACC members reached consensus both to include program enrollment in program specific course prefix courses and to share the template with the Executive Council.

5. Consideration of the a summary of postsecondary opportunities document for use by the SEA consultants –
Action: Consensus was reached to share provide this document to the SEA 52 consultants Sue Riske and Rae Lynn Job.

6. Agenda item: Consideration of CWC program requests – Jason Wood
   a. Entrepreneurship AAS, Entrepreneurship I Certificate and Entrepreneurship II Certificate
   Action: Dee Ludwig made a motion to recommend approval of these new program requests to the Executive Council contingent upon verifying that the course numbering for new courses contains no identical courses as other colleges and that non identical courses don't have the same course number. Marlene Tignor seconded the motion. The motion passed unanimously.

   b. Medical Assistant Certificate and Certified Nursing Assistant II Certificate
   Action: Dave Cherry made a motion to recommend approval of these new program requests to the Executive Council. Dee Ludwig seconded the motion. The motion passed unanimously.
7. Progress on SEA 52 reporting and recommendation on concurrent enrollment/dual enrollment outcomes study -

Information: Joe McCann shared all of the data with the AAC members. The community college and BOCES/BOCHES data is complete for ’10-’11. There is no school district data or UW data for the ’10-’11 academic year.

8. Agenda item: Consideration of CTE courses with disparity of credit hours – What necessitates new course creation?–

Postponed due to time constraints

9. Agenda item: Recent question from NWCCD regarding program changes, specifically creation of certificates composed of current degree coursework - Jon Connolly

Current guidelines: AAC has used the guidelines below since spring 2010 -
Substantive modification of a Wyoming Community College program, either certificate or degree, requires submission of a formal Request for Revised Degree or Certificate Program to the AAC and the EC when any of the following apply:

- The program’s CIP code changes
- Completer outcomes change
- Program intent and/or target audience are changed.

Postponed due to time constraints

10. Agenda Item: Consideration of removal of “The program’s CIP code changes” from the criteria in agenda item 7. Above -

Postponed due to time constraints

11. Additional Item: The AAC members wished Marlene Tignor farewell and a happy retirement.

12. Next meeting

Action: Consensus was reached to hold a face-to-face meeting in July and the 6/14/12 AAC teleconference was cancelled. The July meeting agenda items will include agenda items 9, 10 and 11 above which have been postponed during the last here AAC meetings as well as the concept of dual developmental courses.