Wyoming Community College Commission

Academic Affairs Council Meeting

Meeting Notes

Date: Thursday 1/13/11, 8:30 AM.
Place: Telephone Conference

Attendees:

CC – Carmen Simone
CWC – Charlotte Donaldson
JASON Wood
EWC– Dee Ludwig
President Armstrong
NWCCD- Jon Connolly
James Baker
NWC- Bob Krenz
WWCC- Ken Fitschen
Sandy Caldwell
WCCC- Joe McCann

Meeting Notes

1. Agenda item: Corrections of the 12/09/10 AAC meeting notes – No corrections were noted.

2. Rumor clarification – None Noted

3. Agenda item: Committee updates – There were committee updates.

4. Agenda item: Follow-up
   a. Strategic Plan 1.7 a. – Course Completion Rates - Input from IR & SSC and implementation considerations.
      Discussion: The Council reviewed the formulas the NCCBP uses in Form 12 (Form 7 only looks at college-level classes.) for both the enrollee success rate and the completer success rate. Implementation, time lines and next steps were discussed.
**Action:** The Council confirmed its support of the using the *completer success rate* using the NCCBP’s formula which excludes withdrawal marks in the denominator:

\[
\text{Completer Success Rate} = \frac{\text{total # A, B, C, S, P credit grades}}{\text{total # A, B, C, S, P, D, F credits grades}}
\]

**Recommendations:** The Council recommends that:
- The measure be captured as closely as possible to the time it is done for submission to the NCCBP
- Examples of the output be circulated before it is utilized for distribution of 10% of the variable portion of the CC funding formula

b. **Completion of Levels of Instruction list** – Each CC will provide course prefixes which are bifurcated into two or more levels of instruction by individual course by 01/31/11.

**Discussion:** Our initial Council member recollection of multiple level prefixes is for: anthropology, journalism (broadcast), communication and truck driving prefixes.

c. **Implementation of amended Levels of Instruction list** – Could this change be implemented at the beginning of the ’11 summer sessions instead of the ’11 spring semester? The IR Committee made this recommendation.

**Recommendation:** That the implementation date be for the summer ‘11 summer session.

**Action:** Joe McCann will take both Our Council recommendation and the IR committee recommendation to the SSC next Thursday.

d. **WICHE -ICE presentation** –

**Discussion:** Magee Murdock at UW has been contacted to arrange a WICHE ICE presentation discussion with our Council in the near term.

5. **Agenda Item:** Consideration of CWC and NWC new program requests –

- **CWC** - *new Certificate and new AAS in Technical Studies* program requests
  - Jason Wood

  **Discussion:** The relation of this request to specific business and industry need was discussed.

  **Action:** Jason Wood withdrew Certificate and AAS programs requests in order to revise them.

- **NWC** – *new AA degree in International Studies* – Bob Krenz
**Action:** Ken Fitschen moved to approve the NWC International Studies AA degree program request and Dee Ludwig seconded the motion. The CWC program request was approved to move forward to the WCCC Program Review Committee.

6. Agenda item: **Academic Transfer Guide** – just a question –
   
   **No concerns** were noted

7. Agenda item: Planning items for our face-to-face AAC meeting 2/1/11

   **Discussion:** Joe asked that Council members suggest other discussions we should have during the 2/1 face-to-face AAC meeting.

   - Review of **WCCC New, Pilot, or Revised Program Request** process (we resolved to do this review at the end of the fall semester)
   - **Next steps** on SEA 52 Implementation
   - Completion of **levels of instruction revision** for EC consideration –
   - **Others**

8. **Additional** Agenda items:
   
   a. **Possible** postsecondary options **distance education dual enrollment incentive bill** -
      
      **Discussion:** Ken Fitschen reported that work is moving forward on an incentive bill that may be filed shortly to provide. The current understanding is that the bill would be patterned after an incentive that was removed about 3 years ago.
   
   b. **Protocols for Ad Hoc information request** –
      
      **Discussion:** Joe McCann brought this up as a result of an agenda item at the last IR Committee meeting. He was informed that there is a request form that has been in existence for many years that is not being widely. Discussion centered on the situations in which this form should be used and who should be notified given the immediacy and magnitude of the information needed.

9. **Next meeting** – **Currently** scheduled for Tuesday Feb. 1, 2-4 PM. LCCC.