Wyoming Community College Commission

Academic Affairs Council Meeting

Date: Tuesday 5/12/11, 8:30 – 10:00 AM.

Place: Telephone Conference -

AAC Members present:
- CC - Carmen Simone
- CWC – Jason Wood
- EWC- Dee Ludwig
- President Armstrong
- LCCC- Marlene Tignor
- NWC- Bob Krenz
- Ronda Peer
- WWCC- Ken Fitschen
- Sandy Caldwell
- WWCC- Joe McCann

Notes by: Joe McCann

Meeting Notes

1. Agenda item: Corrections of the 04/14/11 AAC meeting notes - Notes incomplete at this time.

2. Announcements:
   - Ken Fitschen announced that an interim VP of Student Success would be appointed at WWCC because the second round of interviews failed to yield a VP.
   - Marlene Tignor announced that LCCC’s presidential search will interview search firms in June, with a plan to hire by Nov. 2011

3. Agenda item: Update
   a. Grant funded Chinese courses for high school students – Carmen, Jason, Marlene
      Announcement: Only CWC remains interested in participating in this grant opportunity.

   b. Complete College America grant proposal - Draft attachment
Discussion: Dee Ludwig and Marlene Tignor provided a summary of the Grant draft. Joe McCann commended the Institutional Researchers for their craftsmanship in addressing the CCA metrics on such a short timeline.

4. Agenda item: Opportunities
   a. Possible discussion with Cliff Harbour about potential “higher education leadership, instructional technology or other ....MS, EdD, PhD programs” to provide community college professional career development. - How about the UW/CC Fall Articulation Conference. (Clifford P. Harbour, J.D., Ed.D, Associate Professor, Professional Studies Department & Coordinator, Adult and Postsecondary Education Ed.D. Program - Book Review Editor, Community College Review)
   
   Action: The Council members endorsed pursuing this discussion at the next UW/CC Fall Articulation Conference.

   b. Possible CCSSE workshop for WY - See Christine MacLean Email 5/12/11
   Discussion: Not all VPs were impressed with past workshops they attended. This workshop will be focused on using data for improving student engagement and course completion.
   Action: Joe McCann will try to schedule this workshop on a Friday between mid Sept. and mid Nov.

5. Agenda item: DOE regulations “state authorization” affecting online offerings - Marlene Tignor & Jason Wood
   Discussion: A “Dear Colleague” letter from USDOE has reduced the tension created by this rule by promising not to take adverse action until 2014 providing that an institution has made a “reasonable effort” to gain state authorizations required. This topic will be discussed at the WYDEC Board meeting later this month.

6. Agenda Item –Information request from WY Distance Learning Center (WYDLC), Liz Simpson
   Discussion: A request was made to the registrar at CWC but none of the VPs reported a request at their community college. Joe McCann explained that he had been approached by Dr. Simpson for data about Wyoming Community College online enrollments and successful completion rates, but the commission didn’t have that data to provide.
   Action: Joe will contact Liz at the WYDLC about specifics and attempt to coordinate community college assistance to the Center.

7. Agenda item: – Usage and functionality of “find your pathway” on the WCCC website – Community College contacts for ensuring currency of catalog program and course links
**Discussion:** This button gets about 1300 hits a month, so it could be effective in assisting prospective students, but the information it leads to is dated.

**Action:** the Council decided to support direct links to each Community College’s program information web pages. Joe McCann will request a contact person to facilitate the creation of these links, with the new WCCC CIO, Andy Corbin.

8. **Agenda item:** Follow-up

   a. **ACT English** transition threshold of 21 - further issues?
      **Discussion:** None were noted; however some of the community colleges have yet to have campus discussions with faculty.
      **Action:** The Level of Instruction (LOI) for CO/M and JOUR; Practicum, Internships, Cooperative Ed courses were set at an LOI of 2. The LOI of NWC’s film lab and TV lab course were set at an LOI of 3.

   b. **Revision** after trial run **CE/DE Enrollment/Financial** reporting -
      **Discussion:** The SEA Consensus Council Requested that the financial reporting be made more robust so that more accurate costs for Dual enrollment be made available for the reporting by next fall to the Interim Ed Council of the legislature:
      **Action:** the Council supported the reporting of prorated per credit hour costing for both student services and instructional costs.

   c. **Process** to address **unqualified adjunct concurrent enrollment** faulty applicants -
      **Discussion:** Inclusion of the CWC Assessor model and of a “non-completion” pact should be woven into the process.

9. **Additional** agenda items: None

10. **Next meeting** – June F2F meeting
    **Action:** Joe McCann will schedule a meeting time for a meeting in Casper.