

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: 8:30 to 10:30 AM, Thursday, April 11, 2013

Place: Conference Call

Members Attending:

CC: Tim Wright
CWC: Jason Wood
EWC: Dee Ludwig
Tom Armstrong
LCCC: Jose Fierro
NWCC: Jon Connolly
NWC: Gerald Giraud
WWCC: Lou Flaim
WCCC: Joe McCann

1. Corrections of the prior **meeting notes** – None
2. **Announcements and Rumor Clarification** – None
3. Agenda items: Update -
 - a. House Enrolled Act (HEA 88) - WCCC draft rules for **Adjunct professor incentives**
Input from AAC: Joe McCann asked if high school faculty nominations from school districts applications should be prioritized by each community college before they are sent to the WCCC staff. The response was affirmative.
 - b. **CCA participation** update – Jason Wood and Joe McCann
Discussion: Patrice Noel, UW, Jackie Freeze, Sherri Lovercheck and Joe McCann attended a Complete College America convening “15 to Finish” April 9th. This convening focused on a successful Hawaii statewide project focused on changing their higher education culture which acculturate full time students to take only 12 credit hours and includes interventions to increase student loads to 15 or more credit hours. The Committee is seeking additional members from business, the WY Legislature and state government. Work continues to secure business and industry, K-12, and legislative representation on the Wyoming CCA Team. CCA President, Stan Jones and Senior Vice President Tom Sugar made a call to CCA Team members Sherri Lovercheck, Tom Armstrong, Mark Englert, Joe McCann, Jackie Freeze, Jason Wood and Matt Petry. During that call Tom Sugar asked the WY CCA Team members to reconsider its decision to not participate in a CCA sponsored Completion Academy this summer. The Team plans to take his request under consideration.

- c. **Determining timelines** for first Annual WCCC Program Review Report and for final report of WCCC \$17K support of student services/academic affairs completion projects supported by last WCCC –
Action: The AAC members reached consensus to set the following due dates:
 - First Annual WCCC Program Review Report – **9/13/13**
 - Final Report of WCCC \$17.000 support of student services/academic affairs completion projects –**5/17/13**
- d. WCCC approval of **non-credit programs** – Joe McCann
Discussion: Jason Wood informed the VPs present that CWC’s Lori Ridgeway wants to make sure the time required for the approval process is minimized. Joe McCann informed the VPs that Lori’s input at the Workforce Development Committee prompted its members to request that the subcommittee working on a proposed process further decrease the volume of documentation required.
- e. **Joint community college/UW** concurrent enrollment research project –
Discussion: Jon Connolly provided a status report to the AAC members.
- f. **Draft WCCC Consultation Policy revision** –
Input: The AAC had no further suggestions for the modification of the policy.

4. Agenda item: Consideration of any **program requests** –

NWC – Replacement of **an AS degree in AAS** program to the AS offering in outdoor education.

Discussion: Gerald Giraud requested clarification whether a complete program request needs to be done in order to convert an AS degree in Outdoor Education Leadership to an AAS degree. The AAC members considered the following criteria:

The AAC’s practice has been that *“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:*

- *Completer outcomes change*
- *Program intent and/or target audience are changed.”*

The members concluded that the program change requested would serve a similar student audience and that the outcomes would remain the same. Most current program completers seek employment upon graduation.

Action: Jon Connolly made a motion that the AAC approve Gerald Giraud’s NWC request that NWC’s Outdoor Education Leadership AS degree be converted to an AAS degree contingent upon Gerald emailing a change request to Joe McCann to serve as documentation. NWC’s Outdoor Education Leadership AS degree would be discontinued effective fall 2013. Lou Flaim seconded the motion. The motion passed unanimously.

EWC – Veterinary Aide CERT - Dee Ludwig

Action: Gerry Giraud made a motion that the AAC approve EWC Veterinary Aide CERT to be recommended to the Executive Council for their consideration. Jon Connolly seconded the motion. The motion passed unanimously.

5. Agenda item: **Credit hour variation** of common courses among community colleges- Is action needed? –
Discussion: Dee Ludwig explained the origin of a question “how much credit hour variation between common courses offered at different colleges is too much”
Action: The AAC members reached consensus that this should be decided with an AAC meeting at which deans and/or lead faculty decide whether the credit ours need to be modified or if a new course is justified.
6. Agenda item: **Advertising/promoting programs** outside community college services areas –
Action: Joe McCann will share the AAC’s input on working though perceived violation of a “gentleman’s agreement” regarding advertising in another community college’s service area, with the SSC members.
7. Agenda item: Degree of linkage of academic VPs and of AAC to **course and prerequisite articulation process** – Jon Connolly
POSTPONED due to time constraints
8. Agenda item: Agenda item: **Discussion** of: WCC Consultation Policy; origin of WCCC Program Review Report, Partnership Report, SEA 52 reporting, OCV/TSLRP/WyIN reporting; and capital construction rules; and levels of instruction. **(FYI only)** – Joe McCann
POSTPONED due to time constraints
9. Agenda item: **Structure of certificates-**
POSTPONED due to time constraints
10. Agenda: Discussion of **completion interventions and of potential completion goals.**
POSTPONED due to time constraints
11. **Additional** agenda items: None were added
12. Next meeting – The next scheduled meeting is 8:30 AM. May 9, 2013 via conference call. **Modification of schedule:** AAC members requested that a face to face meeting be scheduled. during the last two weeks in May to facilitate in depth discussion of “completion” goals and interventions.