Wyoming Community College Commission

Academic Affairs Council
Meeting Notes

Date: 8:30 AM. Thursday 4/12/12
Place: Telephone Conference
Members Attending:
CC – Dave Cherry
CWC – Jason Wood
EWC – Dee Ludwig
President Armstrong
LCCC – Marlene Tignor
NWCCD – Jon Connolly
NWC – Ronda Peer
WWCC – Lou Flaim
WCCC – Joe McCann

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

2. Agenda item: Follow-up
   a. Contingency preparation for academic participation in the WySAC event May 21st and 22nd if $17 K of incentive funding is approved by WCCC –
      Discussion: Jason Wood informed the AAC members of the intent of a proposal he wrote on behalf of the AAC and SSC to invite academic folks to interact with student services counterparts to focus community college efforts on course, and program completion. This proposal will be considered by the WCCC at its 4/20 meeting.

   b. Consideration of a minimum faculty qualifications recommendation to the Executive Council –
      Action: The council approved two AAC members request for three additional weeks to allow additional faculty discussion of this draft before the AAC finalizing the recommendation.
c. **WCCC Program Report** - Next steps and consideration data for the measures for the Program Declared Majors and Number of Graduates component of the Program Report –

**Action:** The council reached agreement to refer a question of which measure would be the most accessible:

- Enrollment in a specific freshman program course and a in a sophomore program course or
- Total enrollment in all program courses with a program specific prefix.

d. **STEM initiative** – An AAC representative is needed to replace Marlene Tignor on a STEM planning committee –

**Action:** Jason Wood volunteered to be the AAC representative on the STEM Planning Committee. Additionally, Dee Ludwig volunteered to be the AAC’s representative to the Wyoming School-UW Partnership organization.

e. **Smarthinking for ’12-’13** –

**Status discussion:** All except one college has submitted their ‘12-’13 Smarthinking tutorial hour requests.

f. **Course prefix convention** – 4 vs. 3 letters

**Discussion:** Joe McCann shared that both the UW and the Commission staff prefer that new course prefixes are four letters in length, however allow three letters for prefixes for a program leading to jobs known by a three letter acronym. Marlene Tignor shared a recent example for a health information technology program.

g. **Ad Hoc Data Requests** –

**Discussion:** Joe McCann announced that the protocol the AAC provided input for has been recommended to the Executive Council by the Student Services Council.

3. Agenda item: **Recommendation** from the Reading Articulation Committee -

**Recommendation:** Joe McCann delivered a recommendation from the Reading Articulation Committee that the AAC lead a statewide meeting of developmental education faculty members during the summer of 2012.

**Actions:** The AAC reached consensus that it hold such a meeting in conjunction with the 2013 WACCT conference.

4. Agenda item: Question about **disparate contact hours and equivalent courses** in the Vocational Transfer Guide –

**Discussion:** Dee Ludwig provided a question posed to her by an EWC faculty Member “what magnitude of credit hour variation” necessitates establishing of a new course?

**Action:** Joe McCann will ask WCCC policy analyst George Pitt, to provide a list of CTE courses that vary by more than two credit hours at two or more community colleges, for the council’s consideration.

5. Agenda item: Consideration of the a **summary of SEA 52** information for public information –
Action: The Council members requested that Jo McCann delete one sentence in the document, fill in data and circulate to the council members for its consideration.

6. Agenda item: Recent question from NWCCD regarding program changes, specifically creation of certificates composed of current coursework in a WCCC approved associate degree.  
Postponed: Not considered due to time constraints and Jon Connolly’s absence.

7. Agenda Item: Consideration of removal of “The program’s CIP code changes” from the criteria for determining if a program modification necessitates processing a Program Change Request –
Postponed: Not considered due to time constraints.

8. Additional agenda items: None

9. Next meeting – 8:30 AM, 5/10/12 via teleconference