Wyoming Community College Commission

Academic Affairs Council
Meeting Notes

Date:   Noon – 4:00 PM. July 11, 2012
Place:  Room 404 Gateway Building, Casper College
AAC Members Attending:
   CC – Tim Wright
   EWC – Dee Ludwig
   CWC – Jason Wood
   LCCC – Jim Johns
   NWCCD – Jon Connolly
   NWC – Ronda Peer
   WCCC – Joe McCann

Meeting Notes

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

2. Welcome to Tim Wright new VP for Academic Affairs at Casper College and Jim Johns Interim VP of Instruction at Laramie County Community College who attended this AAC meeting.

3. Agenda items: Update -
   a. Discussion of the community colleges’ initiatives that emerged at Wy Student Affairs Conference –
      Discussion: The completion projects that emerged at CC, CWC, EWC, and NWC all involve improvement of student advisement.

   b. Concurrent enrollment research project –
      Discussion: Jon Connolly provided a progress report to date. Study design was also discussed. Joe McCann related reservation that the SSC has about the study.
      Action: The council members recommended specific subsequent courses for study of the efficacy of concurrent courses completer performance. The AAC reached consensus that it supports the study.
c. **SEA 52 implementation** –

1) 12-'13 community college / school district MOUs-

**Request:** Joe McCann asked that each college send him a copy of the ‘12-'13 MOUs as soon as they are all signed.

2) Home Schooling and Dual enrollment

**Discussion:** In Wyoming Home school curriculum approval is the role of the individual school district. So parents may not want to use dual enrollment in favor of “jumpstart” in the absence of school district or BOCES financial support or if they don’t want to go through a curriculum change to secure district approval if the student is under 16 years of age. In Wyoming, home school parents do not take on the legal role of school superintendent or principal. Thus, the AAC members assembled assume that parents may not pay tuition, fees or books for dual enrollment but may pay for “jumpstart” enrollment.

d. **AAC recommendation on Adjunct Faculty Qualifications**-

**Information:** This has been sent to the Executive Council members.

e. Annual Program Report format –

**Information:** This has been shared with the Executive Council members.

f. **Annual AAC review of Level of Instruction designation** by course prefix-

**Information:** An AAC yearly update has been postponed to a fall 2012 meeting after the current round of Enrollment audits are completed.

g. Meeting of community college faculty teaching developmental courses –

**Discussion:** Presidents Council and the WACCT are considering moving the WACCT Conference from February to a fall date which affects our plan to hold this meeting in conjunction with that session. There is also discussion of scheduling this meeting as part of a larger “completion” event.

4. **Agenda item: Pilot Math 0930 articulation** -

**Discussion:** Ronda Peer shared an articulation proposal from a school district in NWC’s service area that would create a high school course articulated with the college to be equivalent of MATH0930. High school students successfully completing this course would be placed in college level math course that requires skills from MATH0930, as a key component of the agreement.

**Action:** The AAC members felt this agreement has potential, encouraged Ronda to move ahead with such a pilot project, and asked to be updated if this agreement moves forward.
5. Agenda item: Consideration of CTE courses with disparity of credit hours – What necessitates new course creation?  – Dee Ludwig, Joe McCann

Discussion: Dee Ludwig explained the context under which she received this question. George Pitt WCCC policy Analyst, assembled a spreadsheet with CTE courses with a given course number that differ by two credit hours or more among our seven community colleges. The WCCC credit hour course records emanate from program requests that include new courses and those records are not updated.

Action: The AAC reached consensus that before the council addresses this question it needs current information. A spreadsheet with all courses will be reviewed and corrected by each VP for their institution.

6. Agenda item: Update of course placement transition scores.

Action: The council set a target date of August 1st for each VP to provide Joe McCann with on the ACT and COMPASS placement scores their community college is using for placement in the college level and developmental math and composition courses. He will update the composite chart.

7. Review of the New, Pilot, or Revised program request process (to the Wyoming Community College Commission) process in light of recent documentation requests form the USDOE

Modifications agreed to: Section E: of the Wyoming Community College Commission Request for New, Pilot or Revised Degree or Certificate document would be subdivided into New Courses and New Prefixes subsections in order to eliminate confusion about prefixes that are new to the community college vs. new to vocational course guide and transfer guide.

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

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.

Action: The council members reached consensus to remove this criterion, because the USDOE does change the CIP codes without institutional input.

9. Agenda item: Possible recommendations regarding the next Statewide Strategic Plan.

This item was postponed to the September 19th meeting due to time constraints.

Revised 7/06/12
10. **Additional** agenda items:

a. **AAC’s Recommendation** on Higher Ed Leaders **conference format** –
   
   **Action:** Joe McCann will give Andy Hanson an AAC recommendation to reinstate individual meetings UW college deans and their community college counterparts as separate meetings.

b. **WCCC credit certificate** approval process by WCC, labor market realities and certificate structure -
   
   **Discussion:** Certificates approvals create more concerns among WCCC members than associate degree approvals. The AAC members believe this is due to a belief among some WCCC members that the certificates are seen as marketing devices rather than as credentials labor market significance. The concepts certificate credibility among employers and of developing a typology of certificates was discussed.
   
   **Action:** Further consideration will be given to this issue later this fall semester.

c. **USDOE required accountability** relative to credit certificate approval documentation and modification documentation –
   
   **Solution suggestion:** Possibly certificate change approvals could be done by the WCCC Program Review Committee. This concept can be considered along with possible mechanisms for approval of noncredit certificates during fall 2012.
   
   **Recommendation:** The council came to a consensus that an annual program change letter from the Programs Team Leader could serve as documentation now needed by the community colleges.

11. **Future meetings** –

   **Actions:** The start time for the September 19th face to face meeting was changed to 10:00 AM. The AAC meeting schedule for the remainder of 2012 is:
   
   - Thursday August 9, 2012 - 8:30 AM. Via teleconference.
   - Wednesday September 19, 2012 - 10:00 PM. in conjunction with the C.C. /U.W. Academic & Student Services Leaders Conference
   - **WCCC meeting October 19, 2012 (for program approvals)**
   - Thursday November 8, 2012 – 8:30 AM. Via telephone conference
   - Thursday December 13, 2012 – 8:30 AM. Via telephone conference