Meeting Notes

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

2. Announcements and Rumor Clarification –

3. Welcome to Gerald Giraud, NWC V.P. for Academic Affairs and Pat Schwerdtfeger, LCCC Interim V.P. for Academic Affairs

4. Agenda Item: Consideration of New Program Requests -
   LCCC – Maryellen Tast and Stan Torvik
   - Health Information Technology and Management AAS Degree
   - Medical Office Essentials Certificate
   - Medical Claims Coding Associate Certificate

Action: Dee Ludwig moved to approve these three program requests for submission to the Executive Council for its approval before WCCC consideration. Jon Connolly seconded the motion. The motion passed unanimously.
WWCC – Lou Flaim

- Supervision and Management CERT

Action: Dee Ludwig moved to approve this program request for submission to the Executive Council for its approval before WCCC consideration, contingent upon WWCC considering ENGL 1510 as an elective as well as inserting a leadership course instead of one of the management courses. Gerald Giraud seconded the motion. The motion passed unanimously.

5. Agenda items: Update -
   a. Planning for a meeting of community college developmental course faculty members–
      Decision: The Council members decided to change its plan to hold a meeting of developmental faculty in Nov. 2012 to February, and if possible, in conjunction with the WACCT Annual Conference.
      Next steps: Joe McCann will follow-up with President Leach (Chair of the President’s Council) and Steve Bahmer (WACCT Ex. Director) to “nail down” relative to a date in Feb. 2013. A planning committee will be formed that would include faculty members.

b. DE/CE webpage –
   Discussion: Joe McCann announced that documents from the SEA 52 consultants have been posted to a CE/DE page which can be accessed from the WWCC web site. http://www.communitycolleges.wy.edu/

c. Dual credit for home school students –
   Discussion: A short discussion, for the benefit of VPs new to Wyoming, of the status of dual enrollment for home school students did not uncover new information.

d. Fall joint tasks –
   Requests: Joe McCann requested that each vice president provide course prefixes representative of programs offered at their community college for the Annual WWCCC Program Report by 10/17/12 and that they provide Joe with copies of the ’12-’13 community college/school district dual enrollment and concurrent enrollment MOS by 10/31/12.

e. Non-credit certificate definitions being considered by the Workforce Development Committee – Joe McCann
   Context: The WCCC Workforce Development Committee worked out two definitions of non-credit programs that they felt would “rise to a level” that justified WCCC program approval.
   Conclusion: The AAC used the definitions developed by the Workforce Development Committee and came to consensus to recommend the following definition:
Non-credit programs either lead to a national, state, industry or association certification/licensure or which provide a skill set required to work in a specific occupation.

6. Agenda items: Discussion of the “completion agenda” – and

7. Discussion of revising the WCCC Statewide Strategic Plan were combined—Consensus discussion: Bolded italicized results below are arranged by the 2010 WWC Statewide Strategic Plan numbered objectives and strategies:

1. Student Access and Success—Promote student access to education and training programs and support students in achieving their educational and professional goals.
   1.1. Increase need-based state aid to students.
   
   c. Introduce a need-based state grant available to all Wyoming residents who attend a community college or the University of Wyoming and who are not getting aid from the Hathaway Scholarship or other sources.

   1.2. Increase the participation of women in programs leading to employment in occupations meeting the Self-Sufficiency Standard.

   Include 1.2 under “diversity”

   New - Articulate and Push preparation for the BAS degree

1.4. Improve statewide articulation of courses among high schools, community colleges, and the University of Wyoming.

   c. Expand concurrent enrollment by encouraging participation among high school students ready for college-level work.

1.5. Increase outreach to special populations.

   a. Advocate for greater funding for adult basic education.

1.6. Enhance wrap-around services offered by the colleges to support student success.

   New - Incentivize intrusive advisement

1.7. Recognize student success through the community college funding allocation formula.

   a. Implement a student success component within the Wyoming community college funding allocation formula. Award 10 percent of variable costs within the formula based on course completion.
2. Quality Programs—Offer quality, relevant programs that meet state and local needs.

   a. Maintain academic, career and technical, developmental, adult continuing, and workforce education programs at all colleges to support education and skill development to meet local business, community, and economic needs.

3. Distance Learning—Expand the role of distance learning in serving rural and hard-to-reach populations and in providing cost-saving access and educational services for students and colleges.

   3.2. Expand distance learning opportunities.

      New – Expand access to distance dual enrollment.

      c. Ensure that distance learning students have access to the same or equivalent student support services that are available to students attending courses on campus.

5. Partnerships—Support economic development through partnerships with local and statewide business and industry, government and education agencies, nonprofit organizations, and community groups.

   5.2. Identify and develop new ways to share data and information with other state agencies and organizations.

      a. Partner in ongoing efforts to establish shared data and information systems among public sector agencies, including the Departments of Employment, Workforce Services, Education, Health, and the WCCC and the University of Wyoming.

      New – refine the procedure for responding

7. Adequate Resources—Provide adequate resources, given available funds, distributed in a way that promotes quality and positive student outcomes.

   7.2. Employ sustainable and comprehensive funding mechanisms that recognize the multiple functions and roles of community colleges.
c. In the future, introduce additional elements to the state community college funding formula that emphasize student success and program quality. Access is currently the priority reflected in the funding formula's focus on FTE enrollment in credit programs.

8. System of Continuous Improvement—Emphasize accountability and student success.

8.1. Build a statewide longitudinal data system for community colleges.

f. Create a state longitudinal data system that links K–12, community colleges, Dept. of WFS and the University of Wyoming.

8.3. Use data to promote student success and program improvement.

New – Measure student success

8. Agenda item: Review updated of ACT & COMPASS course placement transition scores -
Action: The council members suggested that sources of the information row be left off, that developmental courses not in the developmental sequence to registration in college level math, composition and reading intensive courses should be omitted from the spreadsheet and that narrative be added.

9. Agenda item: Further review of the WCCC Program Report format –
Discussion: Jason Wood asked if Joe McCann if there had been any AAC discussion of a mechanism that the WCCC would utilize to terminate instructional programs. Joe McCann replied that there had been no AAC discussion of such a mechanism. Joe also added that the AAC’s discussion has focused on community college program information that would inform the WCCC members they need to carry out their statutory responsibilities.
Suggestions: That the frequency of program assessment be changed to “3-8 years per college policy” and that Executive Overview of each document include possible comments on program size constraints.

10. Agenda item: APlus50 handouts -
Action: Joe McCann passed out online tutorial services information provided by APlus, to the VPs.

11. Agenda item: Certificate typology -
Not discussed in view of time constraints
12. Agenda item: **Program length** (contact hours & credit hours) as a financial aid issue –
   Not discussed in view of time constraints

13. **Additional** agenda items:
   Joe McCann reported that the AAC’s Minimum Adjunct Faculty Qualifications recommendation was defeated on a 3:3 vote by the Executive Council 9/19/12 and that providing data for a concurrent enrollment study was unanimously supported by the Executive council.

14. **Future meetings** – No meeting is planned for October 2012. Currently the following AAC meetings are scheduled for the rest of calendar year 2012:

   - Thursday November 8, 2012 – 8:30 AM. Via telephone conference
   - Thursday December 13, 2012 – 8:30 AM. Via telephone conference