

Wyoming Community College Commission



Academic Affairs Council Meeting Notes

Date: 8:30 – 10:00 AM. November 14, 2013

Place: Conference Call

CC: Tim Wright

CWC: Jason Wood

EWC: Dee Ludwig

WCCC: Joe McCann, Laura Yetter, Cayse Cummings

NWCCD: Sue Belish

NWC: Gerry Giraud, Rhonda Peer

WWCC: Lou Flaim

Notes

1. Agenda item: Corrections of the prior meeting notes –
 - None were noted.
2. **Welcome to Sue Belish!**
 - Sue has been appointed the Interim Vice President of Academics for NWCCD.
3. Announcements and Rumor Clarification –
 - Laura Yetter came on board the beginning of November and will serve as the commission's Research Analyst.
 - Jason Wood asked for an update regarding where tuition might go in the coming year. Joe McCann advised that additional information may be available next week.
 - CWC and CC will participate in a Higher Learning Commission's (HLC) Academy for Student Persistence and Completion starting December 2013.
4. Agenda items: Update -
 - a. Round 2 of WY Adjunct Professor Loan Repayment (**WAPLR**) program:
 - There have been 7 new applicants with a combined \$80k assistance request. Last semester 4 were approved with one backing out. Due to previous funding there is a constraint on what monies will be available to the current seven applicants. Commission staff recommendations should be ready to provide to Dr. Rose 11/15/13, for his decision.

- b. 2014 **WysAC** (Wyoming Student Affairs Conference scheduled for 6/1-6/3/13):
 - This is the second conference to include academics. Rex Cogdill and Cory Daily will be the contacts for estimates on how many will be attending.
- c. SEA 52 Report:
 - **Consensus:** To ensure future correct and complete data is submitted it was recommended and approved that the AAC members (or their appointee) serve as the liaison with schools when data is missing.
- d. Upcoming reports through April 2014:
 - **Action:** Partnership Report- due the end of December 2013. Dee Ludwig requested this report also be sent to the AAC members when the requests are emailed to the IR Directors. Joe McCann mentioned the IR Council meeting is next Tuesday and will send out the report template shortly after. Any suggestions on shortening this report will be appreciated.
 - **Action:** Performance Indicator Report
 - **Action:** Graduate Report by Program
- 5. Agenda item: **Consideration of ACT composition transition** score recommendation from the English Articulation Committee –
 - **Next Steps:** Further consideration is needed and will defer decision until Western Wyoming Community College, Casper College and Northern Wyoming Community College District provide their input.
- 6. Agenda item: LSO facilities request related to ill-housed programs or programs that can't be offered due to lack of facilities –

Action: Joe McCann recommended the use of short bullet points. The due date for submission is currently set at November 20, 2013.
- 7. Agenda item: WY CCA data regarding **completion of developmental course** by Wyoming resident enrollees by age.

Next Steps: Joe McCann will discuss with the IR Council the possibility of using CCA data or creating a report that breaks out the Wyoming residents by age taking developmental courses. This may be a preemptive move since there is no certainty this topic will surface during the next legislative session.

Action: There was consensus that Joe McCann discuss ways to get this data with the IR Council.
- 8. Agenda item: **Program requests** –
 - a. Endorsement of CC Dispatch Certificate request as a **pilot request** -Tim Wright (During the 9/26/13 AAC meeting it was approved as a new certificate program request.)

Consensus: Casper College's decision to change this program request to a pilot request resulted in the AAC endorsing this program as a pilot.
 - b. Sharing of **upcoming requests** for fall '14 new program start-up (To assure requests are on the June 2014 WCCC meeting agenda they should be on the April 2014 AAC meeting agenda.):

- **Discussion:** Joe McCann asked the AAC members to keep in mind the turnaround time needed for program approval. New program approval process is: first the internal review and approval than to the AAC, next the WCCC Program Review Committee, then the Executive Council and finally the Commission. For pilot program requests final approval is provided by the Program Review Committee and is good for two years.
 - New Programs under current consideration include:
 - NWCCD- Athletic trainer and human services
 - EWC- Human services and in the future a nursing program
 - Program requests for a fall 2014 start-up should be ready for AAC action by our April 2014 meeting. The May AAC meeting could work but only if the June WCCC quarterly meeting is scheduled for late June.

9. Agenda item: **CCW Update and discussion** – Jason, Tim, Gerry, Joe and Jose
- a. Update Re: Annual Convening and CCW Team – Jason Wood, Tim Wright, Jose Fierro, Gerry Giraud, Joe McCann
 - b. Faculty Representative/AAC Completion meeting follow-up - Dee Ludwig, Sue Belish, Jason Wood, Tim Wright, Jose Fierro, Gerry Giraud, Joe McCann
 - c. Draft goals
 - d. Draft CCW metrics (not necessarily future completion funding metrics)

** Agenda item 9 was not considered due to time constraints and will be added to the next AAC meeting

10. Agenda item: **Credit hour variation** of common courses among community colleges- Charges to articulation committees (attachment) –

Action: An updated Inter-College Vocational Course Credit Hour Variation DRAFT 11/14/13 is attached. Members will coordinate with their respective faculty to identify articulation group leaders as well as encourage further discussion regarding credit hour variations moving to consistency in the following areas;

- Dee Ludwig- Welding
- Jason Wood- Internet Education and Computer Applications
- Tim Wright- Fire Technology
- Rhonda Peer - Engineering Technology and Equine Studies
- Sue Belish - Diesel Technology
- Lou Flaim - Computer Applications and Automotive Technology

Discussion: Dee Ludwig mentioned some courses in Engineering Technology are included in the Welding programs. A prefix change could avoid having to change required credit hours. Jason Wood suggested a common course number change if credits don't match the existing course design. A course hour variation of one credit hour may be justified to facilitate a community college's specific programmatic response to service area need.

Action: Joe McCann will submit a draft written "charge" to the council member's use as part of the notes for this AAC meeting. The charge from the AAC will provide guidance for discipline articulation committee leaders:

The charge will be to decrease intercollege course credit hour variation for courses with a common name, prefix and course number to one credit hour. This could be accomplished by:

- *Establishing a new course with different course number, description and name.*
- *Changing course content/description to correspond to a modified number of credit hours.*
- *Or by some other solution mechanism.*

This AAC member request is made to facilitate student transfer between Wyoming community colleges and to maintain the integrity of Wyoming common course numbering system that is required by statute.

11. Agenda item: Question on the **existence of protocol on concurrent enrollment** courses taught by an **out of service area** community college.

Action: Jason Wood will send a college agreement out to other council members. He recommended a consistent approach be used among all colleges by implementing a common protocol that is communicated to all superintendents. This item will be placed on the 12/12/13 AAC agenda.

12. Agenda item: Possible change of **online tutorial service vendor** (follow-up from earlier spring '13 AAC discussion – Jose Fierro

** Agenda item 12 was not considered due to time constraints and Dr. Fierro's absence. It will be added to the next AAC meeting agenda.

13. Agenda Item: **draft 2014 AAC meeting schedule** (attachment)

** Agenda item 13 discussion was not considered due to time constraints and will be added to the next AAC meeting agenda.

14. Other agenda items: None

15. Next meeting –

The next meeting is scheduled for 8:30 AM. 12/12/13 via conference call.