Wyoming Community College Commission

Academic Affairs Council
Meeting Notes

Date: 8:30 AM. Thursday December 13, 2012
Place: Conference Call -
Members Attending:
CC - Tim Wright
CWC - Martha Davey
EWC - Dee Ludwig
LCCC – Pat Schwerdtfeger
NWC - Gerald Giraud
WWCC - Lou Flaim

Meeting Notes

1. Guest presentation/Discussion: Pearson Smarthinking incentives – Elyse Courtney and/or Jim Sigman
   
   Discussion: The incentive program would be “negotiated” as part of the next Smarthinking contract based on the seven college’s use of other Pearson products/services.
   
   Next step: Determine if colleges have interest in familiarizing themselves on the merits of other Pearson products.

2. Corrections of the prior meeting notes – No corrections were made.

3. Announcements and Rumor Clarification –
   From the WCCC retreat: Joe McCann informed the council members that the Commission asked staff/Presidents recommendations for completion metrics that would more effectively incent completions, will request the presidents to provide “completion initiative” updates at WCCC meetings and the WCCC desires progress in the area of “stackable” certificates.

   CC tragedy: Tim Wright informed the council members that an incident report is being assembled which he will be willing to share with the AAC members. The AAC members present voiced their support of Casper College.
4. Agenda items: Update -

a. Developmental practitioners conference –
   Discussion: Joe McCann shared the outcomes from the planning group’s first meeting.
   Progress:
   Suggestion for the Planning Committee: The AAC made a suggestion for the planning group to consider Friday Feb. 22nd as a conference date. Joe McCann will share this recommendation with the planning group that will meet again in December 2012.

b. Incipient individual community college completion initiatives –
   Postponed: due to time constraints

c. Edit of community college program list –
   This request is being made in order to ensure that program review reports made to the WCCC include all existing programs and exclude inactive programs.

d. WCCC approval of non-credit programs – Joe McCann
   Postponed: due to time constraints

5. Consideration of program requests – Dee Ludwig

   EWC:
   CERT in ESL/EFL Teaching Certification Program

   Action: Lou Flaim moved to approve the program request for recommendation to the Executive Council. Tim Wright seconded the motion. The motion was unanimously approved.

6. Agenda item: Revised draft of an Annual WCCC Program Assessment Report requested at the 10/19/12 WCCC meeting- Joe McCann

   Discussion: The change of the process to a 5-year report cycle is not a review/assessment cycle that is mandatorily common to all the community colleges. The annual report will be comprised of common programs, but those reviews will be conducted on differing individual community college timetables. A discontinued program report and a New Program Enrollment Report will not be a part of this Annual WCCC Program Review Report.

   Action: Consensus was reached that the name of this report should be Annual Program Review Report.

7. Agenda item: Certificate documentation -
   Postponed: due to time constraints

8. Agenda item: Observations from the recently appointed vice presidents -
   Postponed: due to time constraints
9. Agenda item: **Associate degree credit hour requirement** -
   **Postponed:** due to time constraints

10. **Additional** agenda items:
    a. Dr. McFarland’s request for an AAC *discussion on completion metrics* –
    **Discussion:** The Commission’s request for staff /Presidents recommendations relate to 
    “completion metrics that would more effectively incent completions” and that such metrics 
    are not limited to only CCA required metrics. The AAC members present support the use of 
    metrics which are already being measured or CCA metrics that will have to be measured.

11. **Next meeting** – A special meeting was scheduled for 01/04/13, 8:30 AM. via 
    conference call. The next regular meeting will be Thursday January 10, 2012, 8:30 
    AM. via conference call