

# Wyoming Community College Commission



## Student Services Council

### Meeting Notes

**Date: Monday 8:30 AM, June 16, 2016**

**Place: Conference call -**

**Members present:**

CC:	Kim Byrd	NWCCD:	Carol Garcia
EWC:	Rex Cogdill		Sharon Elwood
LCCC:	Judy Hay	WWCC:	Jackie Freeze
NWC:	Gerry Giraud	WCCC:	Joe McCann Cayse Cummings

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

**2) SSC members leaving the council - Carol Garcia, Jackie Freeze and Sharon Elwood –**  
The SSC members said “Congratulations” to Sharon, Jackie and Carol. They have been stalwarts of the group and will be greatly missed.

**3) Announcements and Rumor clarification-**

- Judy Hay brought up an article in local papers regarding UW’s budgeting shortfall of 35 mill necessitating the discontinuance of searches for vacant positions as well as looking at tenured faculty. Judy will forward the article to council members.
- Phillip Parnell was hired as VP of Student Success Services at WWCC. Jackie Freeze said he will come on board at the end of June and will be on next SSC phone call.
- Dr. Kelly Humphrey has been hired as Director of Student Services at the LCCC Albany campus. Judy Hay mentioned the current VP vacant position and that Terry Harper will be continuing in this position. Judy also mentioned that LCC has a Dean of Math and Science position vacant but they currently have about 6 internal applicants.
- Kim Byrd informed the council members that CC’s HR position is open. Shannon Escam<sup>2</sup> accepted the LCCC financial aid position.
- Gerry Giraud said a NWC VP for Student Services position has been posted.
- Rex Cogdill advised that EWC finished up a RIF process that resulted in eight lost position.

#### 4) Agenda item: Updates

##### a. (LOI) weighting by credit course by section-

**Discussion:** Joe McCann mentioned there are three of the folks that are on the sub group, Rex, Cayse and himself on this call. Rex Cogdill mentioned there has been two meetings to develop a working definition for what the legislature has given us for Level 1, 2, 3 and online. The Sub-group are coming close to making recommendations to the Full AAC. There was discussion of variation “labs” coding and scheduling that vary among colleges. Level 1 and 2 could be differentiated by the Use of technical equipment and intensive faculty supervision of students. Most LOI course designations of 1, 2, and 3 will be relatively straight forward but outliers will need to be reviewed. Joe McCann said the group agreed to come up with a list that has all courses on it with LOI’s identified. Sharon Elwood suggested that further “Hybrid” definition to ensure accurate designation may be required to avoid ambiguity. Joe said that HEA29 has a different distance education definition than what we have used in the past. Initially a mechanism of LOI course section weighting is needed to apply retroactively to courses offered the past three years as well as for the next three academic years. There is an uncertainty if courses sections are coded such that the “majority of students are face to face in a “distance ed” course section. That prompted the sub-group’s initial bent toward simplicity. New faculty/student face-to-face data could potentially be added later.

**Action Item:** Joe McCann will share SSC member concerns with the sub-group and the AAC.

##### b. Future utilization of CIP code to SOC occupational code matching.

**Discussion:** There has been a recent breakthrough with Work Force Services Research and Planning personnel. They now understand the community colleges and the UW never meant to publicize program completion/ job placement of individuals or specific program completer. We decided two months ago slow down to put on “hold off” on CIP code revisions to facilitate program completer: occupation placement and salary matching. Now moving forward with this project is much more likely to be fruitful. Joe will share requests to AAAC members for CIP code revision with the Registrars and SSC members. Sharon Elwood reiterated that getting Financial Aid and Department of Education CIP code records changed could be a challenge. Joe said earlier SSC discussion lead to facilitating the colleges to request CIP code changes via a batch process. Sharon Elwood suggested CIP code changes need to be approved by the USDOE before new CIP codes are input into the CSI. Joe McCann said this issue has been discussed by the AAC as well as in the sub-groups deliberations. About 50 programs CIP codes will be reviewed.

**Action Item:** CIP review request emails to AAC members will be courtesy copied to SSC members and Registrars regarding these changes.

#### 5) Agenda item: The data privacy taskforce –

**Discussion:** Joe McCann said Cory Daly suggested this topic. Senate file 38, once it became session law became SEA 18. This enrolled act directs the state chief information officer to

develop guidelines for local governments for data collection, access, security and use. The bill requires input from affected state agencies including WCCC. The community colleges are omitted from the political subdivisions from which consultation is required. The Wyoming Chief Information Officer is receiving required “consultation” via a group comprised of agency and subdivision representatives. This group has had one meeting so far.

**Action:** Joe McCann will keep in touch with Geir Solvang at the commission who is on Wyoming CIO’s consultation group and keep this agenda item for the next SSC meeting.

**6) Agenda item: Committee and Functional Group reports:**

- a. Marketing Committee –Joe McCann said Cory Daly has volunteered as necessitated by Jackie Freeze’s retirement. Jackie Freeze mentioned the marketing committee did meet regarding the economic impact study. State wide composite hasn’t been received by the commission yet. Joe McCann will email a composite EMSI report once it is received. He mentioned the importance and need to channel any recommendations from the Marketing, Financial Aid, Admissions and Registration Committees for SSC action before they are sent to the Executive Council.
- b. Financial Aid Committee – Judy Hay become this liaison moving forward as necessitated by Sharon Elwood’s change in assignment.
- c. Admissions Committee – No report or liaison change so Kim Byrd will continue as the SSC’s liaison to the Admissions Committee.
- d. Registration Committee – No report or liaison change so Rex Cogdill will continue as the SSC’s liaison to the registration Committee.
- e. Records & Registration/Admissions Functional Group – Sharon Elwood explained that much of the work from the DGIRC comes to the R&R. This functional group took a break in May due to college graduations. Some of the issues this committee is discussing are identifying CTE classes for Perkins, defining codes and considering college requests for new codes. DGIRC is good at identifying when a code needs to be standardized, but if they are unsure they pass on to the committee. Sharon Elwood said they have several tasks “on their plate” to complete this summer.
- f. Financial Aid Functional Group – No report

Joe McCann suggested that the new committee liaisons advise their campus representatives to these two committees that they are the new liaison. Information about the relationship of each of these four committees to the SSC is in the WCCC Consultation Policy, located on the WCCC web site at:

[communitycolleges.wy.edu/administrative-docs.aspx](http://communitycolleges.wy.edu/administrative-docs.aspx)

**7) Other agenda item:**

Carol Garcia advised the **WYSAC** balance is currently at \$13,000 and after paying a few outstanding bills will still have the \$12,500 needed to move forward with the next conference. Carol said it was good for staff to see other campuses; it was wonderful to have at a college. Need to identify who will take it next. Thanks for the opportunity for putting this together. We should be in good shape during this down time. Joe McCann will look back at SSC meeting notes to identify membership prices. Carol Garcia will send out participation numbers to council members.

The **next SSC meeting** is scheduled for July 21, 2016 at 8:30 AM by telephone conference. There is no meeting scheduled for August 2016.