Wyoming Community College Commission

WYOMING COMMUNITY COLLEGES

Student Services Council
Meeting Agenda

Time: 8:30 AM, Thursday, Jan 19, 2017
Place: Conference call

Members present:

CC:	Kim Byrd	NWC:	Lourra Barthuly
CWC:	Lance Goede	WWCC:	Phillip Parnell
EWC:	Rex Cogdill	WCCC:	Joe McCann
LCCC:	Judy Hay		Matt Petry
NWCCD:	Leah Barrett		Cayse Cummings

1. Agenda item: **Consideration of meeting notes** from last AAC meeting- None

2. Agenda item: **Announcements and rumor clarification-**
    -Rex Cogdill mentioned the president search will be handled by Golden Hills with Walt Nolte serving as a search consultant.
    - Phillip Parnell brought up the Level One, ground level title Nine training coming up March 20th and 21st. The charge per campus, (up to 10 people) will be $3500.00.
    - Judy Hay said that by the coming fall will be ready for level four training that is more for coordinators and deputy coordinators. The cost would be approx.. $25,000.00 and will need enough schools involved to keep the cost at $2500.00 per campus. She will look into options and let everyone know.
    - Kim Byrd said Casper College has a Dean position available in the School for Science.
    - Judy Hay mentioned LCCC has hired a VP for AA, Dr. Mark ????? and he will start in May.

3. Agenda item: **AAC-subgroup work on** use of "sched type" codes for assigning LOI 4 for distance course number and CERTs that count for a WCCC completion metric – Joe Mccann referenced the AAC meeting held on January 12, 2017 **The following has been copied directly from the AAC meeting notes;**
    "**Discussion:** Terry Harper sent out an email late yesterday afternoon with definitions that she felt made sense. Joe McCann mentioned these definitions are needed for WCCC Rules changes that may follow the current legislative session. Matt Petry said these LOI's by course section need to comport with HEA29 and need to have these new definitions in place and used for

allocation formula modelling by 7/1/2017. These LOI's are a component of Budget Year 19/20 funding formula allocation but calculations have to be done this year and submitted around August or early September.

The Executive Council needs these definitions to facilitate the implementation of the new laws. A discussion of "sched-type" and recommendations will be on the agenda for their next meeting scheduled for February 8, 2017. Any recommendations need to also be reviewed by the DGIRC, SSC and CIO councils. Matt Petry said the ASC has been informed and they appeared to be comfortable with the AAC handling this. The ASC members are also keeping the CIO's in the loop. Terry Harper said she had a discussion with Ann Murray, LCCC IR Director, and Ann had said she was comfortable with the Work group's definitions as explained in quoted in Matt Petry's summary. Matt Petry mentioned his email from a couple of months ago as a place to find the original two descriptions. He offered the suggestion of 2 types of hybrid "sched-types" as discussed at the last ACCC Sub-group meeting. His suggestions is that; HYBF would be hybrid face to face and HYBD (or HYBO) would be distance. The NET "sched-type' would include distance education modalities of ITV, online and/or TV). Terry Harper said using the NET approach could be confusing whereas the HYBD and HYBF are cleaner definitions and easier to follow. Rich Hall provided the following example for interpretation:

> *The instructor uses LMS for posting assignments and grades but bounces between 2 locations and students view this course as distance education. However, it boils down to how much time the instructor spends at the outreach versus the posted duty station. Gillette, (the posted duty station) would be a hybrid face-to-face (HYBF) and the Sheridan, (the outreach) would be assigned a hybrid distance (HYBD) if the instructor doesn't travel there. Sheridan could be a HYBRIDF if the instructor travels more than 25% of the time.*

Rich Hall asked about the impact this could have on course planning since schedules are often built two years out. Joe McCann said in most cases there would be a fairly strong idea based on prior years practice. Kim Farley agreed with this, based on prior year records. Joe McCann said he expects and encourages co-listed sections in which the ITV instructor off site sections (NET or HYBD sched-types) and face-to-face (FF sched-type) sections simultaneously.

Matt Petry mentioned that with the development of HYBF, HYBD, and NET "sched-type" definitions Interactive Video and TV (IV and TV) sched-types sections could be eliminated. Joe interjected that the NET "sched-type" will also need to be redefined. This would mean there would be 6 different codes as compared to the current 8. However, this could be more work for the IR. If it is a heavy lift for them, the commission staff could do an extrapolation based on percent one way or another.

First Decision:
Terry Harper offered a motion to move forward with HYBD and HYBF. Shawn Powell seconded the motion.

Action: The motion carried unanimously

Matt Petry said he needs to talk with Andy Corbin regarding these two new codes to make sure Datatel Colleague can handle the change. He'll draft another definition for HYBD and HYBF while we also need to check in with the DGIRC. Matt said it was perfectly OK to extrapolate back with the help from IR identifying percentages for AY16 and then apply backwards and forward as well.

Second Decision

Joe McCann said there was a **second decision** to be made**:**
>   Option One- Go back through previous year's data and make changes
>   Option Two- Estimate the percentages based on AY16

During discussion Rich Hall commented that he would like to go to the DGIRC and get their feedback. Matt Petry mentioned it would be best if this could go to the Executive Council for their vote at the February 8 meeting. Matt said he would be talking with the ASC next Thursday and he's fairly certain they will be comfortable with the AAC's decisions.

No motion was made regarding the second decision.

Action: The VPs will have campus discussions regarding the two choices for the second decision before a decision is made.

>   Matt Petry mentioned it would be best if this could go to the Executive Council for their vote at the February 8 meeting. Matt said he would be talking with the ASC next Thursday and he's fairly certain they will be comfortable with the AAC's decisions. Matt suggested another subgroup meeting in 2 weeks that should give the DGIRC time to review and provide feedback and a time to vote on the second decision.

Action: Joe said the AAC sub-group members already plan to have a second meeting.

Third Decision

Joe McCann offered a **third decision** for consideration: Which certificates will count to the new matrix hasn't been put in place yet. The AAC Sub-group recommendations were sent out with this meeting's agenda. 1 Year Workforce Preparation, Short Term Workforce Preparation, Transfer Certificate and Special Needs Certificate were recommended to count.

Terry Harper moved to go forward with these definitions. Kathy Wells seconded the motion**.** Terry Harper provided clarification on number three, Transfer Certificates. The subgroup felt the last portion was critical to have articulation agreement with a receiving institution to legitimize theses transfer certificates.

Action: The motion passed unanimously.

Fourth Decision

Joe McCann provided the fourth decision for consideration; How to grandfather prior approved certificates to count toward the WCCC completion metric. He mentioned the subgroup sent

out their recommendation to have Joe McCann plus one other WCCC staff use criteria set forth in Decision #3 and provide a draft list of specific list of specific certificates for vetting by the AAC to be grandfathered.

Terry Harper motioned to go ahead with this approach. Rich Hall seconded the motion.

Action: The motion passed unanimously.

Fifth Decision

Joe McCann said there is another decision that needs to be made but there hasn't been any AAC Sub-group discussion yet. It relates to whether there should be weighting factors applied to specific associate degrees and certificates for the funding formula and if so what factors would be recommended". **End of AAC notes from their January 12, 2017 meeting**

4. Agenda items: **Updates** -

   a. Re-creation of a **placement protocol and assessment crosswalk** document using work of Claudia Stewart and Jill Hughes as a starting point – Joe McCann asked if everyone could work on this and get back to him by 6 February, it would be appreciated.

   b. **Multiple discussions of potential funding stretching initiatives r**equested by the President's Council – Joe McCann said the presentations from last week had three companies in the forefront however there hasn't been a decision made. WDE and UW had representation at this meeting.

   c. **Student Services developments at UW** - Judy Hay said that last week they met with Jeff Edgins from UW outreach at Casper College. Grand opening for the new building and Dr. Nichols from UW was there and she (Judy) provided her with a tour. Dr. Nichols want a smooth transition for students transferring from community colleges to UW.

   d. Work on draft **LOI by course list and CIP/SOC matching alignment-** Joe McCann mentioned the list that went out in early November to the AAC VP's to work through and the requested return date of no later than the beginning of February. Regarding the CIP codes matching to SOC codes, so far 60 have been reviewed for potential mismatches and 12 still need resolution. The commission will keep revisions lists for future reference. Once the community college has notified the HLC and Feds the commission will change codes on the revision reference list. Judy Hay mentioned a possible detrimental effect this could have on students with regard to their financial aid and loans. That is why they are talking about a mapping program. Joe McCann said that is why the commission will be keeping the revisions list and won't change anything without community college notification. Also, the AAC and Deans do not need to change CIP codes unless they are a very poor match.

Action Item: Joe McCann will send the SSC VP's the list once it is finalized through the AAC VPs. It will also depend on an MOU with Work Force Services.

e. **NetTutor/WCCC contract** progress- Joe McCann said the AAC members have been asked to provide him with both a functional and technical lead contact for each college.

f. Wyoming Legislative bills
      HB9   Student ownership and privacy rights
      HB55   Spending policy amendments
      HB59   Higher education fiscal procedure amendments
      HB77   In-state tuition - AmeriCorps service
      HB133 Civics proficiency examination
      HB136 Campus carry *
      SF35   Virtual education
      SF37   Education-Hathaway scholarship program-2
Others of potential interest
      SB18   Special district records – BOCES
      SB20   Student Digital information privacy
      HB42   SBEd membership – UW President representation
      HB 44 Professional engineers Licenses
      HB76   American Indian education program
      HB137 Wyoming repeal gun free zones
      SF27   State archives -amendments
      SF41   ETS amendments
      SF50   Civics education programs
      SF 73 High School graduation requirements
   *Leah Barrett has a question about this bill

5. Agenda item: **Committee work-** No updates at this time
    a. Marketing Committee – Cory Daly
    b. Financial Aid Committee – Judy Hay
    c. Admissions Committee – Kim Byrd
    d. Registration Committee – Rex Cogdill
    e. Records and Registration/Admissions Functional Group –
    f. Financial Aid Functional Group –

6. Agenda item: Possible 2/7/17 **SSC face-to-face meeting agenda** items –

7. Additional agenda items:

8. The **SSC has a choice** to make on Thursday 1/19/17 -
    *The next face-to-face February SSC meeting will be scheduled **for either:***
        Tuesday Feb. 7th, 10:00 - 11:30 AM, at LCCC** in the Pathfinder building, room 211*   ***or

        ***Wednesday Feb. 8th, 10:00 - 11:30 AM, at LCCC** in the College Community Center*
    building, room 179   (Judy Hay emailed that this Wed. time may have been switched to
    8:00 AM as per an internal LCCC communication)

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