

COLORADO COMMUNITY COLLEGE SYSTEM

Education Services Meeting

October 24, 2014

9:00 A.M., Lowry Campus, President's Conference Room

Meeting Objectives: To discuss and determine leadership and operational activities for academics and student services within the Colorado Community College System.

Webex connection information: Please click link and dial in:

<https://cccs.webex.com/cccs/onstage/g.php?d=923842306&t=a>

US TOLL FREE: +1-855-749-4750

Attendance:

Stanton Garton NJC, Steve Smith NJC, Debbie Ulibarri TSJC, Lynette Bates TSJC, Terry Reeves CCCOnline, Janet Brandau CCA, Kris Binard FRCC, Lisa Fowler RRCC, Kent Bauer MCC, Bernice Harris CCD, Lori Kester CCD, Diane Hegeman ACC, Betty McKie MCC, Nancy Hoffman CCCS, Jennie Gross CCCS, Sandy Veltri FRCC, Linda Comeaux RRCC, Keith Howard CCCS, Jerry Migler CCCS, Amanda McKenzie CCCS, Angie Williams CCCS **Phone:** Kerry Gabrielson, Tresa England

Meeting Agenda

Topic	Time	A/I	Responsible Party	Discussion/Outcome
1. Welcome - Academic Affairs & Student Affairs updates	9:00a	I	Jerry Migler / Keith Howard	Looking at other technology to bring agenda and attachments to everyone; almost at capacity with email. Introduced Jennie Gross to group.
2. GradCast Presentation	9:15a	I	Sai Subramanian, CEO; Bobby Davis, VP Sales; Bill Brooks, Dir. of Business Development	 GradCast Fact Sheet_10.24.14.pdf Affiliate of Open Jobs, 5 or 6 biggest job boards, 1 million users, CC came to ask about new grads. Needed assistance with placement and tracking. Research showed 80% of jobs aren't advertised. Even worse for entry level positions. Time and cost are factors for not posting <ol style="list-style-type: none"> 1. Connect employers 2. Gather info about students 3. Connect students with 80% of unadvertised jobs. 4. 600,000, industry specific employers in 34 CTE fields.

				<ol style="list-style-type: none"> 5. Program launched a year ago 6. Success= easy for employers to stay in system. 7. Student side - 60 days prior to graduation, they set up profile can send 100 resumes free. Given tips, resume building, interview tips, and online assistance if needed. 8. Company compiles data over 6 month period. Find job, still looking, base salary, military, more school, report to dashboard, and submit to school. 9. Mobile app - Trackback. Communicates with student to gather post-grad data. Also have non-CTE student tracking. 10. Perkins compliant. 11. Success rate for program - 60% reporting rate- 40% (average range) 12. Higher engagement with faculty to students increases success rate. 13. Not open jobs marketing tool. Rural areas will have fewer jobs but user can change zip code and look at job markets. There is a job board link to Indeed.com. 14. FERPA compliant account 15. 77% open rate for email- high success rate 16. Set protocol to get better data. 63% response rate. 17. Sliding scale of \$20 per every 12 per graduates. Fluctuate based on grad rates.
3. 2:2 Debrief	10:00a	I	Jerry Migler	 <p>2014 2 to 2 Summary of conference 2014_V1</p> <p>Bio and Nursing was the longest meeting. Solution as understood is to develop a state wide challenge exam and students entering nursing can take this exam, pass it and can bypass Bio 111. Caveat - majority need to be able to pass challenge exam. Must be able to prove majority can complete in 5 semesters. Will need to explain to accreditors if biology is prerequisite.</p>

				Several accreditations within next 2 years at the schools. Credit reduction is complete and SFCC approved for short period of time. Proposal will come back to fix credits after this point.
4. HLC update: Concurrent Enrollment	10:15a	I	Jerry Migler	 <p>DualCreditGuidelines_2014-04_OPB[1].pdf</p> <p>Changes in guidelines, schools are hearing rules have changed. Need to be consistent on how we manage instructor qualifications for concurrent courses. Should be no different than if instructed on a campus. Essentially this is what it is unless it's transfer. Than you need a Master's degree. CTE, whatever your requirements are for on campus it will be the same in the high schools. Fort Collins was shared with Scott Stump, very specific, goes back to our guidelines and BP. Has links for school district to research further. (Sandy Veltri) willing to share process. Consistency is key. Rural areas are a challenge with funding for Masters qualified. Neighboring states have lower tuition; this can cause students to shop for better programs. All 6 accrediting bodies are in this conversation per Scott Stump.</p>
5. BAS Degree Update	10:20a	I	Keith Howard	  <p>BAS Program Approval and HLC Cha BAS Application checklist_12.docx</p> <p>Key on the checklist to show who requires what. Timeline so you can work through with faculty and have a better sense of length for program approvals. Feasibility study is required. Concern is that third party didn't know what to do (Interact is the vendor). Was clear school would be doing all the work; Third party for credibility. Colleges will want to know the feasibility prior to making investment in BAS program.</p>

				<p>Diane suggests we develop protocol of what the validated data is if we use program that lets us culminate our own data bank. Need consistency across the board regardless of vendor chosen. RRCC signed with Interact, developed a statement of work. Linda will share. Said need to validate need in particular area, gave occupational codes, phone conference for scope - CO, WY, NM. Will share progression. \$25,000 invoice. 9 occupational codes were given to Vendor for employers, \$13,000 for environmental scan, employer interviews by phone for 45 employers.</p> <p>Application - All things have been put in 1 document incorporated into HLC document, so encompasses system, CCHE, HLC requirements. If completed, than done with process. 20 pages total. Form will be shared with presidents.</p> <ol style="list-style-type: none"> 1. Have conversations about programs that have been submitted thus far. 2. Management or supervisory program that any CTE student could pursue and will be considered in the future. Need to be careful to not disrupt 4 yr. programs legislatively. Variations could limit enrollment.
6. Registered Apprenticeship – College Consortium (RACC)	10:30a	I	Jerry Migler	 <p>RACC_framework_10.24.14.pdf</p> <p>Would like to sign a system wide agreement, Would be advantageous because apprenticeship will likely be a focus of future federal grants. Would like everyone to look at it before signed off on by system office.</p> <p>Action Item: Send concerns to Jerry by Oct 31.</p>
7. HB-1319 Performance Funding Outreach Meetings	10:40a	I	Diane Hegeman / Jerry Migler	<p>Outreach - summarized results. Issues that were surfaced related to access and serving underserved populations.</p> <p>Majority of attendance was higher educators.</p> <p>2nd phase - asking students for more input. Tool for students about how performance funding looks from their perspective. More balanced summary is</p>

				<p>intent with data analysis. Encourage participation. At one metro meeting 3 people came, 2 were presidents. Need more representation from business leaders, students, citizens. Communication was sent to students via word of mouth.</p>
8. 2:4 Faculty to Faculty Update	10:50a	I	Jerry Migler	<p>i. Oct 24, 2014 – meeting is cancelled. ii. Apr 24, 2015 – only involve mathematics and written communication.</p>
9. AA & AS Degree Credit Distribution Requirements	10:55a	I	Jerry Migler / Sandy Veltri	<p>   Question about Gen Ed Requirements.docx CCCS-General-Liberal -AA-Degree-1.docx CCCS-General-Liberal -AS-Degree-2.docx</p> <p> CDHE STATEWIDE TRANSFER AND GTPA Gtpathways created requisites; rationale was for broad based education. Current question is how we arrived at the credit distribution requirements we now have for AA and AS degrees. CCCS requirements are more specific than CDHE's. Specific History requirement came from CDHE. Caught everyone by surprise since there was no discussion prior, happened about 2003. Good idea to revisit with SFCC about every 5 years, time to do it now. Need to designate people and have volunteers to work on this area. VPSS should be on panel. Action Item: Jerry will visit with Boyd to put on next agenda. Arts and Humanities, Social Sciences and Mathematics to start the process. Need to update with effective date. Volunteers: Janet Brandau (CCA), Dave Smith (CNCC), Cheryl Sanchez (LCC). 1. AA & AS – put committee together to take another look at the general requirements. Communicate that committee should consist of SFCC and VPs to look at this for CDHE.</p>

10. Drug Testing Student Programs	11:00a	I	Keith Howard	<p>Working through process, looking at schools process. Public safety has come up as a concern, not consistent across campuses.</p> <p>Legalization of marijuana has come up. Prohibited on campus, use in privacy of home and weekend is legal. But if tested at school on Monday it will show as positive and could be barred from admission to program. Colorado Supreme Court heard case were employee was fired after using medical marijuana. Court hasn't come back with decision. We will be closely monitoring to ensure we have adequate permissions in place.</p> <p>Action Item: Please send to Amanda the programs on your campus which currently require a drug test and what drugs are tested. Include specifics and we will compile list and come back to discuss individually about whether we should streamline process from system level. In interim ensure HR is aware of programs that currently require a drug test.</p>
11. Inventory of accepted AP scores from 2/4 year schools	11:05a	I	Jerry Migler	<p> Accepted AP Scores_2014.pdf</p> <p>Prior conversations took place that we should use the highest level AP score so students will be able to transfer, not all the universities have gone to that level. In some cases we have higher standards than some 4 yr. schools. Matrix was compiled to show what is happening across the system. Will be sharing info at SFCC in future meeting. GE Council having AP discussion to discuss possibility of more uniformity between the universities. Not sure if this will happen but leaves us in a tough spot on what to accept.</p> <p>Question for Jerry- Why are there programs in AP offered in schools if colleges won't accept? Adams State, Comp Sci AB, French Lit. (examples).</p>

12. IT Updates & ACA Contact Hours	11:15a		Nancy Hoffman	 <p>Education Services Project Status Report</p> <p>Extended maintenance periods. Please refer to report, won't be discussed in detail. Reverse Transfer - Successful load of academic files in CDHE for reverse transfer. Setting on vendor side caused issues, this has been fixed. Communication will come out, training is ready for schools. Registrars, transfer evaluators, and grad processors will be invited to participate in training. Shorten format, written materials have been prepared Working on training schedule currently. ACA Contact hours - VPI/IT reviewed approx., 3,000 courses extracted from Banner, several files were looked at, was consolidated to master approved file. Contact hours intention was to upload into other box, contact hours will automatically populate, (SCACRSE banner code) contact hours will flow over and new term is load. Can be changed, Jerry's office will maintain control. Hours will be recorded at catalog level. <u>ONLY IN USRE</u> currently. Haven't made changes in production yet. Starting to identify questions and things to address as BI team develops report. Reporting will be pulled at system level, is very detailed. Pulled by instructor, academic period, (Went back to 201410 to gather full year of data for example when report is ready), instructor ID, name, type of data (instruction, non-instructional, and timesheet), A-F columns are first quarter of report. Flows across entire report to set basis for particular data. Instructional parts Columns G-P course reference, subject, credit hours, % responsibility, course stacked, and contact hours, etc. Non-Instructional Q-U Codes are in, not distinguished. If on faculty record that data will be pulled into report. When rolling, won't change. Can change at schedule level but won't change at this level. Timesheet piece needs work. V-X.</p>
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				<p>Concerns: Don't hit the print button!, when will draft will come out? (Discussed hopefully in next few weeks, labor intensive to include contact hour information).</p> <p>Which subjects should be included to have the best outlook overall. NUR, BIO, MUS, PSY, ACC, Dev-Ed on CCR.EMS,LEA, CIS</p> <ol style="list-style-type: none"> 1. Should HS level courses be included (Zcourses)? Yes impacts faculty load. 2. What do you want to do to address 0 contact hours? (AAA) No answer yet, needs more work. 3. Should we assign 25/75% delineation if 2 instructors are assigned to sessions? (Session 1= 25% for 1 cr, Session 2 75%= 3credits for 4 cr class with 2 instructors). If 2 instructors but only 1 credit hour do both get 195 contact hours each? No each should get 50% at entry point. (This is to address ACA qualification for health care benefits, not pay. 4. May need help for 0 credits, schedule time on phone to come up with these specific examples to address substitute value.
13. CTE Updates	-----	I	Scott Stump	NONE
14. CCCOnline Updates	-----	I/A	Terry Reeves / Eric Lee	NONE
15. GE Council Updates <ul style="list-style-type: none"> • Transcribing DwDs • Advising Guides for Non-DwD Disciplines • Expectation that gtPathways courses be offered annually 	11:45a	I	Sandy Veltri/Jerry Migler	<p>a. Jerry stated we are moving forward with advising guides with the exception of DwDs. On hold until we decide about our Gen Ed. Requirements. The group discussed options. CDHE does want some updating but these will be ongoing discussions.</p> <p>b. A gt course that has not been offered within a year will need to be discussed and possibly removed. Stanton mentioned the disciplines need a list of the courses not being used to do a course clean up.</p>

<p>16. Academic Council Updates</p> <ul style="list-style-type: none"> • Guided Pathways Technical Assistance Proposal • SARA • CCHE Policy Changes 	11:55a	I	Diane Hegeman	<div style="text-align: right;">  2014-09-09 - NOTES-AC.docx </div> <p>i. September Minutes</p> <div style="text-align: right;">  2014-10-14 - NOTES-AC.docx </div> <p>ii. October Minutes</p> <div style="text-align: center;">  AC Pres-Analytics 10.14.14.pptx </div> <p>Need to get things going where students get better advising for what courses to take.</p> <p>SARA hopes to have 20 states in total by the end of the calendar year; 40 to 45 by the end of 2015. The next deadline is Jan 15, 2015 for the 12 month discount.</p> <p>Policy changes: Admissions policy changes for guaranteed admittance for ART. Jerry will be doing more research on this policy change. He will be checking to see if it has any impact on the System Policies.</p> <p>Diane mentioned there were updates given on the Performance funding.</p>
<p>Working Lunch: Academic & Student Affairs Updates</p>	12:05p	I	Jerry Migler & Keith Howard	<p>CSU Global not part of statewide articulation, making student take accounting class again. Heads up. If student declares it shows up on transcript.</p>
<p>17. New Assessment Tool Vendor</p>		I	Jerry Migler	<p>McCann is selected vendor, very close to signing contract. New assessment is essentially replacement for Accuplacer, which is an off the shelf product, We are using reverse design now. Prepare students for gateway courses. Similar to FL and VA. Contract for completely new assessment. Took numbers from schools and</p>

				added 5%. Delaying cost to colleges until next fiscal year. Next step- pull faculty to work with vendor. Looking for intensive days, 4 dates. How to structure from SS side for transition. Depending on faculty availability could be ready for Spring 2015. Will begin as soon as contract is signed.
18. President's Higher Education Community Service Honor Roll		I	Jerry Migler	 President's Higher Education Community Would be nice to recognize CO if any school is participating.
19. WICHE Alliance Conference			Jerry Migler	 2015prelimProgram-FINAL.pdf In Rapid City, content for VP level.
20. Hispanics In Energy		I	Jerry Migler	
				June 1, 2015 new date for VAWA compliance. New regulation on PLUS loans; Will have its own default rates. May impact default rates. Title 9 training, getting more complicated. Support your staff in these matters.
VPI ONLY: Discussion Topics – Jerry Migler	1:00p		Call in for VPI afternoon session:	1-760-569-0111 Code: 1045628#
a. Update: Faculty Evaluation Process	1:00p	I	Cynthia Heir, CCCS - HR	Cynthia Heir was unavailable. Dates are Nov 7 th and Jan 31 st for Supervisor Training (part I and II). WebEx training will be available. Sandy explained what the training will cover with the supervisors.
b. Student ART Show @ Lowry	1:30p		Sandy Veltri, FRCC; Jerry Migler, CCCS	Jerry and Sandy asked that everyone encourage their schools to participate.
c. How do our community colleges get their transfer data and how do you strive to improve the data with specific strategies?	1:35p	I	Sunny Schmitt, PCC	Tabled, Sunny was unable to participate.
d. ACC & UCD Partnership: Entrepreneurship Certificate at the Wildlife Experience	1:45p	I	Diane Hegeman, ACC	Diane stated that UCD has expanded; they are reaching out for articulation agreements and partnerships. Diane gave a brief description of the Wildlife experience. UNC has approached us regarding an agreement. Jerry will send everyone

				the information.
e. Adjusted Credit Hours: how/if any of the colleges use this?	1:55p	I	Linda Comeaux, RRCC	Linda asked the group about adjusted credit hours; how do you compensate faculty for teaching 1.5, etc.? What is your formula? The group discussed how each school handles. The group discussed hours and attendance in the class room at length.
f. Review/approve process for deleting proposed courses from the Bulletin Board that have not been approved within 1 year	2:05p	I/A	Group discussion	<ul style="list-style-type: none"> i. Academic year – which begins/ends in May The group decided that sending the DC a reminder at 60 days and to copy the VP. This is an automatic reminder sent by the Academic and Course Program Specialist, Jennie Gross, with a list to SFCC. ii. Jerry mentioned that SFAC asked about pay for Discipline Chairs; the group did not think this was a good idea. iii. iv. Jerry advised the group of several other items.
g. Curriculum Committee – Bulletin Board Vote	2:15p	I/A	Stanton Gartin	<p>Call in # 760-563-0111 code: 1045628#</p>  <p>ESCC BB 10.24.14.xlsx</p> <p>All items approved by SFCC were approved by the Ed Services Curriculum Committee.</p>
h. SSATEXT Notes i. SFAC - DC Comp. - 21 credit calculations (how are colleges recording release time)		I/A	Stanton Gartin	National Adjunct walk out day is in February 25, 2015, per Linda.
VPSS ONLY: Discussion Topics – Keith Howard	1:00p		Call in for VPSS afternoon session:	1-605-781-1000 Code: 335250#
a. Recruiter Demo			Nancy Hoffman	Mobile apps project is being restarted, leverage Ellucian mobile apps. Charter is identifying needs for project. Push notification. Looking at Recruiter from high level view, not seeing the entire demo. Will have enough for input from VPSS group. Working in Recruiter template.

			<p>Once signed off, it will be cloned. If changes need to be made after cloning, will need to rework entire system.</p> <p>5 pilots will use the Recruiter application; the others will use application already in use.</p> <p>Controls on Banner side will allow schools to decide how many terms to add in initial contact with student.</p> <p>Timeline - taking longer than expected. 62 custom-fields to compile and may have up to 10 more. Has to be mapped to Banner. 6-8 weeks per school once pilot schools have completed to bring online.</p> <p>Link provided to watch demo: https://ellucian.webex.com/ellucian/ldr.php?RCID=5cb63b59a7f2dc8fbff7e32098cfbb18</p>
b. FERPA		Keith Howard	<p>Needed to be included at the Board Policy and System Presidents Procedure levels, only mentioned in Ed services guidelines currently.</p> <p>Phi Theta Kappa - does not include in current guidelines.</p> <p>Was taken from model statement from Dept. of Education. Currently template is on Wiki.</p> <p>Paper copies are given to the group and changes are being recommended. A new updated copy will go to the group when available.</p> <p>Action Item: Will include for next Registrars' meeting.</p>
c. Cleary / VAWA Update		Keith Howard	<p>Sending to group for feedback. Looking to have this go through for Dec meeting.</p>
d. Annual Drug and Alcohol notification and Biennial Drug and Alcohol Program Review.		Keith Howard	<p>Is college email good enough or should it be rephrased? Page 2 of 3 – Change to College issued email.</p> <p>Including biennial review on even numbered years.</p> <p>Appendix - Standard of Conduct with sample program. Official statement on topic.</p>
e. Financial Aid Fall Utilization Update		Karla Nash	<p>Communication to FA Directors. Approve upon request a max of 10%, based on smallest fund allocation amount. Will ask to release portion that isn't used for other schools, including proprietary.</p>

			<p>Urging students to apply funds can receive work study amount, Increasing awards as a whole and rewards on per hour basis.</p> <p>If returning funds, please reach out prior to release. This will ensure we use the funds for the best usage possible.</p> <p>Discuss with FA where at with state money, spend state before federal funds. Contact Karla if needed. Merit FA status - going good but need to spend. Can change policy if needed, and send the new policy to Keith for approval.</p>										
f. Student Services Summer Conference		Keith Howard	<p>Good professional development tool. Opening session with uniform messaging.</p> <p>Input from group on possible dates that would work best. Take into account location, committee, content,</p> <p>Ideas: include other areas in committee, vendor for Recruiter demo, customer service piece, workshops relevant to cross training. Admissions can learn from the registrars. Best practices, FERPA 101, FA 101, survey interest areas with front line staff, best time to have participation with all, historically in June on the 1st or 2nd Friday, preferably 2nd Friday in June (12th this year), 200-400 approx.,</p> <p>Johnson and Wales possible location. Parking was the only big issue. Action Item: Amanda to check on venue pricing and location.</p> <p><i>Hold the date email for June 12th from KH.</i></p>										
g. Student Leadership Conference		Lisa Fowler	<p>October 17th and 18th at CCD. Fall Conference 73 attendees.</p> <p>New group:</p> <table border="1"> <tr> <td>Chair</td> <td>Gabby Hall</td> </tr> <tr> <td>Vice Chair</td> <td>Lee (Ed) Miller</td> </tr> <tr> <td>Secretary</td> <td>Merisa Armstrong</td> </tr> <tr> <td>Legislative Liaison</td> <td>Danielle Armstrong</td> </tr> <tr> <td>Treasurer</td> <td>Ray VanWormer</td> </tr> </table> <p>Next meeting for SLDC/SSAC will be in</p>	Chair	Gabby Hall	Vice Chair	Lee (Ed) Miller	Secretary	Merisa Armstrong	Legislative Liaison	Danielle Armstrong	Treasurer	Ray VanWormer
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				<p>Boulder/Longmont. Focus on by-laws. Increase participation. Committed to other methods to be included. Concerted effort to have WebEx and call ins. Please work with your groups to support this initiative.</p>
<p>h. Miscellaneous Topics</p> <ul style="list-style-type: none"> ➤ Smart Catalog ➤ VAWA Committee Volunteers ➤ Reverse Transfer 				<p>(Smart Catalog and survey to follow) FRCC using IQ - training next week. Already purchased. RFP to come.</p> <p>Need committee - short service - VAWA changes, need to identify specific disciplinary actions. Consequences, everything. Need VPSS and disciplinary officers. Please send names to KH. Has to be included in policy that is currently in revision.</p> <p>Training on Reverse Transfer - spent time talking about business process to come up with agreed method. Conversation with registrars hasn't occurred yet. This is a developing topic, more to come.</p>