1. Agenda item: **Consideration of meeting notes** from last AAC meeting-No changes

2. Agenda item: **Announcements and rumor clarification**-
   - Terry Harper mentioned that UW President Laurie Nichols was at LCCC for a “Listening Session” and was a great way to hear about what is going on in the state. Terry mentioned transfer credits are the biggest issue, UW isn’t very willing to accept the credits. 4H was another issue that came up. With extension need more. Sugar beet cooperative quite concerned that we are losing people who grow sugar beets.
   - Rich Powell said that at both Gillette and Sheridan the listening session is today.
   - Shawn Powell said the Listening Session at Casper College brought up discussion and concern from Casper regarding the UW family practices closing one of the locations due to budget constraints.

3. Agenda item: **HEA 29 implementation work** including use of “sched codes” for assigning Level of Instruction ,(LOI) 4 for distance course number

   **Discussion:** Matt Petry said it was an agenda item for the Executive Council to consider based off the AAC recommendation; i.e. any face-to-face component the course is not Distance Education and would move the course out of DE and into an LOIs 1,2, and 3 #1 or 2. A problem with this would be a large shift from DE to either an LOI 1, 2, or 3. Policy
makers would probably question that as an unfavorable reaction to the HB80. Joe McCann said the discussions that have occurred for drawing the line at a 75/25 percent split of distance to face to face. The flip side to this split is that less than 25% face to face would be a DE and assigned a level 4. At the end of the discussion the Presidents agreed an approach along the lines of the HLC method of 75/25 should be considered. The sched-type may be a clean approach. The Registration and Records functional group were receptive to this idea when discussed during their meeting earlier this week. We would probably take the Hybrid courses and apply the 75/25 logic to those courses, force them into LOI 1 or 2 or Hybrid online. This approach would enable us to drop them into one bucket or another. Advantages to this approach would be a more permanent solution compared to looking at a temporary approach based on statutes. Matt Petry also mentioned the president’s support a percentage approach as expressed at a recent EC meeting. It will affect so many councils and any recommendations be considered by the Presidents Council.

Terry Harper mentioned her concern is with the methodology used. Each hybrid section would be evaluated at the schedule level. An alternative for modeling based upon the past three years’ worth of data would there be to estimate the ratio of distance education (Level 4) sections to level 1, 2, and 3 LOI sections now embedded in HYB “sched type” sections. Joe McCann said the AAC sub-group will probably need to discuss further refine a method for use used for acknowledging the DE courses. We have an opportunity to do something we do now and avoid revisions a few of years regarding LOIs of course sections which in the past had “sched types” of HYB. Terry Harper mentioned a concern about the 75/25 split because of facility and other costs, even at the 80/20 split but recognizes the value of using an approach consistent with established HLC definition.

4. Agenda items: Updates -

   a. Potential common LMS discussion requested by the President’s Council – Brady Frackell John Wood, and Michelle Landa

   Discussion: John Wood asked if everyone had seen the charge document from the Presidents. Gerry Giraud requested the charge document be re-sent to all council members. John Wood will get it out to everyone today. Currently only 5 colleges involved with the discussion, NWC and Casper college declined interest at this time. The UW representative is Ann Alexander, Associate Provost and the WDE representative is Dr. Laurel Ballard. Currently there are a P-12 solution for one vendor, one sign in and one system for across the board; a common LMS. Simultaneous enrollment would show up on the course list regardless of the institution. Brady sent out the face-to-face November Laramie meeting as well as the charge document. Terry asked if there has been a cost analysis. Brady preliminary discussion and haven’t engaged with vendor discussions regarding price.
Other RFPs in previous year have provided an idea of ball parking the potential costs. Size and headcount is upwards of a 120,000 students. Economy of scale “if” this moves forward would save a lot of money. CWC might experience a modest increase but compared to other colleges who pay 10-12 times as much. The big dream of this group is to partner with WDE and UW. John Wood mentioned that legislation may be introduced to that would provide initial start-up financial support. Gerry Giraud mentioned the significant hassle and resources that go into changing an LMS that is working successfully for a college. Moodle, Black Board, Angel are Products that the colleges use and are comfortable with.

**Action:** Terry asked if there has been a cost analysis. John Wood will email out the President’s Council’s charge for this committee and others that will be conducted on other potential cost cutting efforts. Michele Landa, as the liaison said she will provide the council with this sub group’s notes and updates.

b. **State-wide complaint process** for Wyoming higher education students in - Joe McCann

*Postponed due to time constraints*

c. **WIOA implementation** – Workforce Advisory Groups (WAGs)-

*Postponed due to time constraints*

d. Work on **Draft LOI by course list** – Joe and Cayse-

**Discussion:** Joe McCann ask two of the VPs to for a “recap” of the discussion from two
Informal telephone calls he had with the other VPs.

5. **Agenda item:** **New or Modified Program Requests**

**WWCC**- Brewing Certificate-

**Discussion:** Kim Farley discussed the features and benefits of this certificate to the local community. The council members’ final recommendation was for the certificate proposal to have further consideration to possibly address specific brewing courses.

**Action:** Kim Farley withdrew the request from AAC consideration to a future meeting.

**WWCC**- Geographic Information Systems (GIS) Certificate-

**Action:** Terry Harper moved for approval for recommendation to the Executive Council and Gerry Giraud seconded the motion. The motion passed unanimously.

6. **Agenda item:** **Online Tutorial Services vendor recommendation to the Executive Council**

From 9/29/16 AAC meeting notes:

4. **Agenda items:** **Updates** –

a. **Review of SmarThinking, Tutor.com and NetTutor vendor services**
Action: The council members voted unanimously to select NetTutor as the online tutorial service vendor for the ’16-’17 academic year consortial contract for the seven community colleges.

Action: The AAC members reached a consensus 12/8/16 to recommend that the Executive Council approve entering into a consortial contract with NetTutor for online tutorial services for our students.

7. Agenda item: Recent vendor contacts: Pearson and Young Invincibles – Joe McCann
   Postponed due to time constraints

8. Agenda item: Draft 2017 AAC meeting schedule –
   Action: There were date changes pointed out by the AAC members on a raft 2017 AAC meeting calendar. Joe McCann will send out a final rendition with date changes.

9. Additional agenda item:
   Discussion: Shawn Powell asked about the site for 2017 WYDEC conference. Richard Hall said that there is an effort to consolidate similar K-12, WyDEC and UW conferences. Terry Harper said that this move would be cost savings measure and will probably take place in the fall 2017
   Action: Kathy Wells said CWC offered to host but she will double check the situation and get back with everyone.

   Question: Rich Powell asked about WyDEC, is it a sub-committee of the AAC? Joe McCann said the policy states it is one of nine subcommittees that reports to AAC and recommendations from them should come to this council. Joint meetings are an option as well. Any actions that the AAC takes the council members are welcome and encouraged to share with the WYDEC subcommittee members. Terry Harper suggested that in the future the council members identify a clear approach for dissemination of new changes.
   Action: Joe McCann will look into who is the liaison between AAC and each of the committees.

10. The next scheduled conference call AAC meeting is Thursday Jan. 12, 2017 at 8:30 AM.