

**MINUTES**  
**Academic Council**

**Jan 11, 2011 1-11-11**

**1:00-3:00pm**

Department of Higher Education  
1560 Broadway -Suite 1600  
Denver, CO

**1. Greetings and Introductions**

- a. Present - Diane Hegeman, Donna Souther, Vicki Golich, John Sowell, Russ Meyer, Rick Miranda, Kathleen Bollard, Steve Roderick, Scott (?)
- b. On the phone – Abe Harraf, , Carol Futhey, Frank Novotny, Steve from Mesa (?)
- c. Staff – Heather, Matt, Misti, Beth, and Cheryl

**2. Corrections/Discussion of November/December Meeting Summary Notes**

No corrections.

**3. College Access Scholarship -**

Misti Ruthven- As of January 1<sup>st</sup>, College Access will give away 600K to 250 students who will be awarded 2500 dollar scholarships. PT and FT students are eligible. PT students will receive half of the funds for the school year. Scholarship can be used at any Colorado institution. Scholarship is targeting students who are close to completing a degree, returning adult learners, and new freshman. Scholarship recipients must complete financial literacy curriculum. Please spread the word and tell students, administrators, and faculty at your institutions.

More information is available on website – [www.educationcents.org](http://www.educationcents.org)  
Flyer is attached in email.

**4. HB 10-1054 – recall information was sent out electronically; any follow up questions/comments?**

- Information about a new federally funded grant opportunity around reducing student suicide.
- Reply all to group to share what policies regarding you have in place on your campus.

**5. AART (Academic Affairs, Research, and Technology) Activities**

**a. Performance Contract Review**

- i. Discussion of insights and themes; suggestions for better ways to set up accountability system?
  - Thank you to all who have responded.
  - Legislative report – submitting same matrix.

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- Review process- submitting report to CCHE regarding what worked and didn't and the future for a continuing accountability system. Tentatively slated for February.
  - CCHE adopted master planning process changes accountability system. Date significant master planning process will be completed by December 2011.
- ii. **Need your campus strategic plan/master plan - ASAP –**
- CCCS strategic plan needed. All other strategic plans received.
  - Matching institutional strategic plans to HESP requirements. Hoping to honor plans and use as a starting point ends.
- iii. Time line (as currently known) is planned as follows:
- HESP Report Finalized Nov 4<sup>th</sup>
  - Master Planning Process Approved Dec 2<sup>nd</sup> that includes:
    - 1) HESP report – The Degree Dividend; 2) strategies to develop specific institutional level plans; and 3) ongoing evaluation to maintain accountability and to address changing conditions)
  - Jan or Feb – summary of PC Review process
- iv. **NEED TO SUBMIT 2010 Performance Contract Reports** – any due dates are still required.

**b. CAP4K – SB212**

- i. PARCC meeting in Feb (2 faculty to participate - **Math and English professor – 1 from cc and 1 from bachelor's granting**)
- A professorial representative in English from Metro and a professorial representative from CCCS in Math will attend the PARCC meeting in February 16-18<sup>th</sup>. Location to come possibly D.C. Task is to develop assessment items.
- ii. Next areas of focus: Endorsed Diploma
- Defining what a PWR postsecondary workforce ready student looks like
  - 3 more major areas yet to be addressed regarding CAP4K

**c. Concurrent Enrollment Advisory Board Policy Recommendations –**  
Approved at CCHE Meeting – Jan 7, 2011 –

- Matt McKeever- Admissions policy changed to allow students to participate in ASCENT program. ASCENT students have to meet HEAR and INDEX requirements. New alternative method for meeting INDEX requirements is the completion of 30 credit hours or more in the ASCENT program. Students will meet an alternative freshman standard so they can utilize their ASCENT year in their application material.
- Institutional perspective was very valuable in regards to understanding the reporting process.
- Reporting standards regarding the admissions policy will be discussed at next DAG meeting.

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- d. **Online Enrollment** – update pending SHEEO meeting w/USDE
- i. **reporting proposal**
  - ii. **State Authorization Rules** –
    - Currently, Colorado meets all the federal policies regarding regulations. Issues are regarding where student resides while they are enrolled, where instruction occurs and type of delivery mode. Federal regulations are implemented July 1<sup>st</sup>.
    - Revising section 600 – lots of changes to come, more information to share next month.
- e. **Closing the Ethnic Achievement Gap - FYI**
- i. CiC Pre-collegiate conference March 25<sup>th</sup>
  - ii. DHE/ACT Postsecondary Forum (**June 15 – tentative date**) –
    - If higher level administrators are interested in being on the planning committee please let us know – designing postsecondary forum using the theme of closing the ethnic achievement gap.
    - Want to highlight best practices in state.
- f. **Articulation Statewide Agreements** – Business, and Economics – sent to CCHE – CCHE approved, Jan 7, 2011 –
- Thank you for expediting this process on your campuses.
  - Set up electronic signature process?
  - Faculty to faculty conferences set for 8<sup>th</sup> –disciplines involved include: Chemistry, Criminal Justice and English.
  - Separate meetings have been agreed upon to discuss articulation agreements and mode of delivery for Biology, Chemistry, and Physics.
- g. **Update on Credit Hour Discussion** – update/status
- Federal requirement for how credit hours are defined. Significant changes to FTE policy and how DHE practices “auditing” the institutions. Requires input from institutions to craft policies.
  - Issues regarding how to implement the requirements:
    - Determining maximum number of credit hours a student can achieve in a reasonable time period.
    - Accelerated courses, recertification courses, outliers courses- how do they meet the new credit hours requirements?
    - How do you accommodate for rate of learning?
    - Weigh contact hours versus hours outside of class.
  - Ideas for how to implement the requirements:
    - Use something similar to program review or add onto the program review procedure to gather course by course information

- Reinstating audit level information we have had before and the institutions responsibility for documentation of exceptions.
- Use information gathered for accrediting bodies.
- **Tasks:** Please bring to next meeting or send electronically:
  - Credit hour distribution to help gauge number of outliers.
  - Any existing policy language on your campuses to help move this forward.

FYI on current CCHE Policy

- i. Policy for FTE -

<http://higherred.colorado.gov/Publications/Policies/Current/v-partb.pdf>

See page “3.02.02 *The policy recognizes the academic integrity of credit hours assignment, relying on institutions to determine the credit hour assignment based on student outcomes and national standards.*”

- ii. Guidelines for FTE -

<http://higherred.colorado.gov/Publications/Policies/Current/v-partb-Guidelines.pdf>

See “*BASE CONTACT HOUR. The faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. The standard measurement for a faculty Base Contact Hour except for the instructional activities listed in Table II is: Semester system term: One Base Contact Hour = a minimum of 750 minutes.*

*This translates to a MINIMUM of fifteen 50-minute hours per semester. Quarter system term: One Base Contact Hour = a minimum of 500 minutes. This translates to a MINIMUM of ten 50-minute hours per quarter.*”

## 6. Updates/Items of interest to Academic Affairs Council

- a. Jan 7, 2011 Commission Meeting (Dr. Abe Harraf)
  - Financial aid model B passed for one year.
  - Counter GE25 comments made during CCHE meeting:
    - Create more systemic approach to getting student feedback.
    - Invite commissioners to faculty to faculty conference.
    - John Lanning and Scott Thompson are going to attend Sunset Hearing on Jan 27<sup>th</sup> to discuss importance of GE25 council.
- b. **Dates for 2011 AC:** Jan 11<sup>th</sup>; Feb 8<sup>th</sup>; March 8<sup>th</sup>; April 12<sup>th</sup>; May 10<sup>th</sup>; June 14<sup>th</sup>; July 12<sup>th</sup>; Aug 9<sup>th</sup>; Sept 13<sup>th</sup>; Oct 11<sup>th</sup>; Nov 8<sup>th</sup>; and Dec 13<sup>th</sup>

## 6. Institutional Sharing – items of interest to others, please share

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**7. Other Business?**

Joe Garcia was appointed as Executive Director of DHE.