

Ohio Council of Two-Year College Chief Academic Officers
Meeting Minutes
November 16-17, 2006

Present: Dennis Budkowski (Marion Technical College), Therese Bushner (North Central State), Linda Carr (Northwest State), Martha Crawmer (Clark State), Dorey Diab (Rhodes State), Becky Kurtz (Belmont), Fred Law (Lakeland), Judy Maxson (Hocking), Robin Menschenfreund (Zane), Mark Nutter (Washington State), Renay Scott (Owens), Karen Wells (Lorain)

Guests: AGs Representatives: David Bhaerman, Amy Nash Golian, Cheryl Hacker, Stephanie Van Meter; Saundra Schuster (Sinclair); Ohio Board of Regents: Rich Petrick

The annual retreat of the Ohio Council of Two-Year College Chief Academic Officers was held at Washington State Community College on November 16 and 17, 2006.

The meeting began with a presentation by Saundra K. Schuster on public records law and intellectual property law. The PowerPoint presentation can be found on the CAO website in the Members Only section.

The web address is <http://www.ohio2yrcao.org/documents/PublicRecords2006.ppt>

The AG staff also discussed criminal background checks as they relate to students participation at clinical sites.

- The AGs staff recommends that the hospital set the policy and require the background check rather than the college.
- It is best if the background check information goes directly to clinical site and the college does not see or record the information.
- Colleges should make students aware that hospitals may require background checks and the results of those checks could exclude them from completing a clinical experience or being employed.
- Colleges need to have in place a protocol to indicate what action will be taken if the college learns of particular convictions through a background check.
- The AG staff does not recommend that colleges have a blanket requirement for criminal background checks of all new hires.
- They do recommend that there be a process in place to define which positions (for example, a position in the business office) require a background check.

The presentation was followed by a tour of Washington State Campus and dinner at a restaurant in downtown Marietta.

The second day of the retreat began with a discussion on academic integrity facilitated by Dennis Budkowski and Robin Menschenfreund. The discussion covered a broad range of topics including the following:

- Many colleges hold some type of discussion with faculty on the topic of academic integrity and make it clear that faculty should report instances of academic dishonesty.
- Several colleges have specific academic integrity policies that require students to sign a statement that indicates they understand the parameters of academic honesty and the penalties for violations.
- Some colleges cover this topic in student success seminars. These are required courses at some institutions.
- It may be a good idea to add a clause to policy regarding what will happen if academic dishonesty is discovered after graduation.
- Some colleges maintain a database across divisions of student academic dishonesty so that patterns of behavior can be identified.
- The group discussed academic integrity in online courses. Several colleges require proctored exams to help insure that students are doing their own work.
- Dennis Budkowski shared four measures of integrity that the faculty at Marion Technical College has discussed and adopted.

Rich Petrick, Vice Chancellor for Finance for the Ohio Board of Regents presented a PowerPoint titled “State Support for Higher Education in Ohio.” The presentation can be found on the CAO website in the “Members Only” section. The web address is <http://www.ohio2yrcao.org/documents/Ohio%20Higher%20Ed%20Funding%20CAO%20Presentation%2011-06.ppt>

Additionally, Petrick discussed the 2008-2009 operating budget recommendations and made the following observations.

- The budget focuses on the STEM disciplines and on access. Fifty-six percent of State Share of Instruction (SSI) allocation is directed to STEM-related programming.
- He noted the need for a marketing plan, but questioned if more money should be invested in marketing efforts. This could cost up to \$50 million, and Petrick says while more marketing is a good idea, the money is needed to support the SSI.

Petrick informed the group that there are 20 candidates for the chancellor position. That number will soon be reduced to five and those names will be released. We will probably have a new chancellor by the second week of January. However, the new governor will not be able to make appointments to the Ohio Board of Regents until the current terms end in three years.

The business meeting began at 11:00 a.m.

- Minutes from the October meeting were approved with one correction. Therese Bushner was added to the list of those who attended the meeting.
- The CAO account balance was \$4199.50. None of the CAO retreat expenses had yet been deducted.
- Committee Reports: Fred Law reported on the Student Success Plans initiative. The Ohio Board of Regents will have soon a website with links to our student success plans and at least some related outcomes. A new round of regional meetings is scheduled for February. A document will soon be distributed to provide better definitions of terms.

- Fred Law and Dennis Budkowski have been selected to be part of the advisory group for redesigning the 2-year operating manual. This process should be concluded and a draft distributed for comment in the spring.
- The group discussed what items in the operating manual could be better defined.
 - Definition of what program belongs in which degree (AAB, AAS)
 - Course level definitions tied to subsidy levels.
- Dennis Budkowski updated the group on the language for the Transfer and Articulation policy. He worked with Paula Compton and others at OBR to clarify the language related to course level (100, 200, 300, etc.). They added language to clarify that upper and lower level issues are excluded from TAG courses. Dennis indicated that this may mean that community colleges will be able to offer 300 level courses.
- Mark Nutter reported that a group considering proposals for the HB 115 Dual Enrollment Summer Academies has received 22 proposals. Thirteen proposals will move forward to a round of presentations on December 1 and 4. From those, ten will be selected for funding.
- Fred Law reported on an RFI process for Secondary to College Case Studies. The focus is on SAT, ACT, and COMPASS scores for placement in English and Math. Five case studies will be funded at \$20,000 each. Fred also stated that there will be developmental education placement consultation group held in March. Each institution should send its key developmental education person to this meeting.
- Colleges have committed to sending 33 to 40 individuals to the next Ohio Chair Academy. The CAO group is still looking for additional institutional commitments and for a place to host the academy. August seems to be the most likely time for the Academy.
- The group continued its discussion of AQIP and the possibility of selecting some common measures for institutional comparisons. The possibility of organizing a state-wide meeting to share “best practices” for both PEAQ and AQIP was also discussed. The group will spend more time on these issues at the March meeting.
- Robin indicated that the December meeting may include a discussion of Student Success Plans. She also stated that Zane State will be hosting Randy Swing, Co-Director for the Policy Center on the First Year College Experience on December 12-13. Robin will see if he is also willing to do a brief presentation for the CAOs on the 14th at our meeting for a nominal cost.
- There is no meeting scheduled for January. In February, we will hold our annual joint meeting with the chief student services officers. Robin will be work on the agenda with her counterpart in that organization.

The meeting adjourned at 12:15 p.m.