



## THE OHIO COUNCIL OF CHIEF ACADEMIC OFFICERS FOR TWO-YEAR COLLEGES

September 10, 2009

9:15 am – 2:30 pm

Ohio Board of Regents Conference Room

### Attendance:

Richard Prystowsky, Central Ohio	Fred Law – Lakeland	Barbara Hatfield – Rio Grande
Monica Posey – Cincinnati State	Karen Wells – Lorain County	Helen Grove – Sinclair
David Devier – Clark State	Dennis Budkowski – Marion Tech	Ryan McCall – Southern State
Judith Scherer – Columbus State	Karen Reed – North Central	Dorey Diab – Stark State
Sharon Brown – Edison	Cindy Krueger – Northwest State	Mark Nutter – Washington State
Molly Weiland – Hocking College	Paul Unger – Owens	Chad Brown – Zane State
James Baber – Jefferson	Roberto Gutierrez – Rhodes State	

### Condition of Higher Education Report – Stephanie Franz, OACC

Stephanie Franz requested input for the Third Condition Report of the University System of Ohio prior to start of the regular meeting. The following points were suggested for the first question: How effectively is the infrastructure managed on behalf of both prospective and enrolled students to streamline and shorten paths to degrees?

- Several initiatives are streamlining paths to degrees including CT2 credit, stackable certificates, certificates articulating into associate degrees, dual enrollment, Tech prep, PSEO, and TAGS.
- Stackable certificates - students can have short term gains and recognition of credit for certifications, including industry certification. An example is paramedic certification with credits towards an RN program.
- Calendar – 17 colleges moving toward semesters, all institutions will be on semesters.
- No one attending was aware of any changes to standard number of credits for degree completion.
- Electronic transfer of transcripts is more student focused; however, it is still an institutional choice whether to send transcripts electronically.
- Not all universities using U.Select properly. Universities are not transferring courses consistently. Introductory courses are not transferring for disciplines.
- Challenges in interpretation and guidelines in TAG committees. Not all committees are interpreting the guidelines the same.
- Institutions are offering more courses at off-campus locations.
- OSU – not taking calculus courses if taken before their own courses were tagged, even when the transferring institution's course is tagged.
- Universities need to develop degrees for applied technical degrees or two-year colleges need to develop applied baccalaureate degrees in specific areas. This would fill a void; it is not meant to replace traditional bachelor's degree.

- Work apprenticeship programs like IBEW transition to degree programs. This work needs to be expanded into other union training.
- Work with social service agencies to move students toward degrees.
- ABLE coming under OBR.

The following points were suggested for the question three: How effectively is college and career readiness addressed in a way so that students can remedy their deficiencies?

- There is a long way to go to get K-12 curriculum to align with college curriculum.
- There is a big discrepancy between what is on paper (content standards) and what is happening.
- Very few students test into college algebra on COMPASS. People are timid to raise the bar.
- 60% of students in developmental ed courses at Zane State are under 19 years of age
- One institution just tested 1100 Tech Prep students – only 50 tested into College Algebra.
- Vertical teams needed between schools and college.
- Review the basics of math during the junior/senior year. Some institutions are doing a refresher course prior to taking placement tests.
- When students test into developmental courses, they get referred to ABLE. How will HS students who test into developmental fit into ABLE, which is designed for adults. We need to bridge ABLE with colleges better.
- Assessments for working and displaced adults. ABLE and stackable certificates are helping to bridge the gap.
- Multiple assessment tools are being used in adult workforce. Need to cross walk between assessment tools, linking HS and adult workforce assessment tools.

The following points were suggested for the question four: How well is Ohio positioned in terms of being academically efficient?

- This question was addressed during the discussion of the previous two questions.

## **Updates from OBR – Paula Compton, Associate Vice Chancellor**

- Lots of work happened over the summer; many of consultants are back.

### Semester Conversion

- Various summits are occurring this fall; one is scheduled for October 2. This is an opportunity to make curriculum stronger throughout the state and improve alignment of curriculum for transfer. Make sure that learning outcomes are up to date for faculty to use.
- All institutions have agreed to the definition of semester. Some institutions are going to be on 14 week of instruction and 1 week for exams while others will be 15 weeks of instruction with a week for exams. Either way institutions need to work within the guidelines.
- Responsibility for protecting the academic integrity of curricula rests with CAO.
- Up to 4000 courses will need to be reviewed. Exploring how to do this efficiently while maintaining quality and ease. Sept 25 there are 80 faculty coming to Columbus to discuss how to do the semester conversion.
- May grandfather some courses for calendar conversion. Thinking about Letter of Understanding MUO that CAO is responsible to making sure learning outcomes are being met for courses that are grandfathered.
- Audit of transfer module for each institution. Have TAG discipline reviews on a rotating schedule.

- Expect most courses to be ready to submit by next fall. Will be asking for additional faculty to work on this. There are some changes in learning outcomes.
- Need point person at the institution for calendar conversion.
- The question was raised about transition courses – how will they be handled?

#### TAG update

- English learning outcomes will be coming out soon.
- College Algebra and Precalculus are also coming out. Survey coming out for Trig, Calculus I & II, stats, and business stats.
- Social Work and criminal justice are the newest TAGs. Struggling with computer science tag
- CTAG – currently 17, culinary arts is newest, IT – networking and support services, distributed memo on compliance – if adult center program is approved, CC must accept the credit
- AP policy is now in effect. Score of 3 is consistent; however, scores of 4 & 5 are inconsistent.
- Articulation & Transfer clearing house – 9 institutions using the system. Banner institutions are close to connecting.

### **Operating Manual for Two-Year College Campuses – Stephanie Davidson, Associate Vice Chancellor Program Development and Approval**

- An operating manual is being created to be used by all institutions, two-year, four-year, and private institutions. The two-year operating manual was used as a guideline. The manual is in the preliminary stages, a draft was distributed for comments (sent in a email following the meeting).
- General Standards – need to be met by all institutions. At the institutional level, OBR will not spend as much time looking at institutional standards – expect regional and national accreditors to review institutional standards. OBR will look to see if grievance policies for faculty, staff and students are in place as well as policies to ensure safety & security. Institutional policies need to align with standards.
- OBR will spend more time looking at programs. HB1 requires OBR to approve educator preparation programs; previously ODE had to approve.
- New programs need have a clearly articulated purpose, learning outcomes align with purpose; align with state & national standards when appropriate. Evidence of need – this section is being written, will try to be clear what is being looked for. Trying to be clear on what assessments are looking for.
- Assessment will be required at two levels: program and student-level assessment.

#### Faculty Qualifications/Credentials

- Hold degree from a regionally or nationally accredited institution.
- Terminal degrees for faculty teaching in graduate programs
- Master’s degrees or higher for faculty members teaching in bachelor’s program
- Master’s degree or higher teaching general education courses in the discipline

- Bachelor's degree or higher for faculty members teaching in associate degree programs.
- Number of faculty members is sufficient to meet the teaching, scholarship, service and advising needs for the program. Each program (more than 30 credit hours) is led by a FT faculty member.
- A question was raised regarding a grace period for the FT faculty requirement for new program start-up.

#### Program Review

- Requests for new degrees & majors.
- Dual enrollment, periodic review of institution as a whole in conjunction with regional accreditation.
- Changes not requiring notification – minor changes to existing programs, delivery at new locations
- Process – submit let of intent from CAO, Full proposal submitted later with peer review

### **Shifting Gears Conference – David Hamilton**

October 19 conference – bring key leaders of USO related to shifting gears together. Concurrent / dual enrollment, Afternoon meeting with peers to review models and build upon models in region. In November there will be a round of five regional meetings to engage other stakeholders.

This initiative is investing in post-secondary success for lower skill lower income adults by increasing educational opportunities. Workforce education is the focus with the major objectives of 1) Promoting effective assessment, career guidance & assessment and 2) contextualizing the curriculum.

### **OACC Update – Mike Snider**

Upcoming events sponsored by OACC.

- Semester Summit – October 2, 2009. Fall 2012 remaining community colleges will convert to semesters. The summit will look at best practices and potholes to avoid during the conversion. Presentations will be broad based. This is be a practical work session.
- Student Services Symposium – October 22-23, 2009
- Faculty Symposium – March 4 & 5, 2009. State Faculty Senate meeting will follow the symposium.

Community college profile link is up on the website.

## **Business Meeting**

### **Approval of Minutes**

Minutes of June 11, 2009 meeting were approved as written following a motion by Dorey Diab, and a second by Fred Law.

## **Treasurer's Report**

Report was distributed. Current balance is \$8,981.24; seventeen institutions have paid dues. An email reminder will be sent to those who still owe dues.

## **Old Business**

### Community College Portraits – Paul Unger and Fred Law

The Community College portrait should be displayed publically by October 9<sup>th</sup>. The portrait was sent via email to all colleges prior to this meeting. If you did not receive the email, notify Paul Unger. Paul Unger shared how the portrait is displayed on the Owens website with links to student success plan and links to other data documents. Minimum components that should be on available publically are student programs, general education core competencies, program and institutional learning outcomes, and other special programs that the college wants to highlight. CCSSE results should also be on the website. Links to other state sites can also be included. Thank you to Paul & Fred for all of their work on this project.

## **New Business**

### February joint meeting with Student Affairs reps

The meeting will be held at COTC. Potential topics were discussed for the joint meeting. These include updates from OACC with Ron Abrams or Stephanie and OBR in the morning and focusing on best practices in the afternoon. Suggested afternoon topics included one stop shop advising, assessment, placement, how do we work better together, or a specific legal topic.

### Suggested topics for upcoming meetings

Suggestions for upcoming meetings included an update on assessment, Senior to sophomore report, status of Center of Excellence proposal, dual enrollment update, and Achieve the Dream update.

A question was raised: How can we reduce the redundancy with the reports from OBR? The memo sent this summer included the same information as the report given.

## **Committee Reports**

No committee reports

Response is needed for the OBR operating manual – we need to speak as one voice. Response should be submitted as soon as possible. R. Prystowsky will make arrangements for a videoconference through the OBR. An email will be sent to the group when arranged. It was suggested a subcommittee draft response prior to the conference call.

## **Next meeting October 8**

### **Campus-to-Campus Sharing: Projects \* Initiatives, Ideas & challenges pressing issues/systemic barriers**

Like the idea of sharing information but some expressed they did not want to stay until 3 pm. It was suggested that sharing occur during lunch to keep the same time frame as last year for the meeting.

Enrollment updates were shared by campuses, campuses have increased enrollment across the state.

Submitted by:  
Cindy Krueger