

Ohio Chief Academic Officers
Meeting Minutes
Thursday, May 11, 2006
Ohio Board of Regents 36th Floor.
Columbus, Ohio

Attendance:

Becki Kurtz, Belmont Technical College
Michelle Stapleton, Central Ohio Technical College
Andy Runyan, Clark State Community College
Linda Simmons, Cuyahoga Community College
Phil Lootens, Edison Community College
Judy Maxson, Hocking College
James Baber, Jefferson Community College
Fred Law, Lakeland Community College
Karen Wells, Lorain County Community College
Dennis Budkowski, Marion Technical College
Therese Bushner, North Central State College
Tom Huguley, Sinclair Community College
Sherry Stout, Southern State Community College
Kathy McCabe, Terra Community College
Mark Nutter, Washington State Community College
Robin Menschenfreund, Zane State College

Guests: Paula Compton, Nick Wilson, Jim Ginser, Michael Taggart, Kathy Hill, and Jon Tafel of the Ohio Board of Regents, and Rebecca Albers of the Ohio Attorney General's Office.

The Attorney General's staff was not present at this pointing the meeting as was originally planned so it was decided to begin the business meeting.

CAO Business Meeting

1. The meeting was called to order by Chairperson Becki Kurtz.
2. Minutes of the meetings from March 9, 2006 were reviewed and approved.
3. Phil Lootens provided a treasurer's report dated April 30, 2006 showing a balance of \$4,942.
4. Dues for the organization for 2006-2007 were discussed. With our current balance it was felt those could be reduced from the \$200 used this year. After discussion it was moved by Michelle Stapleton and seconded by Sherry Stout that the dues for next year should be in the range of \$50 to

\$100 and that the decision should be at the discretion of the new Chair. The motion passed unanimously.

5. Fred Law provided the report from the Nominating Committee. It was proposed that the Secretary's position become a two year appointment. The Treasurer's position is currently two years. This would allow the Treasurer and Secretary to move into the Vice Chair's position in alternating years and the Vice Chair would continue to annually move to the Chair position. Therese Bushner made the motion to that effect and Judy Maxon seconded. The motion passed unanimously.
6. The new officers for next year were nominated as: Robin Menschenfreund, Chair; Andy Runyan, Vice Chair; Mark Nutter, Secretary. Phil Lootens would continue his two year term as treasurer. Kathy McCabe moved that the nominations be closed and the slate of officers be accepted. Fred Law seconded. The motion passed unanimously.
7. Robin Menschenfreund reviewed the list of meetings for next year. Those are:
 - September 14, 2006
 - October 12, 2006
 - November 16 and 17, 2006 - CAO Retreat (Washington State CC)
 - December 14, 2006
 - February 8, 2007 – Joint meeting with Student Services Officers
 - March 8, 2007
 - May 10, 2007Fred Law moved to approve the scheduled meeting dates. Therese Bushner seconded. The motion passed unanimously.
8. The group discussed possible topics for future meetings. Suggestions included:
 - Presentations by the Attorney General's office
 - Updates from the Ohio Board of Regents
 - Discussion on cost models for academic programs
 - AQUIP – Mark Nutter suggested establishing a state-wide group for AQUIP institutions to share information and ideas.
 - Higher Education Funding Council
 - It was noted that the academic side of the institution was not well represented in state meetings on the topic and that discussions were often too technical for those not regularly involved in the subsidy process. A training session on the new system was suggested.
 - The upcoming Chancellor's meeting on success and accountability (scheduled for June 15th and 16th). Follow-up on that meeting would be a topic for the CAO's.

- Processes for updating policy manuals.
- Knowledgeworks' Achieving the Dream school program. It was suggested that this would be a good topic for the joint meeting with Student Services officers.
- Academic integrity – it was recommended that the group could share policies on this topic and discuss all forms of academic integrity.
- Diversity in hiring – the group is interested in ideas on ensuring diverse applicant pools and screening processes used at institutions.

Transfer and Articulation

Paula Compton, Nick Wilson and Jim Ginser provided updates on the transfer and articulation activities at the Board of Regents.

Jim Ginser discussed the clearinghouse and its intent to facilitate transcript exchange between institutions. This system would also pass transfer mappings between institutions to facilitate the transfer process. At this point they are in the process of purchasing hardware and they have a group that includes registrars from various institutions creating the XML standards for the system. Those standards will be released for public review and comment. They intend to create communities of interest with common administrative systems to support the implementation of the clearinghouse at the institutions.

Revised transfer module guidelines were approved in December and those will be posted in mid-June. Those new guidelines will be implemented in Fall of 2006 and the next review of courses will occur in November. Guidelines for HEI reporting of transfer module data has been sent to the coordinators at the colleges.

The Transfer and Articulation Council will be meeting in June to vote on a “policy redevelopment document” that details those policies that have been implemented as a result of House Bill 95. Feedback is being accepted through May 23rd in advance of the June 7th meeting.

The TAG process is moving into round three of reviews. Faculty selection should occur the week of May 15th and the reviews will begin June 13th. Round 4 faculty selections should be complete by June 13th and deadline dates for submission of courses have already been provided. Submissions to HEI for the summer term are to include only those courses that have already been approved by the faculty committees. Feedback forms are being sent from the faculty review committees and monthly updates are being provided. The TAG website is also being updated monthly.

For those courses that were mapped in HEI files but have not yet been reviewed or where errors were made in the original HEI mappings, there is a process in

place to make changes to the HEI files. Institutions are to contact the Regents for information on making those corrections.

It was clarified that the 70% rule on state-defined outcomes being covered within a course applies to all outcomes within a course, not necessarily on each individual outcome. It was noted that there are cases where accreditation requirements dictate 100% of the outcomes be covered.

Engineering Technologies courses will be covered in round 4 of the TAG review process. The Regents are waiting on faculty to provide outcomes and they will then be sending them back to the colleges.

Other Board of Regents Updates

Cathy Hill discussed the two year degree approval process. She is the primary contact for this process. Her role is to review submissions and address concerns in advance of moving forward to the Regents.

Cathy has also been working with the Jobs Cabinet Healthcare Workforce Commission. This group also includes the Department of Jobs and Family Services and the Department of Education. A 43 page report was sent to the Jobs Cabinet recommending the state work to 1) attract more students into healthcare fields; 2) increase the number of nursing faculty; 3) increase the number of clinical sites and clinical instructors; 4) provide career pathways into healthcare for the low-wage worker. The group is asking for \$5 million to fund these initiatives. Kathy will send a copy of the report and presentation for posting on the CAO website.

Michael Taggart discussed the activities of the Higher Education Funding Study Council. Knowledgeworks has a proposal in to that group to develop career pathways that would better connect community colleges and the career centers and better connect the Department of Education and the Board of Regents. An Education and Training Commission was established by executive order of the Governor to determine how these groups will work together more efficiently and report by November 1st. Funds are being set aside for career pathway development and the group will be looking for model sites for these types of collaborations.

The Jobs Cabinet has been working on a number of initiatives including a database to list education programs in the public sector that have developed certifications in alignment with certification standards. They also support a Hire Smart, Train Smart initiative that originated in Lorain's Skills Max center. Companies are encouraged to use proven and recognized tools such as Work Keys. The group is looking at outcomes from companies that are resulting from the use of such tools.

Michael Taggart addressed a concern with the differences between credit and non-credit coursework as it relates to such agreements between the vocational

schools and the two-year colleges. He indicated that the standard they are using is the one that was previously developed by the Two Year CAO's on that issue.

Jon Tafel indicated there is a group working on articulations between the career centers and the two year colleges. The emphasis areas are currently nursing and engineering technology. The nursing program is going well as those competencies are well defined and regulated. Articulations in the Engineering Technologies areas are being developed on a course by course basis and some are realizing that the adult education courses are not the same as those in engineering technology as the adult ed programs often do not have the same basis in mathematics and the sciences.

The Regents are considering a system of regional centers for the validation of courses and outcomes between career centers and colleges versus the state-wide faculty review panels currently used for the TAG model.

Jon Tafel discussed the GearUp program being implemented in 8 lighthouse communities across Ohio. Those programs are focusing on one high school and one middle school at each location and supporting students in moving into higher education. Information is available at www.regents.state.oh.us/gearup.

Rebecca Albers expressed gave her apologies to the group that we did not have a presentation from the Attorney General's office as originally arranged. Joe Bodine will be leaving the AG's office as of the end of May. She is working on re-staffing the office as a result of recent departures.

CAO Business Meeting (continued)

Reports on state-wide committees were provided by various members of the group.

9. Ohio Link is developing a new vision for the organization. It was indicated that there did not seem to be significant impact on the two-year colleges.
10. Dennis Budkowski is participating on an At-Risk subcommittee working on issues identified in House Bill 66. Those include under preparedness, financial need, single parents, stop-outs and others. That group is in the process of shaping recommendations.
11. The subcommittee addressing funding for certifications is finalizing their recommendations. It will be proposed that certification funding not flow through the state share of instruction, but be new dollars in the form of an incentive program. Dennis Budkowski intends to send the list of certifications out for a final review and update. He is confident that incentive funding of certifications will happen in the future.
12. Fred Law indicated that the Accountability Commission will be holding a conference on June 15-16th. Implementation of success plans at all

institutions across the state is being proposed to support the success of students.

13. Karen Wells expressed concern about the April 10, 2006, draft of the updated Articulation and Transfer Policy. Not all of the CAOs had received this document, so Karen said she would forward it to Becki for distribution to the CAO listserve. In particular, the language regarding transfer of AAS and AAB degrees requires our review.

The group agreed to read and respond to the document by Thursday, May 19. Becki will coordinate submission of a summary response from the CAOs by the required response date of May 23.

14. Fred Law asked the group how many institutions were accepting D grades for transfer. Response was mixed as this new policy is still being implemented statewide.
15. Robin Menschenfreund presented Becki Kurtz with a card and gift to thank her for her service as CAO chair. The members of the group congratulated Becki on an excellent job and a good year of meetings.