



**National Alliance of Concurrent Enrollment Partnerships
Board of Directors Conference Call Minutes
Dec. 15, 2009**

Executive Committee Members

President: Ted Ungricht (Utah Valley University)
Past President: Vacant
Vice President: Lynn Burbank (University of Minnesota, Duluth)
Treasurer: Kent Scheffel (Lewis & Clark Community College)
Secretary: Sandra Gonzalez (Schenectady County Community College)
Member at Large: Eric Young (Syracuse University)

Committee Chairpersons and Representatives

Accreditation Committee: Jan Erickson (University of Minnesota, Twin Cities)
Communications Committee: Julie Williams (University of Minnesota, Twin Cities)
Governmental Relations Committee: Spencer Childs (Utah Valley University)
Membership Committee: Elena Samson (Finger Lakes Community College)
Research Committee: Gillian Thorne (University of Connecticut)
4-year Private Postsecondary Institutions: Dennis Waller (Northwest Nazarene University)
4-Year Public Postsecondary Institutions: Ginger Ramsden (University of Southern Indiana)
2-Year Postsecondary Institutions: Peggy Sadler (Salt Lake Community College)

1 CONFERENCE CALL – Dec. 15, 2009

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3 Participating: Jan Erickson, Sandra Gonzalez, Dennis Waller, Ted Ungricht, Julie
4 Williams, Peggy Sadler, Lynn Burbank, Ginger Ramsden, Elena Samson, Gillian Thorne,
5 Spencer Childs, Eric Young, Kent Scheffel and Adam Lowe (executive secretary).

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7 Meeting began: 2 p.m. EST

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9 Standards feedback

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- Adam had composed a summary of feedback received on the proposed standards.
 - Agreed that changes will be made to proposed S2 required evidences to clarify the standard and respond to comments. The new proposed evidences will read:
 - “1) Published outline of registration process provided to students and schools including any prerequisites for each college/university course administered through the CEP. 2) Description of process used to implement any prerequisite requirements. 3) Additional evidence may be submitted.”
 - Changes will be made to the proposed F1 standard to clarify the standard in response to comments. The new language will be as follows:
 - “CEP instructors are approved by the respective college/university academic department and meet the academic department requirements for teaching the college/university courses.”
 - Required evidences: “1) Published documents from the CEP describing departmental criteria and processes for appointing, approving or denying CEP instructors. 2) Three completed samples of CEP instructor applications, representing varied departments, that include documents required by the CEP (with secure information removed) and corresponding approval/appointment letters. 3) One completed sample of a CEP letter/form of CEP instructor denial of appointment (with secure information removed.) 4) Additional evidence may be submitted.
 - Changes will be made to the proposed F3 standard to clarify and respond to comments. The new language will read:
 - “The CEP provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field. The CEP ensures CEP instructor participation.”
 - Changes will be made to the proposed F4 required evidence to clarify. The new language will read:
 - “1) Published procedures and/or policies from the CEP addressing non-compliance.”
 - **Dennis moved to accept the proposed standards as revised. Eric seconded; approved unanimously.**

45 Meeting adjourned: 4 p.m.

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47 Respectfully submitted

48 Sandra K. Gonzalez