



National Alliance of Concurrent Enrollment Partnerships

Board of Directors Meeting Minutes

Seattle, Washington

April 15, 2011

Executive Board Members

President: Lynn Burbank (University of Minnesota, Duluth)
Past President: Ted Ungricht (Utah Valley University, Orem)
Vice President: Sandra Gonzalez (Schenectady County Community College, NY)
Treasurer: Kent Scheffel (Lewis & Clark Community College, IL)
Secretary: Ginger Ramsden (University of Southern Indiana, Evansville)
Member at Large: Elena Samson (Finger Lakes Community College, NY)

Committee Chairpersons and Representatives

Accreditation Committee: Becky Carter (Indiana University)
Communications Committee: Julie Williams (University of Minnesota, Twin Cities)
Governmental Relations Committee: Jaclyn Dumond (University of Southern Indiana)
Membership Committee: E.J. Anderson (Rio Salado College, AZ)
Research Committee: Gillian Thorne (University of Connecticut)
4-year Private Postsecondary Institutions: Dennis Waller (Northwest Nazarene University, ID)
4-Year Public Postsecondary Institutions: Fabiola Juarez-Coca (Boise State University, ID)
2-Year Postsecondary Institutions: Karl Madeo (Tompkins Cortland CC, NY)

Board members in attendance: Lynn Burbank, Sandra Gonzalez, Kent Scheffel, Ginger Ramsden, Elena Samson, Becky Carter, Julie Williams, Jaclyn Dumond, E.J. Anderson, Gillian Thorne, Dennis Waller, Fabiola Juarez-Coca, Karl Madeo.

Also attending: Adam Lowe, Executive Secretary.

Board members absent: Ted Ungricht.

1 Call to order: 8 a.m., PST

2 Consent Agenda

- 3 • Items on the consent agenda included the following motions:
- 4 1. **To approve the January 19, 2011 Conference Call Board Meeting minutes as**
 - 5 **distributed.**
 - 6 2. **To accept reports from Committee Chairs and Officers, as distributed.**
 - 7 3. **To record the Board's electronic vote on hiring Adam Lowe as Executive**
 - 8 **Secretary.**

9 **Kent moved to accept the consent agenda; motion seconded; unanimously approved.**

10 As Parliamentarian, Dennis Waller reviewed the intent of the Board Member Conflict of Interest
11 Policy and Disclosure Form, both of which were adopted at the January 19, 2011 meeting. Copies of
12 these documents were distributed for every Board member to complete, sign, and return. Board
13 members will be expected to complete a Conflict of Interest Policy and a Disclosure Form annually.

14 Non-consent Agenda

15 Program Accreditation

16 **Ginger moved to go into executive session to discuss program applicants; motion**
17 **seconded; unanimously approved.**

18 **Ginger motioned to move out of executive session; motion seconded; unanimously**
19 **approved.**

20 Lynn announced the Board has awarded NACEP accreditation to the following institutions:

- 21 ○ Indiana University –Purdue University Fort Wayne, 4 year public, IN
- 22 ○ Niagara University, 4 year private, NY
- 23 ○ Portland State University, 4 year public, OR
- 24 ○ University of Missouri- St. Louis, 4 year public, MO
- 25 ○ University of Findlay, 4 year private, OH
- 26 ○ Pennsylvania College of Technology, 4 year public, PA

27 The Board will formally extend congratulations to these six institutions, and noted that the
28 Pennsylvania and Oregon institutions are the first to be NACEP accredited in their
29 respective states. The Board recognized Sandra Schaufelberger, director of the Indiana
30 University-Purdue University Fort Wayne program, on her efforts to bring her institution to
31 the accredited level. Ms. Schaufelberger is currently on an extended medical leave.

32 Lynn announced the Board granted accreditation review extensions, until the July 2011
33 Board meeting, to the following institutions:

- 34 ○ Dutchess Community College, 2 year public, NY
35 ○ University of Arkansas Community College at Batesville, 2 year public, AR
36 ○ University of Arkansas Community College at Hope, 2 year public, AR
37 ○ Hudson Valley Community College, 2 year public, NY

38 Re-accreditation review extensions were awarded to the following:

- 39 ○ **Finger Lakes Community College, 2 year public, NY**
40 ○ **Rio Salado Community College, 2 year public, AZ**
41 ○ **Syracuse University, 4 year private, NY**
42 ○ **Indiana University Bloomington, 4 year public, IN**

43 Lynn Burbank acknowledged Becky Carter for her tremendous effort as the Accreditation
44 Chair, assisted by the Executive Secretary, Adam Lowe.

45 9:00 a.m. - Lynn recessed the Board meeting for the two-hour *Volunteer Best-Practices* training,
46 arranged by Julie Williams and facilitated by Kathleen Maki, Manager of Volunteer and Employee
47 Programs for the Seattle Art Museum. Committee chairs were encouraged to create job
48 descriptions for their volunteer committee members, so that members have a clearer
49 understanding of what types of skills are needed for particular committees.

50
51 11:00 a.m. - Board meeting resumed.

52
53 *Potential Conferences for NACEP Ambassador Presentations*

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55 Adam encouraged the Board to make more use of the Ambassador Program, as many
56 opportunities exist to promote both NACEP and the benefits of concurrent credit
57 partnerships. Adam distributed a list of conferences that would be appropriate venues for
58 NACEP speakers, encouraged board members to add other conferences to this list, and
59 invited Board members to become Ambassadors, if comfortable with public speaking.

60
61 **Julie moved to approve Joni Swanson as an Ambassador; motion seconded,**
62 **unanimously approved.**

63
64 Dennis suggested we add a more in-depth discussion of the Ambassador Program to the
65 agenda, if time allows, defining ways to make the program more purposeful, rather than
66 reactive.

67 *Treasurer's Report - 2011 Revenue and Expenses*

68 Membership invoices have been sent to all previous members and Kent reported both
69 secondary and postsecondary memberships are down from last year; however, many
70 institutions take time to process invoices, and more membership renewals are expected. If
71 all expenses projected for the year are actually spent, and if revenue stays flat, we will need
72 to dip into the reserves slightly this year. However, it is quite possible that not all of the
73 expenses projected for the Strategic Plan activities will be spent this year. If this is the case,
74 Kent believes the checking account funds should cover all expenses, without accessing the
75 reserves.

76 Kent also mentioned that an unused line item is included in the budget—compensation to
77 Board members. After discussion, the Board felt it would be best to continue to include this

78 line item in the budget, as it clearly demonstrates that Board members are never
79 compensated for NACEP-related work.

80 After overviewing the organization's CD investments, Kent explained that he attempts to
81 stagger short term CDs, so we have quick access to additional funding, if needed. The Board
82 recognizes a more thoughtful plan for budgeting, maintaining reserves, and investment is
83 needed, and included this issue as part of the Strategic Plan, Action Step 1-2-1, *Create*
84 *policies and procedures to guide the use of our financial resources.*

85 Lynn and the Board thanked Kent for setting up all of the existing financial protocols.

86 *Amend the Calendar Year 2011 Budget to Increase Line Item for Executive Secretary Expenses*

87 *To amend the calendar year 2011 budget to increase the budget allocation for the Executive*
88 *Secretary's Expenses for 2011 from the previously adopted \$9,000 to \$15,500.*

89
90 Adam was asked to leave the room for this discussion.

91
92 **Kent moved that the amount budgeted for the Executive Secretary expenses be raised**
93 **from \$9,000 to \$15,500 for the current budget year, to cover the normal expenses**
94 **necessary for a quickly growing institution. Julie seconded the motion, unanimously**
95 **approved.**

96
97 *2012 Conference Planning Update from University of Washington-Seattle*

98 The University of Washington-Seattle representatives, Mona Kunselman and Jan Kamme,
99 joined the Board for lunch and a tour of the hotel conference facilities. Mona and Jan stated
100 they are currently collecting information from previous conferences, the K-12 arena, and
101 postsecondary representatives to gather ideas for themes, threads, keynote speakers, and
102 workshop presentations. They discussed several theme ideas with the Board and plan to
103 develop a conference task force consisting of representatives from the K-12 arena, post
104 secondary faculty and other dual credit provider staff, to brainstorm creative ideas for the
105 2012 conference.

106 *2011 Conference Planning Update from University of Connecticut*

107 Board member, Gillian (Jill) Thorne, whose institution is hosting the 2011 conference,
108 presented the following options regarding the 2011 conference:
109

- 110 • Change the length of the workshop sessions from 50 minutes to 45 minutes, offering
111 about the same number of total workshops.
- 112 • Charge a nominal fee for the optional Oceanography trip to cover the cost of the
113 shuttle—possibly \$10.
- 114 • Provide guidance to speakers. David Conley and Sherry Miller are two of the main
115 speakers, and both will present thought-provoking sessions, which could focus on
116 controversial topics. The Board discussed briefing the speakers as to appropriate
117 topics, but needs to be certain that attendees leave the conference reveling in the
118 positive work NACEP members and partners are accomplishing throughout the
119 country.
- Eliminate the Sunday morning Board meeting.

- 120 • Offer a welcome brunch on Sunday morning, followed by the welcome and keynote
121 speaker, with concurrent sessions offered until departure for the first evening's
122 reception.

123
124 Elena, Sandy and Kent volunteered to work with Jill to refine the conference schedule. Jill
125 reminded the group that workshop proposals are due on May 15, 2011 and encouraged all
126 Board members to submit a workshop proposal. Registrations for the conference are slow
127 at the moment; based on past conferences, about one-half of the attendees will be registered
128 by mid-September.

129
130 *Policy on Fielding Requests for NACEP Workshop Presenters*

131 Discussion surrounded the proposed policy, located in the Non-consent Items documents,
132 submitted by Karl and Adam, outlining how NACEP will respond to requests for
133 professional development workshops organized by members and college/university system
134 offices. Several members suggested minor changes to the document, including creating it a
135 procedural document, rather than a policy document.

136 **Ginger moved this item be tabled until the April 16th morning Board meeting, giving
137 Karl and Adam time to make suggested revisions; motion seconded, unanimously
138 approved.**

139 *Proposal to Amend the 2011 Accreditation Standards to Change the Words "Essential Questions" in E2,
140 E3, E4 to "Core Questions"*

141 Jill, Chair of the Research Committee, submitted this proposal in order to maintain
142 consistent language used in the Accreditation Standards with language the research
143 committee has been using.

144 **Sandy moved to change the words "Essential Questions" in the 2011 NACEP
145 Accreditation Standards E2, E3, and E4 to the words, "Core Questions;" motion
146 seconded; 3 abstentions, motion rejected.**

147 Discussion: Several members of the Board were very concerned about changing any
148 language in the new 2011 Accreditation Standards, since the Standards were recently
149 published, and several institutions are working on preparing accreditation applications
150 based on the new Standards. Even a slight change in wording to these recently approved
151 Standards could be extremely perplexing to members.

152 *Proposal to Require Annual Reporting by Accredited Programs*

153 That each NACEP-accredited program should be required to complete an annual report, which
154 should include statistical information about their program and also report any actions or major
155 changes that affect how they implement the standards. The reports would be submitted to the
156 Accreditation Committee, which could request follow-up information or evidence if there were
157 concerns.

158 **Becky motioned the Board accept the proposal as written; motion seconded, 1
159 abstention, motion rejected.**

160 Discussion: Several members felt this report would duplicate the Characteristics Survey
161 dispersed annually by the Research Committee. Other concerns included who would read

162 and monitor the reports and what would happen if programs are noncompliant. Alternative
163 suggestions included:

- 164 • Require accredited institutions to sign annual statements of assurance.
- 165 • Request accredited institutions to submit documentation when any significant
166 changes occur in the program (change in leadership, method of delivering courses,
167 etc.)

168 **Ginger moved to adjourn the meeting; motion seconded, unanimously approved.**

169 Meeting adjourned: 3:57 p.m.

170 Respectfully submitted,

171 Ginger Ramsden, Secretary