



**National Alliance of Concurrent Enrollment Partnerships**

**Board of Directors Meeting Minutes**

**Seattle, Washington**

**April 16, 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 Non-consent Agenda

3 Policy on Fielding Requests for NACEP Workshop Presenters

4 This item was tabled at the previous meeting on April 15.

5 **E.J. moved to remove the *Policy on Fielding Requests for NACEP Workshop Presenters***  
6 **item off of the table; motion seconded, unanimously approved.**

7 The final document will be posted with the minutes and distributed to the membership.

8 Proposal Regarding Timeline for Accredited Programs to Implement 2011 Standards

9 *That Concurrent Enrollment Programs currently accredited by NACEP under the 2002 standards will*  
10 *be expected to phase-in any changes by the end of school year 2011-12.*

11 **Becky motioned for the Board accept this proposal, as written; motion seconded;**  
12 **motion declined.**

13 Discussion: The Board was concerned that the proposal is too prescriptive, and that we  
14 should assume programs accredited under the 2002 Standards will be constantly moving  
15 towards meeting the new 2011 Standards.

16 **Elena made the motion that the language of the proposal be changed to read, “*That***  
17 ***Concurrent Enrollment Programs currently accredited by NACEP under the 2002***  
18 ***standards will be expected to phase-in any changes by the time of re-accreditation;”***  
19 ***motion seconded. Dennis moved to amend the vote to refer this motion to the***  
20 ***Accreditation Committee for review; unanimously approved.***

21 Draft Redesigns of Survey Templates for 1 Year Out and Teacher Impact Studies

22 **Jill moved the Board discuss the draft redesigns of these two survey templates,**  
23 **distributed as part of the Non-consent Items document; motion seconded; approved.**

24 After a lengthy discussion and several suggestions for editing and shortening the draft  
25 survey templates, the Board noted that professional guidance in developing the questions  
26 and drafting the survey templates would benefit the organization. Board members were  
27 asked to send Jill suggestions for improving all of the NACEP survey templates by May 15, in  
28 order for her to organize information and move forward in seeking at least three proposals  
29 from professional researchers to work with NACEP to redesign all of the survey templates.  
30 Jill will present her committee’s progress at the October meeting. Lynn stated, “The Board  
31 acknowledges research is a high priority and will require Adam’s support.”

32 Adam Lowe was presented a congratulatory card, signed by all Board members, honoring his  
33 acceptance as NACEP's new full-time Executive Secretary.

34 Proposal to License an Online Survey and Data Aggregation Tool for NACEP members to Use for  
35 Evaluations

36  
37 That NACEP contract with Canusia Solutions for an online survey and data aggregation tool to be  
38 used by NACEP and its members. The Research and Executive Committees should negotiate the  
39 contract terms with Canusia, with particular attention to ensuring that Canusia works with a  
40 NACEP users group, including institutional research representatives, who can guide Canusia's  
41 further development of the system, data security protocols to ensure FERPA compliance, creation of  
42 tools to facilitate upload of data collected in other systems and for aggregate data analysis, and  
43 production of high quality training and user's guides.

44  
45 **At the recommendation of the Executive Committee, Lynn moved that the Board**  
46 **accept the Canusia Proposal ( included in the Non-consent Agenda Items document),**  
47 **allowing the Executive Committee, with input from the Research Committee, to fine-**  
48 **tune the details of the agreement; motion seconded; 1 abstention, motion carried.**

49  
50 The Board suggested that at least one workshop session regarding the use of the survey tool  
51 should be offered at the October conference.

52  
53 2011 Conference Clarifications

54  
55 Jill asked to clarify who should be invited to the Welcome Brunch at the October conference  
56 in Mystic. The Board determined that new attendees, Board members and "dedicated"  
57 committee members as identified by committee chairs, should be invited as guests; any  
58 other conference attendees who would like to pre-register and pay for the brunch, could do  
59 so. Jill also requested ideas for a closing session that would encourage all conference  
60 participants to leave Mystic enthused and energized. Jill will send a proposed conference  
61 schedule to the Executive Committee.

62  
63 Requested In-depth Discussion of the Ambassador Program

64  
65 As requested by Dennis at the April 15, 2011 Board meeting, remaining time allowed the  
66 Board to hold further discussion about the Ambassador's program:

- 67
- 68 • The program is underused and members who have great speaking skills, whether on  
69 the Board or not, should be recruited to work with Julie to apply to become  
70 Ambassadors, adding to the number of NACEP representatives able to present at  
71 conferences on behalf of NACEP.
  - 72 • The Board should be more purposeful in seeking opportunities for presentations at  
73 targeted conferences (AACE, AACRO, ACE, NASSP, NEA) submitting proposals, if  
74 approved Ambassadors are willing and able to attend.
  - 75 • Develop NACEP evangelists, Ambassadors to cultivate and enhance our message.

76  
77 **E.J. moved that the Board make a concerted effort for Ambassadors to attend at least**  
78 **five events/conferences per year to spread the word about NACEP's work; motion**  
79 **seconded; motion carried unanimously.**

80 Discussion: We need more Ambassadors in order to meet this goal. Board members are to  
81 send suggested names of potential Ambassadors to Julie, who will follow-up.

82

83 Good and Welfare

84

85 Jill brought a message from Peter, our Strategic Planning consultant, reminding us to  
86 remember where we were and where we are today.

87 **Jill moved to adjourn the meeting; motion seconded, unanimously approved.**

88 Meeting adjourned: 11:15 a.m.

89 Respectfully Submitted,

90

91 Ginger Ramsden, Secretary