



**NACEP BOARD MEETING MINUTES
CONFERENCE CALL
January 31, 2012
2-4 p.m. CST**

Executive Committee Members

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

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)
Research Committee: Gillian Thorne (University of Connecticut)
4-year Private Postsecondary Institutions: Dennis Waller (Northwest Nazarene University)
4-Year Public Postsecondary Institutions: Fabiola Juarez-Coca (Boise State University)
2-Year Postsecondary Institutions: Karl Madeo (Tompkins Cortland CC, NY)

Participating: All Executive Committee members, Committee Chairpersons and Representatives; Adam Lowe, Executive Secretary (Ex-officio)

Absent: None

Call to order by President Lynn Burbank: 2:06 p.m. CST; roll call by secretary, Ginger Ramsden.

Consent Agenda

- Approve Minutes from the October 22, 2011 and October 25, 2011 Board Meetings.
- Accept Reports from Committee Chairs, Officers, Institutional Representatives, and the Executive Secretary.
- Approve Victoria Zeppelin as an ambassador for the NACEP Speakers and Ambassadors program. *NACEP was asked to send a representative to present on NACEP and concurrent enrollment at the Wisconsin Association of Career & Technical Education (WACTE) conference in April, overlapping with the Board meeting. Victoria works with Karl Madeo, and presented on CTE concurrent enrollment courses at the NACEP conference in Mystic.*
- Extend Consulting Services Contract with Peter Swatsburg for Strategic Planning Facilitation Services through December 31, 2012. *Our existing contract with Peter ran out at the end of 2011 but can be extended by mutual consent. He is interested in continuing to work for us, at the same discounted rate. He will facilitate our Strategic Planning day in April in Jacksonville and continue other support.*

Elena moved to approve Consent Agenda; motion seconded, unanimously approved.

Non-Consent Agenda

- Contract with NCREST at Columbia University for a Case Study of Dual and Concurrent Enrollment in Memphis City Schools

Julie moved to accept the proposal; motion seconded

Discussion: Adam provided the group the following overview of the proposal: Elisabeth Barnett at Teachers College approached us asking for \$5,200 in funding for a case study to document the challenges and successes of Memphis City Schools' district-wide initiative to enroll "academic middle" students in dual and concurrent enrollment, describing the strategies for working with the underserved population. It would fill a void of descriptive studies documenting efforts to improve college readiness and transitions for urban youth through dual and concurrent enrollment opportunities. Funds could come from Strategic Planning Initiative 2012 allotments for NACEP-sponsored research, promote strategies that will help members increase underrepresented student access to their programs, and to commission issue briefs and case studies.

After a great deal of discussion regarding whether the programs involved in the study follow NACEP standards, whether the data will apply specifically to concurrent credit models, and whether the goal of the study will be of value to NACEP, the group requested that a few questions about the study be clarified:

- 1) Can the student data be disaggregated based upon the form of dual enrollment in which the student is participating?

42 2) Can the researchers further document the quality practices that the programs
43 included in the study have in place?
44

45 **Ginger moved the motion be tabled in order for Adam to clarify these questions**
46 **with NCREST; seconded; approved to table the original motion until Adam**
47 **reports the answers to these questions to the Board before February 10, 2012.** At
48 that time, the Board will vote electronically. (See end of this document for minutes of
49 the electronic vote.)
50

- 51 • Require Annual Reporting by Accredited Programs
52

53 **Sandy moved to approve the motion to require NACEP-accredited programs to**
54 **submit an annual report; motion seconded; approved.** Discussion: An earlier
55 version of this proposal was discussed at the April 2011 Board meeting in Seattle, and
56 the topic was discussed of the October 2011 Business meeting. The new reporting
57 system could use the existing characteristics survey as a foundation, with some
58 additional information requested. It was decided that the details of the reporting
59 process and content of the required report would be determined by a joint effort of the
60 Research and Accreditation Committees, keeping in mind the reporting burden on
61 members, and submitted to the Board for final approval.
62

- 63 • Establish Regional Representatives for Membership & Governmental Relations
64

65 **Elena moved to accept the proposal for the Membership and Governmental**
66 **Relations Committees to jointly establish geographic regions for organizing**
67 **committee volunteer activities, and alter those regions periodically as necessary**
68 **in light of changes in membership. Motion seconded; approved.** Thanks to
69 Jaelyn, Ginger, and E.J. for developing the geographic regions.
70

- 71 • Adopt the Revised NACEP Essential Questions for Evaluation Surveys
72

73 **Ginger moved to accept the revised NACEP Essential Questions for the**
74 **Evaluation surveys; seconded; approved.** Discussion: Jill and Adam took the
75 feedback from the October Board discussion and prepared new versions of the
76 surveys, which were presented on the Board Ning discussion site for further edits.
77 Formatting and layout of the surveys will occur once the questions are finalized, and
78 along with instructions for survey administration to guide CEP staff on their use (e.g.
79 adding additional questions, linking with existing data sets for demographic
80 information if the CEP already has it, etc.). Thanks to Jill for her leadership in seeing
81 this project through to completion.
82

- 83 • Approve Presidential Appointment of Diana Johnson as Research Committee Chair
84 beginning April 22, 2012
85

86 **E.J. moved to enter Executive Session to discuss the candidate; seconded;**
87 **approved.**

88 **E.J. moved to exit the Executive Session; seconded; approved.**

89 Lynn announced that the Board approved Diana Johnson as the new Research
90 Committee Chair beginning April 22, 2012, replacing Jill Thorne who notified Lynn
91 that she intends to resign from the Board after the April 2012 Board meeting. The
92 Board wishes to publicly thank Jill for all of her hard work as Research Committee
93 Chair for the past several years.

94

- 95 • Request to Provide Contracted Pre-Accreditation Coaching and Technical Assistance
96 to the Kentucky Community and Technical College System

97

98 **Julie motioned we approve NACEP providing contracted pre-accreditation**
99 **coaching and technical assistance to the Kentucky Community and Technical**
100 **College System. Motion seconded; approved.**

101 Discussion: Over the past two years the Kentucky Community and Technical College
102 System developed a dual credit transformation strategy to improve the quality,
103 consistency, and availability of dual credit courses (primarily the concurrent
104 enrollment model) across all 16 KCTCS colleges. KCTCS contracted NACEP to
105 conduct two professional development workshops for its colleges in the spring of
106 2011. KCTCS is interested in contracting NACEP to provide additional technical
107 assistance to support the first cohort of 3-5 trailblazing colleges that will apply for
108 accreditation in 2012. If this moves forward, the Executive Committee should
109 negotiate any contracts with KCTCS for technical assistance. The Program
110 Development Committee and the Executive Secretary will be responsible for the
111 implementation of the contract.

112

- 113 • Talent Spotting – Recruiting Future Board Members

114

115 **Elena moved to enter Executive Session to discuss Board members' plans for**
116 **continuing service on the Board and identifying potential individuals for Board**
117 **service; seconded, motion carried.**

118

119 **Elena moved we move out of Executive Session, seconded, motion passed.**

120

- 121 • Good and Welfare

122 Lynn mentioned that the Executive Committee has worked with Adam to establish
123 the additional goals for the Executive Secretary position. Ted reported his health is
124 good. E.J. mentioned another institution in Arizona contacted her for information
125 regarding accreditation. E.J.'s program is currently the only accredited institution in
126 the state. Lynn clarified the timeframe for the spring Board meeting which will be
127 held in Jacksonville, FL April 19-21, 2012.

128

129 E.J. moved to adjourn the meeting; seconded; meeting adjourned at 3:50 p.m. CST.

130 (See next page for minutes of the electronic vote held February 8-10, 2012.)

131 **Minutes of the February 8-10 electronic vote regarding contracting with NCREST at**
132 **Columbia University for a Case Study of Dual and Concurrent Enrollment in Memphis**
133 **City Schools**

134 On February 8, Adam provided the following answers to the Board's questions posed in the
135 January 31st Board meeting, as noted in the preceding minutes:

136 **Distinguishing the Concurrent Enrollment model from other forms of Dual**
137 **Enrollment.** *NCREST researchers will pay attention to this during the study visit to Memphis to*
138 *make sure that they understand students' experiences under the different models. Memphis City*
139 *Schools will see how easily their participating student data can incorporate instructor type and*
140 *course location.*

141
142 **Quality Controls to Ensure Course Oversight.** *With NACEP's input into the interview*
143 *protocol, NCREST researchers will gather some information on this during the site visit to two of*
144 *the participating colleges. They will interview a partnership coordinator, a senior administrator*
145 *"champion" of the partnership, and a faculty member who is concerned with ensuring the quality*
146 *of concurrent enrollment. NACEP and NCREST will jointly conduct follow-up phone interviews*
147 *with representatives of the other four participating colleges.*

148 Ginger moved to untable the motion made on January 31 to accept the contract with NCREST at
149 Columbia University for a Case Study of Dual and Concurrent Enrollment in Memphis City
150 Schools; motion seconded; carried.

151
152 On February 9, Lynn called for the vote on the proposal to contract with NCREST; members
153 voted electronically; motion carried.