



## **NACEP BOARD OF DIRECTORS MEETING MINUTES**

### **April 20-21, 2012**

### **Sawgrass Marriott, Jacksonville, Florida**

#### **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: Diana Johnson (NorthWest Arkansas Community College)  
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 Cmty. College)

**Present:** Executive Committee members, Committee Chairpersons and Representatives, with exception of the Membership Committee Chair; Adam Lowe, Executive Secretary (Ex-officio)

**Absent:** E.J. Anderson

April 20

The meeting was called to order by President Lynn Burbank at 8:25 a.m. EST. Lynn welcomed the Board to the Sawgrass Marriott, Jacksonville, Florida, the future site of the 2013 NACEP conference. She then introduced NACEP's new Research Committee Chair, Diana Johnson, who has taken over the position from Gillian (Jill) Thorne. Jill resigned the Chair position prior to the April Board meeting, having served NACEP as the Research Committee Chair for five years. Secretary, Ginger Ramsden called the roll.

Each Board member was asked to review and sign a copy of the NACEP Officer Conflict of Interest Disclosure Form, an annual requirement.

**CONSENT AGENDA**

**Kent Scheffel moved to approve the Consent Agenda**, consisting of the following documents, which were sent to Board members for review, prior to the meeting:

- Minutes from the January 31, 2012 Board conference call
- Reports from Committee Chairs, Officers, Institutional Representatives, and the Executive Secretary
- Facebook Acceptable Use Policy, established by the Communications Committee

**The motion to approve the Consent Agenda was seconded; motion approved.**

**NON-CONSENT AGENDA****Accreditation**

**Dennis Waller moved for the Board to enter Executive Session to discuss the Accreditation Committee's recommendations for accreditation and denials, as well as accreditation application withdrawals. The motion was seconded and approved.**

**Dennis moved the Board move out of Executive Session; motion seconded, approved.**

President Burbank announced all newly accredited and reaccredited programs, which were applauded by the Board.

Reaccredited programs include:

**Concurrent Enrollment at Salt Lake Community College** in Utah  
**College in the Schools at University of Minnesota Duluth** in Minnesota  
**College in the Schools at University of Minnesota Twin Cities** in Minnesota  
**Concurrent Enrollment at Utah Valley University** in Utah  
**Project EXCEL at Vincennes University** in Indiana

Newly accredited programs include:

**College in the Schools at Central Lakes College** in Minnesota  
**College Connection at Eastern Iowa Community College District** in Iowa  
**Joint Enrollment Program at Hawkeye Community College** in Iowa  
**High School Programs at Indian Hills Community College** in Iowa  
**Earlybird Program at Iowa Central Community College** in Iowa

**Concurrent Enrollment Program at Iowa Valley Community College District** in Iowa  
**Credit in High School at Kirkwood Community College** in Iowa  
**Concurrent Enrollment Program at North Arkansas College** in Arkansas  
**Career Link at North Iowa Area Community College** in Iowa  
**EXCEL at Northeast Iowa Community College** in Iowa  
**College in the High School at Northland Community and Technical College** in Minnesota  
**College For You at Northwest Iowa Community College** in Iowa  
**Concurrent Enrollment Program at Southwestern Community College** in Iowa  
**Senior to Sophomore at St. Cloud State University** in Minnesota  
**UACCB Concurrent Credit at University of Arkansas Community College at Batesville** in  
Arkansas  
**Concurrent Enrollment Program at University of Central Arkansas** in Arkansas  
**College Now at Western Iowa Tech Community College** in Iowa

The Board formally acknowledged all of the volunteers who served as coordinators, peer, and lead reviewers for the accreditation process. The news release to announce all of the institutions attaining accreditation and reaccreditation will be publicized on April 30.

### **Review of Host Proposals for 2014 NACEP Conference**

At the October conference NACEP announced preliminary bids for hosting the 2014 National Conference were being solicited, and distributed bid proposal forms. Sandy Gonzales and Adam Lowe followed up with the eight groups that expressed interest, and received three preliminary bids for:

- Chicago. Submitted by a committee led by the Illinois Community College Board.
- Colorado (Denver/Colorado Springs). Submitted by a committee led by Arapahoe Community College & Pikes Peak Community College.
- Phoenix/Tempe. Submitted by Rio Salado College.

Each team provided:

- A letter indicating written approval and support to submit a host bid on behalf of the institution(s).
- A brief description of why the institution is interested in serving as a host.
- The advantages and disadvantages to NACEP of holding the conference at the proposed location.
- A list of individuals who have agreed to form the core of the local host committee.
- A preliminary range of costs for 3-4 hotels that could accommodate a 500 person conference, including: room costs, luncheon buffet, ideas for cost savings, and any out-of-the-ordinary costs.

**Jaclyn Dumond moved that the Board review the preliminary bid proposals for hosting the 2014 conference, and select one or more bids to develop a formal hosting proposal; seconded, motion carried.**

Sandy and Adam distributed a comparison chart listing the various locations' requested information. Kent Scheffel, who is on the Chicago host bid committee, recused himself from

the discussion. After a lengthy review of the advantages and disadvantages of each location, **Dennis Waller moved to encourage both Arizona and Illinois to continue to develop formal hosting proposals for the 2014 conference. The motion was seconded and carried.** The Board discussed the possibility of considering sites not selected for the 2014 conference as potential sites for future conferences.

### **Discussion on the Future of Accreditation**

The accreditation process has been rapidly growing and changing, demanding a great deal of time and resources from the Accreditation Committee and Chair, and the volunteer peer reviewers.

Becky Carter, Accreditation Chair, and Adam suggested the Board should consider strategic directions for the future of the accreditation process. The Board reviewed historic data regarding the numbers of programs submitting applications vs. numbers accredited, as well as state legislation mandating or encouraging programs to become NACEP accredited. The Board acknowledged that NACEP Standards continue to gain recognition and respectability, thus the number of programs seeking accreditation will continue to grow.

Several improvements to the accreditation process were noted:

- A readiness assessment check list is sent to programs immediately after they have submitted intent to apply.
- The newly created Accreditation Review Guide is made available to these programs.
- Electronic application guidelines are distributed to these programs.
- A secure web-sharing site is now available for all programs to submit applications.
- Signed Conflict of Interest forms are required for all reviewers and coordinators.
- Clear roles and responsibilities are sent to all reviewers and coordinators and new reviewers and coordinators are given orientation and training.
- Standard templates for reports and letters to communicate with programs have been made available to all reviewers.
- Reviewers and coordinators are held responsible for meeting deadlines.

Because of this increased oversight of the process, for the first year, all 2012 applications were resolved with no carry-overs.

The Board commended the Accreditation Committee on all of these improvements and recommended that NACEP continue to send representatives for professional development to the accrediting body conferences, such as the Association for Specialized and Professional Accreditors (ASPA) and the Council for Higher Education Accreditation (CHEA). Adam and Becky attended APSA's conference in September 2010 and CHEA in January 2012. Although NACEP is not eligible for federal recognition by the Department of Education (only available to accreditors that are tied to federal funding or federal policy "hooks,") or CHEA (only recognizes accreditors that oversee programs that end in a degree), Board consensus is that the information gained by NACEP representatives attending these conferences can only benefit the NACEP accreditation process.

Becky suggested the Board consider expanding the NACEP definition of concurrent enrollment to include other models, such as online and distance education courses that are part of students' high school course schedules, taught by high school instructors. A draft definition was discussed, with President Burbank appointing a committee (Fabiola Juarez-Coca, Dennis Waller, Elena Samson, and Becky Carter) to work on amending the definition to present at the summer Board conference call meeting in July.

The Board also discussed the possibility of establishing a separate board to deal solely with the accreditation process, a model which is common in other specialized accrediting organizations. Creating a separate accreditation board would open opportunities for non-accredited members to participate in the governing board of the organization, while only accredited members could serve on the accreditation board. Lynn will appoint a task force, with Adam's input, to explore the concept of creating a NACEP Accreditation Board that is separate from the current NACEP Board of Directors. This task force will report back to the Board at the summer electronic meeting, in order for Board to have time to digest the information before discussing it further at its October meeting. Board members wishing to participate in the task force should contact Adam.

The Board recessed for lunch and a tour of the Sawgrass conference facility, followed by an interactive panel discussion on dual and concurrent enrollment in Florida.

Panel participants included:

- *Dr. Joe Pickens*, President and *Dr. Melanie Brown*, Vice President for Academic Affairs at St. Johns River State College
- *Dr. Carolyn Girardeau*, Executive Director, High School Programs and *Robie Cornelius*, Specialist, Acceleration Programs, representing the Duval County Public Schools
- *Dr. Nancy K. Webster-Yurko*, Associate Vice President of Liberal Arts and Sciences and *Monica Murr*, Dual Enrollment Program Manager, Florida State College at Jacksonville

### **Approve Process for NACEP-Sponsored Research**

The 2011-13 strategic plan charged the Research Committee to "Establish a process for NACEP-sponsored research (Action Step 1-1-2). An early draft of a proposed document was discussed during the Board's strategic planning session in April 2011.

Research on dual enrollment in general, and on concurrent enrollment specifically, is not yet an abundant field of research, although more is occurring all the time. NACEP seeks to overcome two persistent problems by sponsoring research, either through active solicitation of new research or through endorsement or funding of research proposals generated by others. These problems are:

1. Data sets for responsible, effective research are in short supply.
2. Confusion over different models of dual enrollment reigns over much of the research in the field, confounding results and masking the very real differences and

purposes of research differentiated by format, or “geography,” meaning where the courses are taught and who teaches them.

As NACEP becomes further visible, more queries are received from researchers interested in concurrent enrollment. Although the organization does not have a large data set to offer, representatives can suggest areas of research pertinent to concurrent enrollment that have been identified as important to demonstrating the benefits of concurrent enrollment.

**Dennis Waller moved that the Board accept the document, Proposed Process for NACEP-Sponsored Research; motion seconded.** During the discussion, the Board suggested minor revisions to the document. **Jaclyn Dumond moved that the Board accept the proposed document amendments; seconded, motion carried with two abstentions. The motion to accept the amended document, Proposed Process for NACEP-Sponsored Research, carried.**

### **Review the Treasurers' Report**

**Dennis Waller moved to accept the Treasurer's Report; seconded, motion carried.**

Kent Scheffel, Treasurer, stated the investment NACEP made in hiring a full-time Executive Secretary has paid off. Our funds are higher than they have ever been due to an increase in membership, conference revenue, and other revenue-generating opportunities.

The Board discussed the possibility of investing revenue differently; however, risk factors and the state of the economy must be considered. Short-term, liquid, and low risk are the key terms to the types of investments the Board should consider. The group determined the discussion regarding investment options should be continued at the summer meeting.

The Executive Committee has discussed allocating funds for a financial audit; the Board agreed that to be fiscally responsible to our membership, NACEP should consider conducting an audit. Kent will seek cost estimates for conducting a full financial audit of NACEP's books.

### **Proposal to Require Accredited Programs to Provide Evaluation Survey Data to NACEP for Aggregation and National Research**

Beginning in school year 2012-13, NACEP-accredited programs will be required to provide record-level data on the NACEP Essential Questions from their required evaluation surveys, including:

- one-year out student alumni surveys,
- four-year out student alumni surveys,
- impact studies of principals, teachers and guidance counselors of participating NACEP member schools.

Programs would also report data about how the surveys are conducted (e.g. number of non-respondents, survey methods used, when survey was conducted, etc.).

**Jaclyn Dumond moved to accept this proposal; seconded, motion carried.** Even if programs choose not to use the Canusia software system to survey CEP students,

accredited programs will be required to upload record-level data collected from their own survey systems. Canusia will provide technical assistance and offer informational webinars to accredited members, as part of the survey software contract with NACEP. Twelve pilot programs will be designated to begin the process, followed by a second cohort of twelve programs, with all pilot programs using the required NACEP survey questions. These two pilot groups should assist in ironing out any initial kinks in the data-collection process, so that eventually, all accredited programs will supply current data to NACEP on an annual basis.

### **Creating an Ad Hoc Committee to Study Affiliated State Chapters**

Many national professional organizations have affiliated state and/or regional chapters to facilitate local professional development opportunities; sharing of resources (e.g. collaborative professional development for CE instructors, conducting evaluation surveys and research projects). State NACEP affiliates would also allow for collective publicity and advocacy for concurrent enrollment.

Five states have established ongoing alliances of concurrent enrollment programs:

- Minnesota
- New York
- Ohio
- Utah
- Wyoming

A handful of others have less formal alliances, groups that have met informally, or have put on a conference or other event, including Connecticut, Kansas, New Jersey, New Mexico, Tennessee, Indiana, and Washington State. In most cases, these alliances and events are led by longstanding NACEP members. In other states, dialogue is facilitated at meetings organized by state or system offices including Illinois, Iowa, Kentucky, and Virginia.

**Dennis moved that President Burbank should establish an Ad Hoc Committee to study Affiliated State Chapters and provide recommendations to the Executive Committee in time for a vote by the Board of Directors at its October 2012 meeting regarding whether NACEP should create affiliated state and/or regional chapters; and, if so, what the guidelines for such chapters should be. Motion was seconded and carried.** Adam and Lynn will work together to appoint this Ad Hoc Committee.

### **Partnering with NACEP Members to Host Regional Concurrent Enrollment Conferences**

In past years, UConn Early College Experience has hosted two Transitions to College conferences that highlight concurrent enrollment. They intend to organize another one in June 2013. Past audiences have been primarily from Connecticut and those with ties to ECE (e.g. UConn faculty, administration, and high school partners). UConn is interested in broadening to a wider New England regional audience by partnering with NACEP.



Other NACEP members periodically organize conferences or workshops that NACEP might consider partnering with, including:

- Santa Barbara Community College held a 50 person one day mini-conference in January 2012
- The Ohio Dual Enrollment Partnership (led by a few NACEP members) held a statewide conference in October 2010 with 250 attendees, and will hold a second conference in May 2012

Endorsing member-hosted conferences should be a mutually beneficial arrangement that encourages greater participation in NACEP, increased professional development opportunities, and greater NACEP visibility. For member institutions, NACEP's participation brings the national context and identity to their local event.

The proposal submitted states, "That any NACEP member institution may request that NACEP formally endorse a member-hosted conference. "

**Dennis Waller moved that this proposal be referred to the newly formed Ad Hoc Committee formed to study the feasibility of Affiliated State Chapters. The Committee should make recommendations to the Board; motion seconded, approved.**

### **Partnering with the Education Policy Improvement Center (EPIC) in a Bid for a Federal Grant to Operate a Center on College and Career Readiness and Success**

The Federal Comprehensive Centers program supports "comprehensive technical assistance centers to provide technical assistance to State Education Agencies (SEAs) that builds their capacity to support local educational agencies (LEAs or districts) and schools, especially low-performing districts and schools, improve educational outcomes for all students, close achievement gaps, and improve the quality of instruction." David Conley, last year's NACEP Keynote Speaker, has invited NACEP to participate as a technical assistance provider in a proposal EPIC is preparing to operate a Center on College and Career Readiness and Success. The official notice soliciting bids isn't expected until May, but applications are likely to be due in June or July.

Board consensus was that NACEP should provide a letter of willingness to serve as an advisor for this project. Adam will keep the Board apprised and request an electronic vote if a formal letter of NACEP support is requested for the grant proposal.

### **Consistent Use of the Term Concurrent Enrollment**

Terminology in the dual credit arena varies widely. What NACEP defines as concurrent enrollment is variously referred to by a number of terms in different locales, including:



- Dual credit
- Dual enrollment
- College in the High School
- Joint enrollment
- Early enrollment
- Early college

As the authoritative national voice on concurrent enrollment, NACEP is in a position to further promote standardized use of the term nationwide.

**Julie Williams moved that NACEP consistently use the term concurrent enrollment in all communications, publications, and at the national conference. That NACEP-accredited programs consistently use the term concurrent enrollment in all NACEP-related communications, publications, and at the national conference, with appropriate clarification of any conflict with local or state-level usage of a variation in terminology. The motion was seconded.**

The discussion brought about issues that complicate the correct use of NACEP-endorsed terminology. Various states' legislation refer to dual credit or dual enrollment, but much of that legislation actually targets concurrent enrollment. Minnesota is the only state that uses the term concurrent enrollment consistently to refer to the NACEP definition. All Board members often use the terms dual credit or dual enrollment when referring to the NACEP model in certain audiences, and switch to using the term concurrent enrollment when amongst NACEP colleagues.

**Jaelyn Dumond motioned to amend the motion on the table, changing the wording of the proposal to, "That NACEP consistently use the term concurrent enrollment in all communications, publications, and at the national conference. That NACEP-accredited programs consistently use the term concurrent enrollment." The motion was seconded and the motion to amend the proposal carried.**

**President Burbank called for the vote for the Board to adopt the amended proposal. The motion did NOT pass, one abstention.**

This discussion reinforced that as NACEP members, we must continue to attempt to educate the public—educators, legislators, students and parents as to the definition of concurrent enrollment and how it differs from other forms of dual credit. The conversation made it clear that NACEP should encourage members to differentiate between the terms dual credit and concurrent enrollment, and the organization must be diligent in preparing conference workshop presenters to use the two terms in a manner consistent with the NACEP definitions.

**Dennis Waller moved to recess the meeting at 5 p.m., with the intention of reassembling at 8 a.m. on April 21. A few additional items were added to the next day's agenda: staffing; short-term succession planning; scope of the organization; and revisiting the definition of concurrent enrollment.**

April 21

President Lynn Burbank reconvened the meeting at 8:25 a.m. on April 21.

**Revisiting the Definition of Concurrent Enrollment**

In response to Becky Carter's suggestion that the Board consider expanding the NACEP definition of concurrent enrollment to include other models, such as online and distance education courses, the committee Lynn appointed (Fabiola Juarez-Coca, Dennis Waller, Elena Samson, and Becky Carter) met during the evening and proposed a new definition to the Board. **Dennis Waller motioned to approve the new definition of concurrent enrollment, as presented to the Board; seconded.** The new definition proposed follows:

*NACEP defines concurrent enrollment as college classes taught by high school teachers for both high school and transcribed college credit, at their high school.*

After further discussion, **Karl motioned to amend the definition to include the words, "college-approved" high school teachers. Motion seconded, approved.**

**The motion to approve the new amended definition was approved, as follows:**

*NACEP defines concurrent enrollment as college classes taught by college-approved high school teachers for both high school and transcribed college credit, at their high school.*

The Board agreed that the committee should continue to discuss any additional revisions to this definition and bring suggestions to the Board at the summer meeting.

**NACEP Staffing**

As Treasurer Kent Scheffel stated, NACEP's investment in a full-time Executive Secretary has paid off, but it has come to the Board's attention that it could be time to investigate hiring assistance for Adam. The Board asked Adam to describe the types of tasks that take up most of his time, which included oversight of the accreditation process, planning for the conference, and communications. He presented several options the Board might consider, including both part- and full-time assistance, using entry-level or administrative-level personnel depending on what NACEP can afford.

The Board requested that Adam put together a list of tasks that he could delegate to another person, deciding what level of skill and the amount of time those tasks would require.

In the meantime, Fabiola offered assistance from her full-time administrative assistant, who often has free time in the summer, and Dennis offered Adam student worker assistance.

Karl suggested that Kent work with Adam to create a profit and loss statement using an accrual basis, accounting for conference income and expenses in the same fiscal year. The current cash basis presentation skews the organization's financial picture. He also requested a longitudinal snapshot of membership numbers and revenue. Having this information will allow the Board to better project the fiscal health of the organization, to determine the feasibility of hiring another person to assist Adam. The Executive

Committee will work with Adam to draft a proposal for hiring someone to assist him, to present to the Board at the summer meeting.

### **Short-term Succession Planning**

Lynn polled Board members on their interest in continuing to serve on the Board, so that all Board members can work with the Nomination Committee in seeking new talent to join the Board. Several offices will be up for election this summer: President, President-Elect, Secretary, Member at Large, and 4-Year Private Institutional Representative. Elena Samson will be leaving her job and moving this summer, and will no longer be affiliated with a NACEP –accredited institution, and Ginger Ramsden is retiring from her institution in December. Lynn reminded the Nomination Committee Chair (Elena Samson, Member at Large) that the ballot needs to be sent to the membership at least 30 days prior to the annual business meeting in October.

Lynn asked for a Board discussion during the summer meeting of the Past President's role on the Executive Committee.

### **Scope of the Organization**

Lynn asked that the Board continue to discuss and consider the scope of the organization and the Board composition. A few ideas discussed during strategic planning and the Board meeting should be explored further: whether to create a separate accreditation board; should we and how might we include Board representation from non-accredited members. The results of the Ad Hoc Committee to study the viability of creating a separate accreditation Board could have a significant impact on other aspects of the organization's structure and focus.

### **Good and Welfare**

The group expressed gratitude to Diana Johnson for assuming the role of the Research Committee Chair.

Lynn thanked Adam Lowe for convening the panel discussion with the Florida college and school district representatives, all key players in the dual and concurrent enrollment arena in the Jacksonville area. Learning more about the conference host community will assist in creating a positive environment for the 2013 NACEP conference in Jacksonville.

Ted Ungricht overviewed the current state of concurrent enrollment in Utah, where legislators funded a pilot initiative that will mandate all public institutions to offer six core courses taught online by instructors from different institutions, all following the same prescriptive content and common assessments. The plan is to expand this model to include eighteen courses in the near future, with more to come. These courses are provided tuition-free to students. The current plan for training teachers offering these courses is minimal.

Dennis Waller mentioned that Idaho has just passed a law requiring all future high school students to take two e-learning courses before qualifying for graduation. NACEP must be watchful of these trends in Utah and Idaho, as often such alternative models for concurrent enrollment do not fit NACEP Standards for best practices.

Fabiola Juarez-Coca, Representative for 4-Year Public Postsecondary Institutions mentioned that she would like to prepare informational mailing to send all 4-year public institutions. Adam suggested she work with E.J. Anderson, Membership Committee Chair, to target such a mailing for two groups: 1) those institutions with no prior relationship to NACEP, and 2) those institutions that have had prior contact with NACEP (e.g. past conference attendees and/or members), but are not currently members.

Jaclyn Dumond, Governmental Relations Committee Chair mentioned the proposed dates to hold NACEP-sponsored non-partisan events for both House and Senate representatives in Washington D.C. are Tuesday, May 15 and Wednesday, May 16. She will work with Adam to send invitations to all NACEP members to attend the events, encouraging them to invite their respective legislative representatives to the events.

Diana Johnson reviewed a recent concurrent enrollment meeting held by the Arkansas Department of Higher Education with postsecondary institutions. Some programs are lobbying for an opt-out of the state-mandated requirement to become NACEP-accredited in order to offer concurrent enrollment programs. She will keep the Board informed.

Lynn mentioned that for the good and welfare of NACEP, the conference committee will provide information regarding the correct use of the term concurrent enrollment, so that all presenters use the term consistently, to prevent misinterpretations and/or misrepresentations of workshop sessions at the national conference.

Lynn and the Board recognized Elena Samson, who will be leaving the Board and her position at Finger Lakes Community College in New York at the end of summer to begin a new life in California with her future husband. Elena has served NACEP for many years in a variety of capacities on the Board—as Treasurer, 2-Year Public Institution Representative, Membership Chair, and Member at Large.

**Kent motioned to adjourn the meeting; seconded; adjourned at 11:06 a.m. CST, April 21, 2012.**