NACEP ANNUAL BUSINESS MEETING
Sunday, October 28, 2012
1:00–2:00 p.m. Pacific Standard Time
Courtyard Ballroom of the Renaissance Seattle Hotel
515 Madison Street, Seattle, Washington 98104

Agenda

1. Roll call

2. Reading of the minutes of the preceding meeting

3. Reports of committees

4. Reports of officers

    a. Treasurer's Report

    b. President's Report (on accreditation changes)

    c. Secretary's Report (on election results)

5. Old and unfinished business

6. New business

    Discussion on the future direction of NACEP and the relationship between accreditation and the other work of our organization. The Board will share the findings of a task force that crafted a plan for establishing an independent Accreditation Commission, and the opportunity this presents for greater participation in Board leadership from all types of NACEP members. This is a discussion only; there will be no vote at this meeting.

7. Good and welfare

8. Adjournment
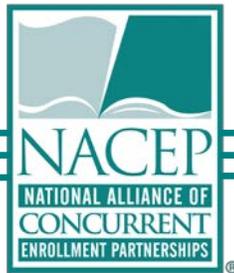
National Alliance of Concurrent Enrollment Partnerships
Business Meeting Minutes
Monday, October 24, 2011
Scheduled 5:00-6:00 p.m.
Mystic, CT

Executive Board 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 Community College)

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

Absent: None

1   President Lynn Burbank called the meeting to order at 5:07 p.m.

2   Treasurer Kent Scheffel conducted the roll call of eligible voters, confirming a quorum, with 32 of
3   the 66 voting members (48%) represented at the 2011 Business Meeting. Attendance, as
4   documented, follows:

5

Name	Institution
Barry Farris	Arkansas State University - Beebe
Fabiola Juarez-Coca	Boise State University
Carla Mazzarelli	Dutchess Community College
Deborah Schmitt	Erie Community College
Elena Samson	Finger Lakes Community College
Suzanne Brownrigg	Hudson Valley Community College
Becky Carter	Indiana University - Bloomington
Jennifer Mayhall	Indiana University - Purdue University Fort Wayne
Maria Kindberg	Jamestown Community College
Loralee Stevens	Johnson County Community College
Kent Scheffel	Lewis and Clark Community College
Mary Ellen Fuquay	Missouri Baptist University
Christine Schwartz	Niagara University
Diana Johnson	NorthWest Arkansas Community College
Cindy Baldwin-Roberts	Northwest Nazarene University
Marcia Drumm	Onondaga Community College
Beverly Hunsberger	Pennsylvania College of Technology
Rick Kemp	Rio Salado College
Steve Crowther	Salt Lake Community College
Sandra Gonzalez	Schenectady County Community College
Kim Guenther	Southwest Minnesota State University
Gerald Edmonds	Syracuse University
Karl Madeo	Tompkins Cortland Community College
Gillian Thorne	University of Connecticut
David Rossman	University of Findlay
Lynn Burbank	University of Minnesota - Duluth
Susan Henderson	University of Minnesota - Twin Cities
C. Lynne Clawson-Day	University of Missouri - Kansas City
Kathleen Burns	University of Missouri - Saint Louis
Ginger Ramsden	University of Southern Indiana
Tim Stetter	University of Washington - Seattle
Ted Ungricht	Utah Valley University

6 Dennis Waller moved to approve the minutes of the Fall 2010 business meeting, as distributed by
7 Ginger Ramsden. The motion was seconded and approved unanimously, with no discussion.

8 COMMITTEE REPORTS
9 Each committee chairperson presented a brief report on committee activities, based on written
10 reports submitted at the October 2011 Board meetings.
11 • Accreditation – Becky Carter
12 • Communications – Julie Williams
13 • Governmental Relations – Jaclyn Dumond
14 • Membership – EJ Anderson
15 • Research – Jill Thorne

16 INSTITUTIONAL REPRESENTATIVE REPORTS
17 Karl Madeo, Two-Year Postsecondary Institutional Representative, gave a consolidated report for
18 all board institutional representatives, emphasizing the work of the Program Development
19 Committee, composed of the three institutional representatives. The committee has focused on
20 attaining goals of the Strategic Plan, including the development and delivery of Webinars to educate
21 the NACEP membership on understanding and attaining the accreditation standards; promoting
22 strategies to increase inclusion of the underserved population in concurrent programming; and
23 planning for the commission and writing of issue briefs that focus on topics related to the
24 concurrent credit arena.

25 OFFICER REPORTS
26 President Lynn Burbank reported that NACEP completed the first year of three-year Strategic Plan,
27 which included the following highlights:
28   • Hiring of NACEP's first full-time employee, Adam Lowe
29   • Formation of pre-accreditation coaching program, with approximately 30 volunteers
30   • Creation of Webinars
31   • Establishment of Conflict of Interest Policy for all Board members

32 Past-President Ted Ungricht reported that he will be coordinating an effort to review the
33 composition of the Board and write job descriptions for each member of the Board, with a goal to
34 have this task completed by the April Board meeting.

35 Vice President Sandy Gonzalez serves as the Board liaison working with the conference planners to
36 be certain NACEP fall conferences run smoothly and meet NACEP expectations. Sandy has been
37 working with the Seattle local host committee for the Fall 2012 conference, as well as with the
38 prospective 2013 NACEP conference host to formalize a proposal. She is working to streamline the
39 process to submit a bid for hosting the NACEP conference so that more programs will be interested
40 in hosting in future years, allowing NACEP to have more locations from which to choose.

41 Secretary Ginger Ramsden informed the group that the minutes from Board and business meetings
42 are posted on the NACEP website under Member Resources. The Board of Directors met five times
43 in the past year, in person or via conference calls. The Executive Committee met for eight
44 additional conference calls. Ginger note that each of the Board member's individual institutions
45 financially support that person's involvement on the NACEP Board. She publicly thanked all
46 attendees' institutions for supporting the expenses involved in participating in NACEP conferences.

47 Member at Large Elena Samson chaired the search committee for the Executive Secretary, which
48 proved time-consuming as NACEP received over 230 applications for the position. Elena worked
49 on the Program Development Committee's activities and is coordinating efforts to recognize
50 outstanding volunteer members.

51 Ad Hoc Secondary School Partners Committee Chair Joni Swanson sent out surveys to interested
52 secondary concurrent credit partners and developed a database of contacts. She sent a second
53 survey to NACEP secondary partner members in the fall, providing the results of that survey in a
54 round-table discussion held at the conference. She stated attendees of that session had a lively
55 discussion and generated several ideas that she will present to the Board.

56 Treasurer Kent Scheffel announced that copies of the Treasurer's Report were made available to all
57 business meeting attendees. Jerry Edmonds motioned to accept the Treasurer's Report; motion
58 seconded, unanimously approved.

59 OLD BUSINESS
60 No old business was presented.

61 NEW BUSINESS
62 President Burbank reminded the attendees that new business to be presented at the annual business
63 meeting must be submitted to the Board at least 30 days prior to the meeting date. The only new
64 business submitted was the discussion of the following topic:
65 *NACEP has no process in place to confirm a CEP's adherence to the standards*
66 *during the 7 year period between accreditation reviews. Other accrediting*
67 *bodies with long accreditation cycles typically monitor ongoing program*
68 *compliance with standards through mid-term reviews, substantive change*
69 *applications (a program would need to apply if it was undergoing any*
70 *substantive changes), and/or through periodic reporting. Does NACEP need to*
71 *implement an accreditation tracking process? This is a discussion only; there*
72 *will be no vote at this meeting.*

73 A discussion of the accredited members followed with no vote attached. The discussion elicited a
74 wide range of viewpoints, including the following selected comments from the attendees:
75 • Site visits should be conducted for the initial accreditation with written reports mid-term.
76 • Additional questions on the reeaccreditation application would provide information about
77   what the institution has done to maintain standards and improve during the 7 year
78   accreditation cycle.
79 • Programs could regularly report dashboard statistics on their activities. Completing a
80   dashboard could also be beneficial for programs and for NACEP to be able to compile
81   nationwide data on accredited programs.
82 • The existing annual program characteristics survey could be tailored so that it becomes more
83   useful for monitoring accreditation-related activities. An annual reflection and data report
84   drives improvement and will help remind programs the importance of NACEP's standards.

85 Lynn ended the discussion, suggesting anyone having further comments should email Adam to
86 inform future Board discussions on this topic.

87 GOOD AND WELFARE
88 In response to questions during the discussion about data already collected, Adam Lowe reported
89 that the 50 accredited institutions that responded to the NACEP Program Characteristics Survey this
90 year reported serving 125,000 students.

91 Steve Crowther motioned the meeting be adjourned; seconded, motion approved. The meeting
92 adjourned at 5:46 p.m.

Respectively Submitted,
Ginger Ramsden, NACEP Secretary
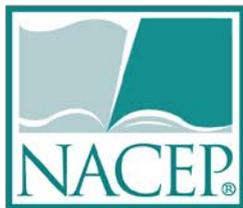
National Alliance of
Concurrent Enrollment Partnerships
Advancing quality college courses in high school

2012 NACEP Annual Business Meeting
Committee Reports

Accreditation Committee
The 2011-12 Accreditation Cycle saw the largest numbers of programs applying in NACEP history: 29 including 5 for reaccreditation and 24 for initial accreditation. 58 peer reviewers completed their assessments in time for a vote by the Board of Directors at its April meeting, where a record 22 programs in Arkansas, Indiana, Iowa, Minnesota, and Utah were awarded accreditation. During the 2012-13 Accreditation Cycle 24 programs applied for accreditation, including 7 for reaccreditation. Training webinars were conducted with applicants and peer reviewers. The Accreditation Guide was updated.

Communications Committee
This year saw record numbers of presentations by NACEP Ambassadors and the Executive Secretary at national and state conferences, including: the American Association of Collegiate Registrars and Admissions Officers, Higher Learning Commission, Indiana College Access and Success Network, Illinois Forum on Excellence, League for Innovation in the Community College, National Career Pathway Network, Tennessee Early College Consortium, Wisconsin Association of Career and Technical Education. Communications Committee volunteers drafted and edited articles for the new High School Partner Perspectives series on the website, assisted in creating the conference website, and created graphical email announcements, invitations, promotional materials, and publicity for NACEP research, governmental relations, and conference teams.

Governmental Relations Committee
Eleven NACEP members attended the annual NACEP Days on the Hill events in Washington, D.C. in May. Participants met with legislative staff from nine states to share information about concurrent enrollment and the work of NACEP, to advocate for increased support for accelerated coursework in the federal budget and Reauthorization of the Elementary and Secondary Education Act (ESEA). The group hosted a reception in the Capitol Visitors Center, sponsored by Senator Enzi (WY) and Representative Loebsack (IA). Meetings were held with representatives from Complete College America, America's Promise Alliance, National Association of State Directors of Career & Technical Education Consortia, and several officials from various divisions of the federal Department of Education.

As a direct result of this trip, NACEP was invited back to Washington in mid-July to present to a Department of Education cross-division work group on secondary school issues. Lynn Burbank, Joni Swanson, and Adam Lowe represented NACEP and also met with legislative staff from Minnesota and Iowa. The Committee regularly fields inquiries from state policy-makers looking for information about concurrent enrollment and supports members that are engaged in state policy-making or advocacy efforts.

Membership Committee

Membership and conference attendance continues to grow at a fast pace. The membership rolls currently include 250 colleges and universities in 38 states, 50 high schools and school districts, and 9 state or system-level agencies. The Committee conducted outreach to non-member conference attendees after the conference last year and provided materials for NACEP members attending or presenting at conferences. This spring President Burbank established an Ad Hoc Committee to Study Affiliated State and Regional Chapters to explore whether NACEP should create affiliated state and regional chapters and/or to endorse member or affiliate-hosted conferences and if so, what the guidelines for such chapters should be.

Research Committee

In July the Board adopted the final version of the *Revised NACEP Essential Questions for Evaluation Surveys* that were piloted by a half dozen institutions in spring 2012. Beginning in school year 2012-13, all accredited programs and 2013 accreditation applicants will be required to use the new surveys. 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 to NACEP for aggregation nationally. To facilitate national data collection as well as member's survey administration and analysis, NACEP contracted with Canusia Solutions to license its *Integrated Evaluation Solution* (IES) research software. IES will be available to a dozen member institutions in Spring 2013 and additional institutions thereafter. NACEP contracted NCREST at Columbia University for a case study on expanding access to dual enrollment in Memphis City Schools and established a competition offering small grants ($750) for research on concurrent enrollment; receiving 12 applications and 2 awards will be announced at the conference.

Secondary School Partners Committee (ad hoc)

The committee established the new *High School Partner Perspectives* article series on the website, working with members to produce profiles of four high schools implementing concurrent enrollment in innovative ways. The Chair met with staff of the National Association of Secondary School Principals (NASSP) to explore collaborative possibilities. Dialogue among the partners includes an emphasis on strategies for increasing underrepresented student access to concurrent enrollment and how college partners can work together with high schools to implement the new Common Core State Standards.

For more information visit www.nacep.org

NACEP, INC. TREASURER'S REPORT
October 28, 2012

Membership growth as well as services to state organizations and governing boards have been key factors in revenue generation and the continuation of NACEP's strong financial position.

Dues from NACEP members provided more than $85,000 in revenue in 2012. Fees for accredited members and institutions seeking accreditation totaled more than $15,000. Growth in attendance and the number of sponsors at the annual conference has also helped increase revenue. Ongoing efforts to enhance concurrent enrollment through interactions with state agencies, educational organizations, and other groups has increased NACEP's expenses. The organization has also continued implementing strategic planning initiatives.

NACEP maintained its strong financial position while expanding its outreach and developing new partnerships that will benefit concurrent enrollment.

Opening balance January 1, 2012:	$85,081.28
Receipts:	$324,603.38
Disbursements:	$166,011.47
Balance as of today:	$243,673.19

The current balance does not include expenses incurred during the annual conference. The fiscal year runs through December 31, 2012, and the organization is expected to remain within its 2012 approved budget. All NACEP officers, committee chairs, and committee members continue to serve on a voluntary basis.

The accounting firm of Parrish & Brassie reviewed the organization's 2011 finances. No recommendations were issued following the review. Parrish & Brassie also completed the 2011 IRS filings for NACEP.
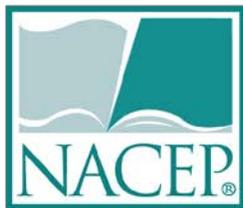
2012 NACEP Annual Business Meeting
President's Report

As NACEP's accreditation process has matured, a number of important changes to accreditation have occurred in the past year or are being planned.

Annual Report for Accredited Programs

During the October 2011 Business meeting the membership discussed ways that NACEP might monitor program adherence to standards during the seven year accreditation cycle and the need for NACEP to compile nationwide data on accredited programs. In January the Board approved a motion that each NACEP-accredited program would be required to complete an annual report. The Research and Accreditation Committees developed the content of the report, tailoring the existing annual program characteristics survey to include reporting on accreditation-related activities and keeping in mind the reporting burden. A draft was discussed by the Board in July, the current draft has 23 questions covering: program size, program characteristics, students, finances, and NACEP standards.

Refine the Definition of Concurrent Enrollment

A few variations on the description of concurrent enrollment have existed in NACEP documents for some time. During the April and July meetings the Board decided to refine the definition of concurrent enrollment to ensure NACEP used a consistent definition and to be more inclusive of a wider variety of programs. The amended definition reads:

> *NACEP defines concurrent enrollment as college credit-bearing courses taught by college-approved high school teachers.*

This definition differs from prior versions of the definition in use in a variety of ways, by:

- Including programs that offer courses outside the "the regular school day" (e.g. before school, after school, nights or weekends);
- Adding the qualifier "college-approved" to emphasize the importance of college's actively approving high school teachers who participate;
- Encompassing programs where students earn only college credit, but not high school credit; and
- Eliminating references to the location where students take the course, thus recognizing the many courses taught at regional career centers and encompassing distance education students provided the primary instruction and grading is conducted by a high school teacher.

These changes emphasize that NACEP's standards promote the adoption of practices that ensure the academic integrity of college courses taught by high school teachers, regardless of where the students sit, when they take the class, or whether they earn high school credit. The revised definition of concurrent enrollment excludes other models of dual enrollment where a college instructor provides the primary instruction and grading, regardless of the location or delivery method of those classes. The revised *Accreditation Guide for Peer Reviewers and Applicants* has additional guidance about the new definition.

Establishing an Accreditation Commission

After reflecting on the maturation of NACEP's accreditation process and continued growth in demand for our accreditation services, the Board of Directors established an Ad Hoc Task Force to explore the concept of creating an independent NACEP Accreditation Commission that is separate from the current NACEP Board of Directors. The potential benefits of implementing such a change to NACEP include:

- Distributing the leadership over accreditation that is now heavily concentrated in the Accreditation Committee Chair
- Providing an effective way of continuing the professionalism of the accrediting function and handling continued growth
- Enabling NACEP to take on a greater national prominence and impact in the programs it offers members, professional services to states and individual colleges, and through public and governmental relations
- Aligning with national standards and best practice for accreditors
- Freeing up NACEP Board service to leaders across our membership spectrum

The Task Force spoke with national accreditation experts experienced with multiple accrediting bodies and researched a variety of models used by higher education accreditors. It proposed that the Board establish an independent Accreditation Commission to manage the accreditation process, review Peer Review Team reports and make accreditation decisions, and further develop accreditation-related policies. The Commission would operate as an autonomous unit of NACEP, in close collaboration with the Board of Directors.

It will take over the functions currently assigned to the Accreditation Committee and the Board will delegate to the Commission its accreditation decision-making authority and responsibility for enacting accreditation policies. The current Accreditation Committee will cease upon the establishment of the Accreditation Commission.
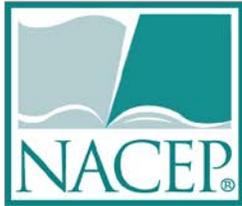
2012 NACEP Annual Business Meeting
Board Restructuring Discussion Topic

The structure of NACEP's Board of Directors was established when the organization's first Bylaws were adopted in 2002 by the 20 post-secondary institutions that were NACEP's founding members: 14 public four-year, 4 public two-year, and 2 private four-year institutions. These founders wanted to create an organizational structure for NACEP that would be sustainable, responsive, and inclusive. With that in mind, 13 Board of Directors positions were crafted as a mix of elected and appointed positions. Only two structural changes have occurred in the decade since the initial Bylaws were adopted:

(1) restricting Board membership to representatives of institutions with NACEP-accredited programs

(2) the separation of the responsibilities as Accreditation Committee Chair from the position of the Past President

While the current Board structure has worked well, a few opportunities and challenges have led us to reflect on the future of the Board as the organization grows in membership, strives for greater inclusivity, expands into new services and functions, and creates greater separation between the membership activities and accreditation services.

Timeline

Nov 2012 – Apr 2013: Conduct self-study and examine Board structures from other higher education organizations

April – July 2013: Board draft bylaw amendments and sends to membership for comment

October 2013: Bylaw amendments for Board restructuring voted on at the Business Meeting