



**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:	Jaelyn 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 Mazzaelli	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 reaccreditation 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