



## NACEP BOARD OF DIRECTORS MEETING MINUTES

Conference Call, July 19, 2012 11 a.m.-1 p.m., CDT

### 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:	Jaelyn 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 CC, NY)

**Present:** Lynn Burbank; Ted Ungricht; Sandra Gonzalez; Ginger Ramsden; all Committee Chairpersons and Representatives; Adam Lowe, Executive Secretary (Ex-officio)

**Absent:** Kent Scheffel and Elena Samson; Dennis joined the meeting at 11:17 a.m., CST.

## 1 Minutes

2 President Burbank called the conference call meeting to order at 11:03 a.m., CST.

3 The Consent Agenda consisted of the following motions:

4 1. **Approve Minutes from the April 20-21, 2012 Board Meeting.** The draft minutes  
5 were distributed to the Board electronically.

6 2. **Record an Electronic Vote to Provide Technical Assistance for the Education  
7 Policy Improvement Center (EPIC)'s proposed Center for College and Career  
8 Readiness and Success.** On June 21, 2012, Lynn Burbank called for an electronic  
9 vote on a motion to contribute a letter of support and that NACEP serve as a  
10 technical assistance provider for the Education Policy Improvement Center's  
11 proposal to the US DOE to operate a Center on College and Career Readiness and  
12 Success. **Becky Carter moved to proceed with the vote; seconded; passed.**

13 3. **Accept Reports from Committee Chairs and Officers.** Reports were distributed  
14 to Board members electronically.

15 4. **Fix August 1, 2012 as the Date of Record for Eligibility for Voting in the 2012  
16 Board Elections**

17 5. **Fix August 1, 2012 as the Date of Record for Eligibility for Voting in the 2012  
18 Annual Business Meeting**

19 Article III, Section C of the bylaws requires the Board to set a date for determining  
20 the members entitled to vote at any election or meeting of members. In order to  
21 vote in the elections or on proposals at the business meeting, programs would need  
22 to be accredited members in good standing as of the dates specified in #4 & 5,  
23 above.

24 **Julie Williams moved to approve the Consent Agenda; seconded, motion carried.**

## 25 Non Consent Agenda

### 26 • *Approve Nominating Committee Slate of Candidates for Elected Positions*

27 The Nominating Committee presented the following slate of six candidates for five  
28 elected positions on the Board of Directors of the National Alliance of Concurrent  
29 Enrollment Partnerships (NACEP):  
30

31 President- Sandra Gonzalez, Schenectady County Community College (NY)

32 President-elect- Kent Scheffel, Lewis & Clark Community College (IL)

33 Secretary- Gregory Kleinheinz, University of Wisconsin Oshkosh (WI)

34 Member-at-Large - Linda Allen, Hawkeye Community College (IA) & Katie

35 McGowan Bucci, Broome Community College (NY)

36 Representative from Four-Year Private Institutions - Dennis Waller,

37 Northwest Nazarene University (ID)

38 Biographies of all candidates were provided to the Board electronically.

39 **Ginger moved the slate of candidates be approved as submitted. Motion**  
40 **seconded.** Sandy recused herself from the discussion, as she is a nominee for office.  
41 **The motion to accept the proposed slate of candidates carried.**

42 The group discussed Elena resigning from the Board effective July 31, when she leaves  
43 her position at Finger Lakes College to move to California. Rather than the President  
44 appointing someone to fill the Member at large position from August-October, when  
45 newly elected members assume their roles, the Board felt it would be appropriate for  
46 the President to ask the newly-elected Member at large to assume duties prior to the  
47 October Board meeting.

48 Adam plans to contact all candidates to verify biographical information is correct, and  
49 to ensure all are still interested in running for office. The ballots will be sent to the  
50 accredited membership representatives within a week's time, with a deadline of August  
51 5, 2012 for returning ballots. Karl will work with Adam to send ballots to the voting  
52 membership. Ginger will collect the ballots and announce the election results to the  
53 membership. Typically, this is the duty of the treasurer, but Kent is running for office  
54 and must recuse himself from the process.

55 • *Report from the Accreditation Board Task Force*

56 The report of the activities of the task force to study a separate accreditation board,  
57 along with a summary of comparable accrediting commissions from three other  
58 program accreditors and one institutional accreditor, was distributed electronically.  
59 The Board discussed the report. **Sandy moved that the Board direct the task force**  
60 **to continue its work in determining next steps, researching the benefits and**  
61 **drawbacks of establishing a separate accrediting body, and outlining a plan for**  
62 **the conversion, if the recommendation warrants. Motion seconded, carried.** The  
63 Board will discuss the task force's findings at the October Board meeting, with the  
64 possibility of voting as to whether or not to proceed with the establishment of an  
65 accreditation body separate from the NACEP Governing Board.

66 • *Adopt a Financial Audit Plan*

67 At the April strategic planning session, a suggestion was made for NACEP to consider  
68 conducting a financial audit. Kent solicited cost information from Lewis & Clark's  
69 auditors, which was discussed by the Executive Committee on May 30, 2012.

70 Lewis & Clark's auditors, C.J. Schlosser & Co., estimated that the cost of conducting an  
71 audit for NACEP would be in the range of \$3,000 to \$3,600. A more limited reporting  
72 "review" would run approximately \$2,300 to \$2,800. The additional cost of filing our  
73 federal tax return would be only \$150, if C.J. Schlosser & Co. is contracted to conduct a  
74 financial review or audit.

75 Last year NACEP paid \$610 to the accounting firm Parrish & Brassie to prepare our  
76 federal tax return (we have not yet received a bill for this year). They are a small firm  
77 that does not conduct audits; if we proceed with an audit it would make sense to use the  
78 same firm that conducts our financial reviews/audits to file our federal tax return. The  
79 Executive Committee met and recommends that the Board proceed with the suggested  
80 audit by C.J. Schlosser & Co.

81 **Julie Williams moved the Board direct the Treasurer to contract for a financial**  
82 **audit with C.J. Schlosser & Co., and amend the 2012 budget for accounting fees to**  
83 **include \$3,600 additional funds for audit services. Motion seconded, carried.**

84 The Treasurer and Executive Secretary will speak with C.J. Schlosser representatives to  
85 determine if NACEP financial policies and practices should be improved prior to  
86 conducting the audit. If improvements force the audit to be done at a later date, the  
87 Board can approve any changes in costs at that time.

88 • *Adopt Edits to the NACEP Definition of Concurrent Enrollment*

89 At the April meeting in Jacksonville, the Board adopted the following definition of  
90 concurrent enrollment, in order to include online and distance education courses,  
91 provided that the primary instruction and grading is conducted by a high school teacher  
92 and to endorse a concise, consistent definition of concurrent enrollment:

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

96  
97 This definition differs from prior versions of the definition in use that included "during the  
98 regular school day" and added in the qualifier "college-approved." At the time we agreed to  
99 further refine the definition at the July Board meeting, charging the Accreditation  
100 Committee with the task.

101 The Accreditation Committee suggested the following definition to encompass  
102 programs that offer courses solely for college credit, as well as to eliminate the  
103 additional reference to physical presence:

104 *NACEP defines concurrent enrollment as college classes taught to high school students*  
105 *by college-approved high school teachers.*

106  
107 **Julie Williams moved to adopt the new definition; motion seconded**

108  
109 **After discussion, Julie Williams amended her motion to change the wording of the**  
110 **definition; seconded.** The amended definition follows:

111 *NACEP defines concurrent enrollment as college credit-bearing classes taught by*  
112 *college-approved high school teachers.*

113 After further Board discussion, **Sandy Gonzalez motioned to amend the motion a**  
114 **second time, changing the word "classes" to "courses." Motion seconded, carried.**

115 The new NACEP definition of concurrent enrollment is:  
116 *NACEP defines concurrent enrollment as college credit-bearing courses taught by*  
117 *college-approved high school teachers.*  
118

119 • *Adopt the Annual Report for Accredited Programs*

120 In January the Board approved a motion to require NACEP-accredited programs to  
121 submit an annual report. The Board directed the Research and Accreditation  
122 Committees to propose the content of the required report and submit it to the Board for  
123 final approval. The Board directed the committees to use the prior Program  
124 Characteristics Survey as the starting point, keeping in mind the reporting burden on  
125 members.

126 Diana sent a draft of the report to the Board listserv in June. The Research and  
127 Accreditation committee propose that the report be mandatory for all accredited  
128 programs, and voluntary for non-accredited members. Pages five and six of the report  
129 include most of the new material related to monitoring the work of accredited  
130 programs.

131 **Jaclyn moved to accept the annual report; motion seconded.**

132 Discussion included the length of the report, with suggestions of separating the Annual  
133 Report from the Characteristics Survey, or eliminating some of the questions.

134 **Dennis moved we send this item back to Committee for continued analysis and**  
135 **bring it back to the board at the October meeting. Motion seconded, approved.**

136 The Board is encouraged to send improvement suggestions to Diana, as the committee  
137 continues to develop the annual report to present at the October meeting.

138 Lynn Burbank left the meeting at 12:12 p.m., giving Sandy Gonzalez her proxy vote, and  
139 asking Sandy to conduct the meeting in Lynn's absence.

140 • *Adopt Changes to the NACEP Essential Questions for Evaluation Surveys*  
141 **Julie Williams moved to adopt the changes to the NACEP Essential Questions for**  
142 **Evaluation Surveys, as distributed to the Board; motion seconded.**

143 In January the Board adopted the Revised NACEP Essential Questions for Evaluation  
144 Surveys. They have not yet been widely distributed, while the committee worked on  
145 formatting the surveys and completing the instructions for their use. Nonetheless, a half  
146 dozen institutions have piloted using the surveys and provided feedback. Diana, Jill,  
147 and Adam reviewed that feedback and propose that the Board adopt the changes as  
148 outlined in the revised survey documents as provided to the Board.

149 Diana stated the Research Committee is writing a reference guide for using the survey  
150 instruments, explaining where modifications may be made and for what purposes. The  
151 Board discussed the appropriateness of the introductory paragraphs for each survey,

152 noting some institutions might not wish to use these exact introductions, even though  
153 accredited programs would be required to include all NACEP Essential Questions.

154 **Ginger Ramsden moved to amend the motion, to withdraw the introduction**  
155 **language from the NACEP Essential Questions, so that the Essential Questions can**  
156 **be approved; motion seconded, carried. The Essential Questions are approved!**

157 Diana suggested that we pilot the surveys and determine if there are significant  
158 differences in how students answer the Essential Questions, when comparing answers  
159 among similar programs; if so, the Committee can study programs' introductions to  
160 each survey to determine if the language used is affecting respondents' answers.

161 The roll-out strategy for the surveys is as follows:

- 162 1. A set of instructions for using the surveys is completed.
- 163 2. The surveys will be formatted for printing for those who administer them on  
164 paper.
- 165 3. The survey templates will be uploaded to Canusia's Integrated Evaluation  
166 System (IES - the system NACEP is licensing) and perhaps SurveyMonkey as  
167 well, for ease of online administration.
- 168 4. Beginning in school year 2012-13, all accredited programs and 2013  
169 accreditation applicants will be required to use the new surveys.
- 170 5. Beginning in school year 2012-13, NACEP-accredited programs will be required  
171 to provide record-level data on the NACEP Essential Questions from their  
172 required evaluation surveys to NACEP for aggregation nationally.

173 • *Accept the Treasurer's Quarterly Report*  
174 **Julie Williams moved to accept the Treasurer's Quarterly Report; motion**  
175 **seconded; motion carried.**

176 • *Good & Welfare*  
177 Adam and his family are leaving for a week in the Netherlands and a week in Berlin.

178 If anyone wants NACEP business cards, he/she should let Adam know.

179 Adam has put together a call for proposal for hiring a consultant for the Virginia  
180 contract and will work with the Executive Committee to move forward.

181 Fabiola and Adam had a conversation about nominations for outstanding achievement  
182 for concurrent enrollment programs. Karl and E.J. will work with Fabiola to determine  
183 qualifications for receiving this award. Three institution recipients and three high  
184 school recipients will be selected.

185 Diana mentioned NACEP-defined concurrent enrollment research awards will be  
186 available in the near future.

187 Dennis Waller announced that his colleague, Cindy Roberts, is leaving his institution to  
188 take another position. Dennis is looking for a new person to hire in his program.

189 The next Board meeting will be held in Seattle in October, 2012. Adam mentioned 180  
190 people have already registered for the Seattle Conference and conference enrollment  
191 may need to be capped, once again.

192 **Jaclyn Dumond moved to adjourn the meeting at 12:44 p.m., CST; motion seconded;**  
193 **carried.**