



**National Alliance of Concurrent Enrollment Partnerships  
Board Meeting Minutes  
Saturday, October 27, 2012  
Scheduled 8:30 a.m.- 4:30 p.m.  
Seattle, Washington**

**Executive Committee Members**

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

**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 Community College)

**Participating:** All Executive Committee members, Committee Chairpersons and Representatives; Adam Lowe, Executive Secretary (Ex-officio); guests, newly-elected Board members Linda Allen and Jeannette Carter (joined meeting at lunchtime)

**Absent:** Jaclyn Dumond (maternity leave)

1 **MINUTES**

2 President Lynn Burbank called the meeting to order at 8:35 a.m. Introductions were made for the  
3 benefit of Linda Allen, the newly elected Member at Large, who attended as a guest.

---

4 CONSENT AGENDA

5 President Burbank asked Board members to review the Consent Agenda Memo, which contained the  
6 following motions:

- 7 1. To approve the July 17, 2012 Board Meeting minutes as distributed.
- 8 2. To accept reports from Committee Chairs and Officers as distributed.
- 9 3. To Record the Board's Electronic Vote on a Motion to Hire a Second NACEP Employee
- 10 4. To Record the Board's Electronic Vote on a Motion to Amend the 2012 Budget
- 11 5. To approve Doug Binsfeld as an ambassador for the NACEP Speakers and Ambassadors  
12 program.

**Ted Ungricht moved to approve the Consent Agenda; motion seconded, carried.**

13 NON-CONSENT AGENDA

14 1. *Approve Presidential Appointments of Standing Committee Chairs, Treasurer, and Ad Hoc*  
15 *Secondary School Partners Committee Chair*  
16 Appointed positions on the Board of Directors are appointed by the President and approved by  
17 the Board for one year terms. As Sandy González did not assume the role of President until the  
18 Annual Business Meeting on October 28, President Burbank submitted incoming President  
19 González' appointments to the Board:

- 20 ■ Accreditation Committee Chair: Becky Carter, Indiana University – Bloomington,  
21 Advance College Project (ACP)
- 22 ■ Communications Committee Chair: Brandon Kowallis, Salt Lake Community College,  
23 Concurrent Enrollment
- 24 ■ Governmental Relations Committee Chair: Jaclyn Dumond, University of Southern  
25 Indiana, College Achievement Program (CAP)
- 26 ■ Membership Committee Chair: E.J. Anderson, Rio Salado College, Dual Enrollment
- 27 ■ Research Committee Chair: Diana Johnson, NorthWest Arkansas Community College,  
28 Early College Experience (ECE)
- 29 ■ Treasurer: Jeannette Carter, Pennsylvania College of Technology, Penn College NOW

30 She also submitted Joni Swanson, Mt. Vernon School District (WA) as the Ad Hoc Secondary  
31 Schools Partner Committee Chair.

32 **Sandy moved the Board approve her recommendations for the appointed Board**  
33 **positions; motion seconded, carried, with three recuses, E.J. Anderson, Becky Carter, and**  
34 **Diana Johnson.**

35

36 2. *Treasurer's Quarterly Report*

37 Treasurer Kent Scheffel reviewed copies of the Treasurer's Quarterly Report, highlighting the  
38 following:

- 39 • Checking account (as of October 18, 2012) has a \$240,000 balance, which does not  
40 include the majority of conference income and expenses. Adam predicts that income  
41 from conference registration fees will approximately cover expenses, with the majority  
42 of net income from the conference coming from the \$16,000 in sponsorships.

43 3. *Update on the National Conference from Duval County Public Schools and Florida State College at  
44 Jacksonville*

45 Discussion of the Treasurer's Report was suspended because of the arrival of representatives  
46 from the Duval County Public Schools (DCPS) and Florida State College at Jacksonville (FSCJ),  
47 who are hosting the 2013 NACEP Conference at the Sawgrass Marriott in Jacksonville. Guests  
48 included Robie Cornelious, DCPS; Dana Thomas, FSCJ; Ali Brazzeal, FSCJ, and Nancy Webster-  
49 Yurko, FSCJ. The group visited with the Board to provide updates on the 2013 conference.

50 Discussion highlights:

- 51 • The theme will have a nautical flavor, *Navigating Changing Tides in College Readiness*,  
52 and the conference will include an optional Professional Development day with special  
53 interest tracks including workshops for policy makers, ways to meet the needs of  
54 under-represented students, best practices of advising CEP students, research, and a  
55 repeat of the Accreditation Institute.
- 56 • Several potential keynote speakers were identified. Adam, Kent and Sandy will look at  
57 past potential keynote speakers who have not been able to attend the conference and  
58 will work with the planning committee to identify and select speakers.
- 59 • The conference schedule is still under review, to be finalized after the evaluations from  
60 this year's conference are compiled. The committee feels the conference could  
61 accommodate up to 600 attendees, considering several attendees will be from the area  
62 surrounding Jacksonville, and will not require overnight accommodations.

63 2. *The Board returned to the Treasurer's Quarterly Report discussion.*

64 The net income to date this year is \$158,000, which will change dramatically when the  
65 majority of conference expenses are paid. Kent mentioned NACEP also has over \$100,000  
66 invested in Money Markets and CDs, and the organization has a healthy checking account  
67 balance, reflecting that overall, the NACEP is fiscally sound.

68 **Becky motioned to approve the Treasurer's Report, seconded, motion passed.**

69 4. *Discussion of Report from the Task Force to Study an Independent Accreditation Commission*

70 The report was distributed to the Board electronically. Lynn reviewed highlights of the report  
71 as follows:

- 72 • The Task Force consisted of Lynn Burbank (University of Minnesota – Duluth), Doug  
73 Binsfeld (Inver Hills Community College), Kent Scheffel (Lewis & Clark Community  
74 College), Rick Kemp (Rio Salado College), Barry Farris (Arkansas State University –  
75 Beebe), Becky Carter (Indiana University), and Adam Lowe (NACEP). The group met  
76 several times via conference calls.
- 77 • The group recommends that the Board should create an Accreditation Commission, as  
78 outlined in the report, with nine members, some elected, some appointed.

79 **Kent moved the Board should discuss the possibility of establishing this Accreditation**  
 80 **Commission as outlined in the report, with the intent for the Board to vote on the**  
 81 **recommendation at the October 31, 2012 Board meeting. Motion seconded, carried.**

82 Discussion included the concern of identifying nine people who meet the qualifications to serve  
 83 on the Commission and whether institutions would agree to fund the necessary travel. Becky  
 84 noted she currently has over 60 reviewers, but suggested NACEP might consider requiring that  
 85 every accredited institution provide at least one accreditation peer reviewer, in order to  
 86 increase the pool of qualified candidates. Funding for Commission proposal includes a once-a-  
 87 year, two-day meeting for the Commission members to meet face-to-face, with members'  
 88 institutions funding their transportation.

89 The value of site visits for accreditation reviews was discussed, though past discussions have  
 90 suggested that programs might find the costs prohibitive. Adam mentioned he is investigating  
 91 the use of technology by other accreditors for virtual site visits. It was noted that this type of  
 92 accreditation process decision would be handled by the Commission if approved.

93 Lynn noted that by splitting the governing Board from the Accreditation Commission, the  
 94 accreditation process will be strengthened, and the NACEP Board can become more inclusive  
 95 and reflective of the membership. If the Board approves the Task Force recommendation, the  
 96 details of the Board's and Commission's authority and powers will be determined, to make  
 97 certain that both the NACEP Bylaws and the integrity of the accreditation standards are  
 98 maintained.

99 Returning Board members were encouraged to study the Task Force report once again, prior  
 100 to the October 31<sup>st</sup> meeting when the Board will vote on the recommendation.

101 5. *Proposal to Establish Affiliated State and Regional Chapters of NACEP*

102 **Becky Carter motioned to approve the committee's proposal as written; seconded,**  
 103 **carried.**

104 The following information was provided by the Ad Hoc Committee appointed by President  
 105 Burbank to study the feasibility of establishing state and regional NACEP chapters.

106  
 107 At the April 2012 Board Meeting, the Board directed the President to establish an Ad Hoc  
 108 Committee to study Affiliated State and Regional Chapters and recommend:

109 (a) whether NACEP should create affiliated state and regional chapters, and if so, what  
 110 the guidelines for such chapters should be, and

111 (b) whether NACEP should endorse a member or affiliate-hosted conference.

112 Based on their experience as leaders in state collaborative CEP networks and in hosting state-  
 113 level conferences, President Burbank appointed the following individuals to the Ad Hoc  
 114 Committee:

115 Karen Gray, Columbus State Community College (Ohio)

116 Kay Sebastian, St. Cloud State University (Minnesota)

117 Beth Rhoades, Weber State University (Utah)

118 Maria Kindberg, Jamestown Community College (New York)

119 Jill Thorne, University of Connecticut (Connecticut)

120 The group met by phone and email over the summer and fall, summarized the structures of  
 121 existing statewide CEP networks and conducted research on models for state chapters used by

122 other national organizations, including the possible use of NACEP's parent 501(c)(3) tax  
123 exemption by affiliated chapters.

124 The committee proposed:

125 That NACEP enable state and regional alliances of concurrent enrollment partnerships  
126 to become designated affiliated chapters of NACEP. Any Affiliated Chapter or NACEP  
127 member institution could request that NACEP formally endorse a member-hosted  
128 conference. Subject to availability of funds, NACEP should provide an affiliated chapter  
129 with up to \$2,500 for the first conference it organizes and up to \$2,500 for one-time  
130 strategic initiatives.

131 The Program Development Committee (currently consists of the Member at Large and  
132 the three Institutional Representatives) should review and approve all such proposals,  
133 create an application process, and further refine the guidelines for affiliated chapters  
134 and endorsed conferences. The Board of Directors should approve any proposals by  
135 affiliates for a group tax exemption using NACEP's 501(c)(3) charitable status.

136 The Committee recommended specific guidelines to govern the process of approving and  
137 monitoring state affiliates.

138 Discussion of this item highlighted the ways that state and regional affiliated chapters could  
139 strengthen the organization, but opinions varied on the degree to which NACEP should or  
140 could financially support the establishment and operation of affiliated chapters.

141 After much discussion, **Diana moved to amend the motion to read:**

142 Subject to availability of funds, NACEP should provide affiliated  
143 chapters with funds on a competitive basis for one-time strategic  
144 initiatives or special projects.

145 **The amendment was seconded and did not pass.**

146 **Sandy moved to accept the amendment as written, but recommended including a clause**  
147 **stating funds could be "up to \$500." Motion seconded, did not pass.**

148 After further discussion, **Ginger moved to table the original motion; motion seconded,**  
149 **carried.**

150 Adam will continue to investigate financial and legal issues, with Kent's assistance, with a goal  
151 of bringing a revised proposal to the Board at the January or Spring Board meetings.  
152 Discussion of state affiliates occurred in yesterday's panel discussion. Concern for impact of  
153 state and regional conferences on attendance at the national conference was also expressed.  
154 Ohio was presented as a model where the development of a state organization and annual  
155 conferences has increased participation in NACEP.

156 6. *Discussion of Future Composition of the NACEP Board of Directors*

157 This discussion item will be introduced to the membership at the Annual Business meeting,  
158 explaining how the proposed Accreditation Commission could affect the structure of the Board.  
159 The Board wants to determine what concerns the membership might have, what their feeling is  
160 regarding balancing Board representation, if members have suggestions of Board structure based

161 on other organizations, and who might be interested in serving on a Task Force to study the  
162 possibility of restructuring the Board. Karl suggested this topic should be included in the break-out  
163 sessions that will be led by the institutional representatives during the conference, in order to gain  
164 more perspectives, which all agreed would be beneficial.

165 7. *Review Conference Schedule and Responsibilities and Meet with University of Washington Local Hosts*  
166 The Seattle conference hosts met with the Board to review the conference program, making sure  
167 all Board members were familiar with the schedule and responsibilities. Hosts meeting with the  
168 Board included Tim Stetter, Program Manager, UW in the High School, Mona Murr Kunselman,  
169 Director, UW Educational Outreach, Jan Kvamme, Director, UW Conference Management, Debra  
170 Bryant, Senior Conference Specialist, UW Conference Management, and Syd Frederickson,  
171 Conference Coordinator, UW Conference Management.

172 8. *Select Local Conference Host for 2014 National Conference*  
173 The Board heard two proposals for hosting the 2014 NACEP conference. Lynn Reha representing  
174 the Illinois Community College Board and Marsha McCormick of Joliet Junior College presented the  
175 Chicago, Illinois bid. E.J. Anderson of Rio Salado College presented the bid for Tempe, Arizona.  
176 Kent Scheffel and E.J. Anderson recused themselves from one another's presentations and the  
177 discussion that followed.

178 The Board applauded both presentations and acknowledged the ease of traveling to the Chicago  
179 location, and the appeal of Arizona weather and attractions. After a great deal of discussion  
180 regarding hotel expenses, ease of air and ground transportation to hotel facilities, and geographic  
181 location as compared to past conference locations, **Sandy moved to accept the Illinois proposal**  
182 **to host the 2014 conference in Chicago; motion seconded, carried.**

183 The Board suggested that Arizona should be encouraged to submit a proposal for the 2015 NACEP  
184 conference.

185 9. *Adopt Annual Report of NACEP Postsecondary Members*  
186 **Diana moved to adopt the Annual Report of Postsecondary Members; seconded, followed by**  
187 **discussion.**

188 In January, the Board approved a motion to require NACEP-accredited programs to submit an  
189 Annual Report. The Board directed the Research and Accreditation Committees to propose the  
190 content of the required report and submit it to the Board for final approval. The Board directed  
191 the committees to use the prior Program Characteristics Survey as the starting point, keeping in  
192 mind the reporting burden on members. The Annual Report would be mandatory for all  
193 accredited programs, and voluntary for nonaccredited members.

194 Diana sent a draft of the proposed report to the Board listserv in September, after Becky, Diana,  
195 and Adam shortened the survey and incorporated feedback received during and subsequent to  
196 the July conference call. Minor editing and suggestions for improving the instructions included  
197 the following:

- 198 • On page one, “Data from the survey will be available to NACEP members and  
199 selected data summaries may be used to educate and promote concurrent

- 200 enrollment,” should be clarified to state aggregated data will be shared—individual  
201 institutions’ data will remain confidential.
- 202 • Provide more explanation to clarify #2.
  - 203 • Clarify the meaning of “new courses” on #4.
  - 204 • Edit #6 to delete extra word “in,” and take out the word “majority.”
  - 205 • Gather data regarding hybrid courses being offered, being certain to define the  
206 meaning of hybrid courses.
  - 207 • In the instructions, provide a formula for calculating the response rate as referenced  
208 in #21. Add an N/A, under course evaluation response rates.

209 **The motion carried to adopt the Annual Report of NACEP Postsecondary Members, with**  
210 **suggested edits.**

211 *10. Discussion of Proposed Budget for Calendar Year 2013*

212 The vote on this item will be conducted at the Tuesday, October 31<sup>st</sup> Board meeting. Adam  
213 distributed the budget that the Executive Committee revised to include Strategic Planning  
214 initiatives. The Executive Committee reviewed all of the Strategic Plan Action Items, dropping off  
215 those that are now operational. The Committee recommends putting money in the strategic  
216 planning budget to support incomplete Action Steps to encourage continued work on those  
217 strategic activities. All returning Board members were asked to review the revised budget prior to  
218 the Board vote at Tuesday’s meeting.

219 **Ted motioned to adjourn the meeting; seconded, motion carried. The meeting adjourned at**  
220 **4:45 p.m.**