National Alliance of Concurrent Enrollment Partnerships
Annual Business Meeting
Sunday, October 28, 2012 | 1:00-2:00 PM Pacific Savings Time
Courtyard Ballroom of the Renaissance Seattle Hotel
515 Madison Street, Seattle, Washington 98104

<u>Minutes</u>

<u>Board of Directors</u>

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

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 members of the Board of Directors except for Jaclyn Dumond (maternity leave).

1   President Lynn Burbank called the meeting to order at 1:05 p.m.

2   **1. <u>ROLL CALL</u>**
3   Treasurer Kent Scheffel reviewed the sign-in list and confirmed that 40 of 83 voting institutions
4   (48%) were represented in the meeting. He confirmed the presence of a quorum necessary for
5   conducting business, as established in the bylaws (20%). Voting representatives present were
6   recorded as follows:

7

Representative Name	Institution Name
Becky Latting	Arkansas State University – Beebe
Fabiola Juarez-Coca	Boise State University
Katie Bucci	Broome Community College
June Prince	College of the Ouachitas
Randy Gabriel	Des Moines Area Community College
Deborah Schmitt	Erie Community College
Linda Allen	Hawkeye Community College
Suzanne Brownrigg	Hudson Valley Community College
Becky Carter	Indiana University
Maria Kindberg	Jamestown Community College
John Trumbell	Jefferson Community College
Loralee Stevens	Johnson County Community College
Kent Scheffel	Lewis and Clark Community College
Mary Ellen Fuquay	Missouri Baptist University
Anne Ausdemore	Nebraska Wesleyan University
Monica Lapoyda	Niagara County Community College
Chistine Schwartz	Niagara University
Kathryn Beadle	Northeast Iowa Community College
Diana Johnson	NorthWest Arkansas Community College
Dennis Waller	Northwest Nazarene University
Pamela Allen	Ohio Dominican University
Marcia Drumm	Onondaga Community College
Beverly Hunsberger	Pennsylvania College of Technology
Sally Hudson	Portland State University
Rick Kemp	Rio Salado College
Steve Crowther	Salt Lake Community College
Sandra González	Schenectady County Community College
Gerald Edmonds	Syracuse University
Karl Madeo	Tompkins Cortland Community College
Gillian Thorne	University of Connecticut
Judy Wahrman	University of Findlay
Michelle Christopherson	University of Minnesota-Crookston
Lynn Burbank	University of Minnesota-Duluth
Susan Henderson	University of Minnesota-Twin Cities
Kathleen Burns	University of Missouri-Saint Louis
Ginger Ramsden	University of Southern Indiana
Tim Stetter	University of Washington-Seattle
Ted Ungricht	Utah Valley University
Heather Moffat	Vincennes University
Beth Rhoades	Weber State University

8 **2. READING OF THE MINUTES OF THE PRECEDING MEETING**
9 President Lynn Burbank asked each voting member to review the minutes prepared by Secretary
10 Ginger Ramsden that were distributed to all meeting attendees.

11 **Steve Crowther moved to approve the minutes of the October 24, 2011 Business Meeting, as**
12 **distributed to the attendees by Secretary Ginger Ramsden. The motion was seconded and**
13 **approved unanimously, with no discussion**.

14 **3. REPORTS OF COMMITTEES**
15 Attendees were provided written copies of the Committee Reports, prepared by each Committee
16 Chairman.

17 **4. REPORTS OF OFFICERS**
18 a. Treasurer's Report
19 Attendees were provided written copies of the Treasurer's Report. Treasurer Kent Scheffel
20 highlighted the following aspects of NACEP's financial condition:
21   • Membership dues continue to be the key for NACEP's financial stability.
22   • NACEP has completed one full year of Adam Lowe's position as a full-time employee; the
23   organization remains fiscally sound. Kent reported that Adam has more than paid for
24   himself in the way of recruiting new NACEP members and determining new funding
25   sources.
26   • The NACEP opening balance January 1, 2012 was $85,081; current receipts are $324,603;
27   disbursements are $166,011; today's balance is $243,673, which does not include all of the
28   2012 conference income and expenses.
29 **Dennis Waller moved to approve the Treasurer's Report; motion seconded, carried with no**
30 **discussion.**

31 b. President's Report:
32 *Annual Report for Accredited Programs*: President Lynn Burbank reviewed the status of the
33 proposed required annual report to be completed by NACEP-accredited programs, a topic discussed
34 during last year's Annual Meeting. At that time most members agreed it would benefit NACEP to
35 receive annual updates on the status of current accredited programs in order to gather and aggregate
36 data. Earlier this year the Board approved a requirement that each NACEP-accredited program be
37 required to complete an annual report to enable NACEP to compile nationwide data and monitor
38 accreditation-related activities. Diana Johnson and Becky Carter, the Research and Accreditation
39 Committee chairs, respectively, revised the existing program characteristics survey to include
40 reporting on accreditation-related activities and minimize the reporting burden. Based on the work
41 of the committees, the Board will adopt the template of the annual survey/report, which will be sent
42 to all postsecondary member institutions. Lynn explained the data will be aggregated and made
43 public as one comprehensive report. Individual programs' responses will be kept private and
44 confidential.

45 *Refine the Definition of Concurrent Enrollment*: Lynn explained that a few variations of the
46 definition of concurrent enrollment have existed in NACEP documents for some time. She reported
47 that over the past six months the Board spent a great deal of time discussing the definition in an
48 effort to establish consistency, make NACEP more inclusive of a wider variety of programs, and
49 respond to the need for greater clarity by accreditation applicants regarding which courses are under

50 NACEP accreditation. After much deliberation, the Board voted on a new definition which allows
51 for more flexibility of course delivery while maintaining the foundational intent that approved high
52 school instructors to teach the college courses to eligible high school students. Lynn unveiled the
53 new definition, "*NACEP defines concurrent enrollment as college credit-bearing courses taught*
54 *by college-approved high school teachers."*

55 ***Editor's note****: the definition presented at the Business meeting inadvertently left off the phrase "to*
56 *high school students" after the word* <u>taught</u>*. This was included in the version adopted by the Board*
57 *of Directors and was clarified to the membership subsequent to the meeting.*

58 Discussion surrounded a few aspects of the change, including whether the word "concurrent"
59 should refer to both the transcripted credit and the enrollment status of the student, or only the
60 enrollment status. Lynn requested that members with concerns regarding the new definition submit
61 their comments for the Board to consider in subsequent meetings.

62 *Establishing an Accreditation Commission*: Lynn reviewed the findings of the Ad Hoc Task Force
63 that researched the value of creating an independent NACEP Accreditation Commission separate
64 from the current NACEP Board of Directors. The group interviewed national accreditation experts
65 and researched best practices of other accrediting bodies similar to NACEP, finding that most
66 operated with separate accreditation and governing boards. The Task Force proposed that the Board
67 create an independent Accreditation Commission to manage the accreditation process, review Peer
68 Review Team reports and make accreditation decisions, and further develop accreditation-related
69 policies. The Task Force proposed that the Commission be comprised of representatives of
70 NACEP-accredited programs, and operate as an autonomous unit of NACEP in close collaboration
71 with the Board of Directors.

72 Based on the committee's findings, the Board voted to continue to investigate the model and to gain
73 feedback from the membership. Because of the limited amount of time available for discussion
74 during the Annual Business Meeting, Lynn encouraged members to meet individually with Board
75 members at the conference and continue discussion during the roundtable discussions hosted by the
76 institutional representatives.

77   c.   Secretary's Report:
78 Secretary Ginger Ramsden announced the results of the NACEP Board of Officer elections, as
79 follows:
80   ▪   President- Sandra Gonzalez, Schenectady County Community College
81   ▪   President Elect- Kent Scheffel, Lewis & Clark Community College
82   ▪   Secretary- Greg Kleinheinz, University of Wisconsin, Oshkosh
83   ▪   Member at Large- Linda Allen, Hawkeye Community College

84 She announced that the new officers would begin their duties at the conclusion of the Annual
85 Business Meeting.

86 **5.   OLD AND UNFINISHED BUSINESS**
87 No old business was presented.

88 **6.   NEW BUSINESS**
89 New business to be presented at the Annual Business meeting must be submitted to the Board at
90 least thirty (30) days prior to the meeting date. President Burbank introduced newly elected
91 President, Sandra González, who previously informed the Board of her plan to facilitate a
92 discussion with the membership regarding the possible restructuring of the Board of Directors. She
93 shared that this is the start of dialogue with the membership, and that as a discussion topic there
94 would be no vote during the Annual Business Meeting.

95 Sandy reviewed the current structure of the Board, and explained she would appoint an Ad Hoc
96 Task Force to study various Board models to determine what might best fit NACEP and make
97 recommendations to the Board of Directors. She reinforced that the membership will be engaged in
98 ongoing communication regarding the restructuring. Any proposals regarding restructuring will be
99 drafted as Bylaw amendments, distributed to the membership for feedback, and approved by the
100 membership.
101 Sandy posed the following questions to the membership. Some of the comments provided included:

102 **"What suggestions do you have for gaining a diversity of perspectives on the Board?"**
103   ▪   Concurrent enrollment is a partnership between secondary and higher education institutions,
104   yet these secondary institutions have no representation on the Board of the national voice for
105   concurrent enrollment.
106   ▪   Consider expanding Board membership beyond NACEP members to include a legislator,
107   other public policy leaders, and representatives of like-minded organizations.
108   ▪   If an Accreditation Commission is established comprised of representatives of NACEP-
109   accredited programs, including non-accredited members serving on the Board allows them
110   to provide leadership on other issues not related to accreditation.
111   ▪   NACEP needs a structure that includes input from non-accredited members. There is value
112   for non-accredited members to have a place at the table, even if advisory and not voting.
113   ▪   For the successful future of this conference and organization, engaging non-accredited
114   member participation is critical.

115 **"How important is it to have a balance on the Board in terms of two-year/four year**
116 **institutional representation, state or regional representation or other criteria?"**

- 117 ▪ Looking at the map and seeing the geographic areas that are weak in membership, a Board
118 structure that includes regional representation might assist in strengthening NACEP's reach
119 across the country.
- 120 ▪ As NACEP grows it is very important to maintain institutional representation on the Board.
121 Broad geographic representation could be achieved by limiting Board membership to one
122 person per state.
- 123 ▪ It is not so critical to maintain a balance of institutional representation; this occurs naturally
124 with such a large group that is rapidly growing. The distinction between public and private
125 institutions is significant, but is more critical on the Accreditation Commission than on the
126 governing Board.
- 127 ▪ Regional representation and chapters is something the Board might look at establishing.
128 Regional chapters can further encourage networking, communication, and travel to
129 conferences and workshops.

130 Due to time constraints, Sandy requested that members with additional suggestions provide them to
131 Board members or to Adam Lowe, via paper or email. She reinforced that the Board is very
132 interested in hearing members' opinions and encouraged members to let her know of their interest
133 in serving on the Ad Hoc Task Force that will research effective governance models for NACEP.
134 She encouraged representatives from both accredited and non-accredited programs as well as
135 partner members to serve on the Ad Hoc Task Force, as with all committees.

136 **7. GOOD AND WELFARE**
137 None.

138 **8. ADJOURNMENT**
139 Sue Henderson motioned the meeting adjourn; seconded, motion approved. The meeting adjourned
140 at 1:48 p.m.

Respectively Submitted,
Ginger Ramsden, NACEP Secretary