



Concurrent Enrollment Advisory Board Meeting
January 8, 2010
8:30 a.m. – 12:30 p.m.
Minutes

Attendees

Richard Bond, CEAB member
Renie Del Ponte, CEAB member
Chahnuh Fritz, CEAB member
Chelsy Harris, CEAB member
Dan Jorgensen, CEAB member
Jhon Penn, CEAB member
Mark Rangel, CEAB member
Cliff Richardson, CEAB member
Deborah Schmitt, CEAB member
Scott Springer, CEAB member
Scott Stump, CEAB member
Diana Wenzel, CEAB member

Audience

Sheena TeBeest, FRCC Westminster
Gully Stanford, College in Colorado
Matt McKeever, Colorado Department of Higher Education
Vaughn Toland, Metro State College
Julie George, CASB
Cindy Gifford, Brighton 27J
Jason Robinson, University of Colorado Denver
Danny Martinez, University of Colorado Denver
Misti Ruthven, College Invest
Cindy Nguyen, MSCD
Janet Lopez, University of Colorado Denver

1) Overview of Operating Procedures – Terms of Office Options

Led by Cliff Richardson, CEAB Chair

The way the statute is written now, CEAB members serve 3 years. Cliff outlined the options for terms of office.

- Option 1: Don't change legislation at all; in 3 years, we're all reappointed and can ask authority to reappoint you, or choose not to and new member would replace you. The fear there is that we not choose to be reappointed and then we end up with a new board.

- Option 2: Change legislation; stagger terms for each of members that group picks; initial members should serve 3,4,5 years and then each member after the initial will serve a three year term
- Option 3: Recommend legislature remove term limits

Conclusion - The Board determined that, in 3 years we would work with the appointing authority to assure that some board members are still here and some are not. This would retain continuity. Board members agreed. The Board also agreed to adopt the operating procedures at the next meeting with no more modifications.

2) Committee Reports

Led by Cliff Richardson, CEAB Chair

a) Strategic Communication Committee Report

Led by Diana Wenzel, CEAB Member

The communication committee had a webinar meeting on Dec. 22 to look at Stakeholder identification, involvement and strategic deployment of a plan. We looked at types of stakeholders: teachers, students, legislators, professionals. We talked about how to involve the stakeholders and help them to get us the target information we need. We talked about tactics of inflow and outflow of information. We have point people here within the CEAB, but we need to spread out the ownership and have point people “in the trenches” sharing communication. We talked about the people within our board and who we represent as well as the people that we’re involved with. Now we’re assessing/surveying the board as far as contacts, professional memberships, etc. The second part of that is to create regional liaisons. We looked at upcoming conferences where we can have a representative present and/or gather information. Gully has an extensive calendar of professional events. Sunny will help with that. They’ve presented us with this information. We won’t have to pay anyone to go to these meetings. Regional communications liaisons would go and be a voice for us. We already have some great handouts. Representation at professional conferences will be very extensive.

We looked at deploying professional surveys. This doesn’t cost us anything, because we already have premium subscriptions. We could use those regional communication liaisons to get the right questions on those surveys. We would customize the survey and create several different specific surveys for each of the stakeholder groups (students, parents, teachers, diff. levels of higher education).

Then, we talked about the website and how important it would be to have a communications hub. We looked at Gully’s website and others. There are already some hubs. It’s just a matter of getting links to important member/partner sites. Within the website, there would be password protected parts for board members (w/legislative info, board documents, etc.). We’d also have a public section (guidelines, FAQ, etc.). We talked about having a subscription type of blog where people interested in the work we’re doing can sign up to be in the loop. If we do those pieces well, we’ll have created a rich source. The webinar worked well. We can use a

combo of face/to face meetings and webinars to do orientation type of webinars.

Cliff requested to see a marketing plan to make sure that if there are members speaking for the board, they are consistent with the board message. Diana indicated that the committee does plan to address that. The committee would like to have a work session with the board to talk about the plan, talking points and how to activate those networks. It was suggested that this discussion take place at the next meeting.

Misty Ruth, CollegeInviest offered assistance with communication.

Conclusion – CEAB members can help serve as regional communication liaisons. The website will be an important element to the communication plan. At the next meeting, the Communication committee will discuss the marketing plan.

b) ASCENT

Led by Scott Springer, CEAB Member

ASCENT guidelines were reviewed and the following modifications were made:

- Under "Eligibility", bullet #2, "complete" was changed to "current".
- GPA was removed as a requirement.
- It was clarified that "Eligible students may only participate in the ASCENT program for 1 academic year immediately following the student's 4th year, including the summer.
- Under "Enrollment", bullet #2 was removed
- The reporting date was changed to September 1.

Conclusion – ASCENT guidelines were reviewed and modifications were made.

c) Rulemaking

Led by Charles Dukes, CDE

We talked about stakeholders for rulemaking procedures. But actually, the Board represents stakeholders. We may not have to reach out to more stakeholders, because the board is consistent with the type of stakeholders we're looking for anyway. We will need the Board's input after documents are made final. It was suggested that we need to bring in state registrars.

d) Cooperative agreement

Led by Chelsy Harris, CEAB Member

The question was raised as to whether the section about use of district facilities and faculty needs to be two separate agreements because we aren't working at the school sites and with faculty for the majority of schools. It was decided that this is unique to the individual program. If it's not applicable, you just don't apply it.

The point was raised that this cooperative agreement fits well for Concurrent Enrollment, but it doesn't speak to ASCENT. It was decided that the Board would need two separate agreements (one for Concurrent Enrollment and one for ASCENT).

Conclusions – The Board needs to create two separate agreements for Concurrent Enrollment and ASCENT.

3) Colorado Council on High school and College Relations Annual Conference

Led by Cliff Richardson, CEAB Chair

Sheena, Front Range will forward the PowerPoint to Charles and Emmy.

4) Legislative Clean-up Needs and Considerations

Led by Cliff Richardson, CEAB Chair

Districts are required to submit number of students in ASCENT program. They asked that we combine the reporting deadline. That's where legislative cleanup might be recommended by the board. That's changing September 1 to September 15. Page 20, paragraph C.

The other modification is on that same page. In that section, pg. 20, IV, it talks about requirements to be accepted under ASCENT. It says degree program, but we talked about that being degree or certificate. If we were to run cleaning legislation, we will talk with CDE to figure out how that works.

There was a discussion about priorities of funding. Cliff suggested another committee that would create funding formulas or processes that the Board can review at the next meeting. Cliff volunteered to chair the committee. Dan Jorgensen, Scott Stump, Richard Bond and Matt McKeever volunteered to be on the committee.

Charles agreed to send an email about the district reporting requirements for ASCENT participants by 2/15.

A question was raised about the evidence of an academic plan that would need to be provided in order for a district to move forward with the new concurrent enrollment format. Scott Springer is in the process of changing all PSEO forms to Concurrent Enrollment format. He volunteered to chair another subcommittee on forms. Renie Del Ponte offered to serve on this committee. Matt McKeever can help. Ted will also be asked for assistance.

Conclusion – Charles and CDE will work on the process for legislative cleanup. Cliff is chairing a Funding Priorities Subcommittee. Members include Dan Jorgensen, Scott Stump, Richard Bond and Matt McKeever. Scott Springer will chair a Forms Subcommittee with the help of Renie Del Ponte, Matt McKeever and Ted.

Formal Meeting

Led by Cliff Richardson

1. **Welcome, roll call, approval of agenda, approval of minutes**

- a. Geri Anderson not present, all others present
- b. Richard moved to approve minutes, Sunny seconded

2. Public input

- a. None

3. Approval of action items carried forward from work session

- a. Motion to approve cleaning legislation (Change reporting date from Sept. 1 to Sept. 15 and change degree or certificate as opposed to degree every time in legislation) made by Scott Stump, seconded by Mark Rangel.
 - i. Unanimous in favor of motion
- b. Motion to approve operating procedures made by Sunny, seconded by Chahnuh
 - i. Unanimous in favor

4. Action items from Board meeting December 14, 2009

- a. None

5. Next Steps and meeting date

- a. Next steps
 - i. Cooperative Agreements (2) for ASCENT and CE
 - ii. Funding (needs vs. available resources)
 - iii. We need to approve final ASCENT documents (including advisement recommendations)
 - iv. Forms
- b. Next meeting date (will have calling capability for both)
 - i. January 29th 8:30 – 12:00
 - ii. February 22nd 8:30 – 12:00
- c. Emmy will be stepping down from this position and will move to another position.
- d. Vanessa Roman will be picking up some of the duties

6. Adjourn