

Concurrent Enrollment Advisory Board Meeting

Thursday, July 24, 2014

1pm – 4pm

CMC Breckenridge

Present:

Heather Exby
Don Keeley
Mimi Leonard
Gene Meier
Rick Sciacca
Scott Stump
Jill Toussaint

Absent:

John Barry
Michael Gage
Chelsy Harris
Tracey Lovett
Richard Maestas
Kelly Rosensweet

Welcome & Minutes Approval – Scott Stump

- Scott reminded of documents passed out at last meeting – ECS Reports and HLC requirements. Posted on CEAB webpage.
- Minutes approval – Gene Meir moved, Mimi Leonard seconded. Minutes unanimously approved.

CDE update – Michelle Liu

- CDE has new branding
- Grad Guidelines communication tool kit released at CASE
- New staff in Office of Postsecondary Readiness:
 - Robin Russel – Graduation Guidelines Manager
 - Eve Pugh – Counselor Corp Grant Coordinator
 - Maria Estrada – office support. May be contacting board with information at times.

DHE update – Brenda Bautsch

- CEAB unanimously approved the motion to serve as the steering committee for DHE's IES grant proposal on investigating the return on investment for concurrent enrollment. As the steering committee, the board will receive regular updates on the research project (if DHE is awarded the grant) and will have opportunities to provide feedback on the work. This project would commence in July 2015.
- Brenda provided an update on discussions around improving data collection, allowing for roster reconciliation, and making some of the CE process forms electronic. CDE and DHE are proposing

using the LEAN process to collect input from stakeholders on the current problems and areas of need, and to reach a consensus on viable, acceptable solutions. This LEAN process would take place in August through October. It would require 10-12 representatives from K-12 and higher ed to serve on a core team that would meet for about 4 days to analyze the situation and come up with a solution. This project has not been approved yet, but is going through the approval process. Brenda will keep the board posted with what happens next.

Full-time, Part-time Status Determination - Jennifer Okes & Michelle Liu

- Current definition of full-time/part-time for funding purposes is:
 - 6 credits+ = full-time
 - 3-5 credits = part-time
- Recommendation:
 - CE at high school based on contact time – no additional documentation will be required
 - CE at IHE consistent with ASCENT (12+ credits= full time; 3-11 credits = Part time)
 - Combo for HS & IHE
 - Meet PT requirements at HS and PT requirements at IHE = FT funding
 - Year delay/Phase-in for the change from 6 credit hours to 12
 - Immediate implementation of successful completion change
- Successful completion
 - Currently – documentation is required to prove successful completion for funding
 - Concerns –
 - Statute does not require it
 - Inconsistent with treatment of HS courses
 - Inconsistent with ASCENT documentation
 - Recommendation:
 - Eliminate need for documentation of successful completion
- There will need to be training for auditors and practitioners around the changes – webinars, etc.

Updated Attendance Guidance – Jennifer Okes & Michelle Liu

- Attendance guidance clarification
 - To comply with School Finance Rules, there is continued need for documentation of physical attendance at IHE during October Count window for CE/ASCENT students taking ALL courses at IHE
 - Does not apply to CE students attending any courses at the HS during the count window
 - Schools do not need to provide any additional attendance documentation for students taking at least 1 course at the HS during the count window

(*Note – documentation will be posted to website after discussion and approval by board)

- Clarify language around attendance guidelines to provide clear examples of who this applies to
- Verifying attendance at IHE for students taking all courses off-site
 - Districts must provide alternative verification that student was present in courses at IHE on October Count day or during count window
 - Documentation options
 - College instructor signs form provided by district
 - IHE designated employee signs form provided by district
 - District employee signs form provided by district
 - Potential addition – one form for all full-time students that an IHE employee can fill out (such as a roster)
 - Potential addition – Form that institution provides/has on hand in case student does not bring in the form (must be approved by district as used for their funding)
 - Forms can look different and be generic – but has to have key components and has to have proper signature
 - Components:
 - Student first and last name, applicable term/semester, instructor name or name of employee attesting to attendance, dates in which student attended during count window, instructor or designated employee signature, date of signature, attendance verification statement
 - Course title determined to be optional
- Attendance guidelines clarification would happen immediately – for 2014 October Count
- New clarification should reduce staff time spent on attendance (and anxiety)
- Online attendance – end of course content log is used – also could show screen shot of login on count date – can be verified by student or instructor → standard practice now for online course taking documentation
 - CDE can provide info on general online attendance processes
- If student is absent on count day need to have signatures before and after count day to prove attendance (during count window)
 - Or prove attendance prior to count day with proof of login to course web platform & get signature after count day
 - Or coursework or test with graded documentation
 - Need legitimate proof of attendance prior to October count day, but various forms of proof can be used
- Heather Exby moved to support the dissemination of the guidance; motion seconded by Rick Sciacca
 - Unanimously approved

Attendance Options – Michelle Liu

- Rule change options

- Potential for CEAB to make recommendation for rule changes
- CDE can submit in sept/oct – Sept. is preferred
- Could apply to ASCENT or CE students taking all classes off-site at IHE
- Option 1: Transcript to verify withdrawals
- Option 2: Transcripts to verify withdrawals & successful completion
- Concern: not establishing physical presence during count window
- (Currently taking away funding for withdrawals or fails → moving forward that will not be the case for CE)
- Rule options – board not ready to take action on this
 - Add to board retreat agenda
 - Gene: As the CE/ASCENT numbers increase - at some point it would be easier to print off transcripts instead of the attendance form options
 - Heather: As these programs grow, should we invest in technology that makes it easier to comply with statute and make it easier on IHEs/districts?
 - How in practice would transcripts get collected?
 - Talking high school transcripts – not college transcript?

October Count Guidance – Jennifer Okes & Michelle Liu

- ASCENT eligibility language
 - 5th year is immediately after the 12th grade year
- Updated language around ASCENT deadlines
- Following tuition policy of the institution
 - For example – family of staff member discount, and native student discount
 - Eligibility of student should not be based on potential tuition discounts
- Districts pay CC resident rate – students/parents should NOT be paying for any portion of the CC resident rate
- Clarification of CE courses going toward grad requirements
 - Auditors not looking at this for 9-12th graders
 - Students retained for a 5th year of high school (not ASCENT) – any CE courses those students take must go toward meeting district grad requirements. If the courses do not meet grad reqs, credit hours do not count toward their funding eligibility
 - Question: 5th year students can take CE courses that do not fulfill grad reqs as long as it's under 12 credit hours?
 - No, there is a 6 credit hours/semester limit per statute for 5th year non-ASCENT students taking CE courses
 - Any CE courses must go towards grad requirements

Retreat Planning – Scott Stump

- CEAB retreat date changed to Sept. 19th
- Agenda items
 - Dan J. present his dissertation

- Heather Exby offered to also discuss her dissertation
- ASCENT attendance
 - Invite Jennifer
- Review FAQs
- PWR Indicators Focus Group
 - State accountability system – 3 indicators used currently for PWR (ACT, grad rates, dropout rates)
 - Add additional indicators?
- NACEP conference planning
- How are the different CE models being operated around the state?
 - Should we do a rural road tour? Help answer questions, get programs started, offer ideas, observe current programs/structures/approaches.
 - Different delivery methods? Online AP courses are ramping up.

Public Input

- Robert Mitchell – DHE is working with Ed Prep programs to train teachers to teach CE courses. They are also working on getting funding to help current teachers get necessary coursework completed to become credentialed as adjuncts. If individuals are interested in being involved with this committee, let Robert know. Robert.mitchell@dhe.state.co.us
 - Gene & Heather voiced that they are interested in being involved with the work.