

Core Council Minutes
2/5/18

Attendance

Core Council Members

Belinda Blevins-Knabe
Linda Stauffer
Rebecca Streett
Hirak Patangia
Michael DeAngelis
Brian Mitchell
Elizabeth Sloan Davidson

Absent

Tusty ten Bensel
Joe Felan
Mark Funk

ExOfficio

Ross Bradley (Provost Office)
Erin Finzer (Provost Office)

Guests

Elisabeth Sherwin (Psychology)
Marian Douglas (Chemistry)
Kwasi Boateng (Mass Communication)
Kelly Chaney (Biology)

1. 1/29/2018 Minutes Approved with corrections
2. Discussion with Erin Finzer about assessment of concurrent courses
 - a. HLC requires us to assess across all modalities including concurrent
 - b. Concurrent is being restructured
 - i. Cabinet has decided to increase concurrent courses from \$50 to \$100 per course
 1. This decision was made because of budget issues
 - a. Concurrent enrollment provides 2400 students to our headcount
 - b. The cost increase will affect our headcount overall
 - i. Concurrent enrollment's contribution to the university headcount is too great to stop program abruptly
 - ii. Can we get demographic information on concurrent students?
 1. We have not done that kind of data analysis

2. How will the price increase affect minority students
 - a. There has been some discussion of scholarships for some students
 - b. Legislature did require 6 hours of concurrent credit be paid for by the high school for certain student populations
- iii. Other school charges
 1. Between \$0 to \$300
 2. UCA - \$50
 3. Arkansas Tech - \$0
 4. ASU - \$48
 5. High schools can have more than one partner
- c. Has there been any thought to establish partnerships with local high schools?
- d. Have we done a concurrent study to see whether students who transfer the concurrent credit to UCA or U of A and eventually come back to UA Little Rock?
 - i. Concurrent does factor into the productivity formula even if students transfer to a different institution
2. Cabinet does not want to promote concurrent enrollment currently
 - a. Actively work on getting new partners when it is strategic to enrollment
 - b. In the past, concurrent offices actively recruited new schools. They will not do this anymore without strategic enrollment goals
- ii. The university is proposing to restructure concurrent enrollment to better allocate revenue from the concurrent
 1. Support offices like Records and Registration, Bursar's, etc. will receive part of the increased fee to help support concurrent
 2. Departments will receive a \$6 turnback instead of \$4
 - a. How is the dollar turnback from concurrent being used in each department with concurrent enrollment?
 - b. \$6 turnback is a starting point and it may go up over the years
 - c. Some money will go back to the general fund
 3. A Faculty Liaison is being implemented in each department with concurrent enrollment
 - a. Faculty Liaison
 - i. Communicates with high school partners
 - ii. Helps with assessment, collecting syllabi, etc.
 - iii. Coordinates professional for high school teachers

- iv. Liaison will not be the chair in large departments
 - v. Compensation structure
 - 1. 1-3 Concurrent courses \$800
 - 2. 4-7 Concurrent courses \$1600
 - 3. 8 or more Concurrent courses \$2400 + 1 course buyout
 - 4. This per year and the money is in research and travel compensation
 - 5. There are two more tiers above this for departments with even more concurrent classes
 - 6. Provost has approved this structure and it will be presented to cabinet
 - b. Faculty Fellow – for the whole university per year
 - i. Present in Concurrent office similar to ATLE fellow
 - ii. Communicates with faculty
 - 1. Pivots between administration and faculty roles
 - iii. Makes sure professional development of summer workshops is adequate
 - 1. Also helps with the February meeting
 - iv. Compensation structure
 - 1. 1 Course Release
 - 2. Some travel and research reimbursement
 - c. Can we get a more detailed difference between the faculty fellow and liaison
4. UA Little Rock is one of nine nationally accredited concurrent institution in Arkansas
5. Can we revise the MOU to require teachers to be on campus while faculty are on contract?
- a. Concurrent instructors do not provide assessment information or comply with syllabi requirements
 - b. Teachers have not seen MOUS so they do not know what they are agreeing too
 - c. We will do a top down approach with schools who are not in compliance
 - d. Teachers need more professional development especially on content differences
6. Other issues
- a. This is currently a proposal and is subject to revision
 - b. The concurrent rosters have been removed from BOSS for faculty members
 - i. Can we get those back?
 - c. These changes will begin Fall 2018

DOCUMENTS USED IN DISCUSSION

To: Velmer Burton, Provost

From: Erin Finzer, Interim Associate Vice Chancellor for Academic Affairs

CC: Daryl Rice, Mark Allen Poisel, Lisa Davis, Mary Elizabeth Woolery, Faculty Senate Executive Committee

Date: 29 January 2018

SUBJECT: Proposed Reconfiguration of Concurrent Enrollment

In response to concerns from academic departments' not initially receiving a financial turnback for their contribution to the UA Little Rock Concurrent Education (CE) program during the Fall 2017 semester, I have been working with Daryl Rice, Mark Allen Poisel, Lisa Davis and Mary Elizabeth Woolery on a proposal for restructuring the Office of Concurrent Enrollment as a **responsibility cost center**. By increasing the tuition per concurrent course from \$50 to \$100 in Fall 2018, it is projected that the CE program can better support academic units to assure quality concurrent education, as well as compensate administrative units for their support of the program. It will also generate a small revenue for the university.

Please find attached the following documents:

- Proposed budget structure of the Office of Concurrent Enrollment as a cost center
 - Reimbursement to all administrative units that support CE
 - Turnback of \$6 per headcount (increased from \$4 over past several academic years) for each academic department
 - Estimates a 10% decline in enrollment from Fall 2017 due to increase in course cost
- Proposal for Faculty Fellow
 - Teacher-scholar leadership within CE program
 - Ensure better communication between CE and faculty
 - Develop quality professional development for CE high school faculty
 - Compensation: two course releases per academic year + research/travel funds, which reinforce UA Little Rock mission as research university
- Proposal for Departmental Faculty Liaisons
 - Includes clear job description with offer letter for Faculty Liaisons
 - Levels of compensation depend on number of CE high school teachers to oversee; compensation in form of research/travel funds, which reinforce UA Little Rock mission as research university
- Proposed ADHE-approved MOU for CE programs

- Course cost increase from \$50 to \$100 in Fall 2018
- All schools must implement direct billing in Fall 2018

Please let me know if you have any questions about changes we are proposing to you. We are excited to be able to provide an even more quality program that builds affordable pathways to college for Arkansas students and ensures strong partnerships with K-12 schools.

DRAFT for Discussion

Concurrent Enrollment Faculty Fellow

To further facilitate alignment of secondary and postsecondary curriculum and collaboration between high school teachers and college faculty, the UA Little Rock Office of Concurrent Enrollment (CE) will seek applications for a CE Faculty Fellow for the 2018-19 academic year. The ideal CE Faculty Fellow will be a thought leader in articulating high school and college pedagogy and praxis to ensure mutually beneficial interactions between high school CE faculty and UA Little Rock academic departments. S/he will facilitate communication between the Office of Concurrent Enrollment and UA Little Rock faculty. S/he will support CE Faculty Liaisons in providing rich opportunities in current, discipline-specific professional development to CE high school instructors via distance technology and will also lead in designing meaningful professional development meetings in July/August (mandatory for CE faculty) and February (voluntary for CE faculty). S/he will also represent CE on the university-level assessment committee (currently the HLC Assessment Academy Team) to promote continuous improvement in CE teaching and learning by facilitating simple, sustainable and systemized processes that will produce meaningful data and inform decisions to ensure consistency and quality across CE and UA Little Rock courses.

The CE Faculty Fellow will receive one three-credit-hour course release each semester and will receive additional research/travel funds of \$1500, which must be used by the end of the fiscal year (The Office of Concurrent Enrollment will transfer \$1500 in research/travel funds and \$4800 to support course buy-outs to the home department of the CE Faculty Fellow). The CE Faculty Fellow will also have the opportunity to participate in CE professional development.

Concurrent Enrollment Departmental Faculty Liaisons

UA Little Rock values the work of program faculty in supporting the Concurrent Enrollment (CE) program. In addition to providing a \$6 turn-back per headcount of students to each department involved in CE and reimbursing departments for travel affiliated with the CE program, the CE program will support the appointments of departmental CE Faculty Liaisons at the following levels:

Number of CE High School Teachers	Support for CE Faculty Liaison (funds transfer from CE to department)
1-3	\$800 in research/travel funds
4-7	\$1600 in research/travel funds
8+	\$2400 in research/travel funds OR one course buy-out at \$2400

In programs with 8 or more CE high school teachers, the CE Faculty Liaison should not be a Department Chair.

Upon appointing CE Faculty Liaisons, department chairs should document with a signed offer letter (see template below) whether the CE Faculty Liaison position will be treated as part of teaching load as a course release (in which case it should be factored into IU reports) or as additional labor to be compensated with teaching and research funds, which must be used by the end of the fiscal year. In both cases, the letter should become part of the personnel file of the CE Faculty Liaison, and this work should be considered in annual performance evaluations as compensated service or service within one’s teaching load. A copy of the letter will also be kept on file in the UA Little Rock Office of Concurrent Enrollment.

The CE Faculty Liaison will represent UA Little Rock in the community and should therefore have good interpersonal skills and regard our CE colleagues as partners and peers who also bring substantial experience to the profession and whose participation in CE is of great service to our institution and students.

DRAFT FOR DISCUSSION

Template for CE Faculty Liaison Offer Letter

[Name of CE Faculty Liaison]

[Name of Academic Department]

[Date]

CC: UA Little Rock Office of Concurrent Enrollment, [College Dean’s Office]

Dear [Faculty Liaison]:

This letter confirms that you have agreed to serve both in your current capacity as [Job Title of Faculty Member here], as well as Concurrent Enrollment (CE) Faculty Liaison, for the coming academic year. [Describe the terms of compensation with either of the following: “For this work, which will be in addition to your regular teaching load, you will be compensated with \$X in teaching and research funds. You should coordinate how you will spend these funds with your department chair, and funds should be spent before the end of the fiscal year.” OR “This work will be factored into your regular teaching load on your IU report with a course release equivalent to three credit hours.”] Your work as CE Faculty Liaison will be considered compensated service and will factor into your annual performance evaluation.

As CE Faculty Liaison, your job duties will include the following:

- represent UA Little Rock in the community providing quality, collegial support and guidance to CE partnering high school faculty
- facilitate communication among the academic department, the UA Little Rock Office of Concurrent Enrollment, and CE high school instructors
- with the department chair, approve or deny credentials of CE high school instructors
- provide discipline-specific orientation for new teachers
- review and store syllabi of CE courses
- facilitate at least one discipline-specific professional development opportunity via online discussions, meetings or modules
- provide ongoing support and correspondence with CE high school instructor via email, phone, online forums and/or face-to-face interactions
- participate in summer and winter professional development meetings, which will take place on the UA Little Rock campus
- perform annual site visits and observations of CE high school instructors’ teaching
- coordinate assessment efforts to ensure that CE students consistently meet the same student learning outcomes/goals as students enrolled in regular UA Little Rock courses

UA Little Rock greatly appreciates your willingness to serve in this capacity and recognizes your good work. If the terms specified above meet with your approval, please sign all three copies of this letter by [deadline here], retaining one for your records and returning the other two copies to be kept on file by the academic department, the college dean’s office, and the Office of Concurrent Enrollment.

Best regards,