

Yavapai College
District Governing Board
Board Workshop

Tuesday, November 16, 2021
9:00 a.m. – 4:00 p.m.

Career and Technical Education Center
220 Ruger Road
Prescott, AZ 86301

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter or closed caption, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Adoption of Agenda – **DECISION** {Time: 1}
2. Study Session:
 - a. Open Call - **INFORMATION** {Time: 10}
 - b. Board Self-Assessment – **DISCUSSION** {Time: 150 minutes}
 - i. Board Overall Performance
 - ii. Board Leadership
 - iii. Board-President Relationship

Lunch

- c. Tour of the Career & Technical Education Center – Mr. John Morgan {Time: 120}
Note: This tour is time-sensitive and will be immediately following lunch, which is anticipated to be at 1:00 p.m. Because of the nature of this agenda item, it will not be broadcast via YouTube. Board members will be reminded that they can have no discussions or make any decisions regarding matters that may come before the Board during the tour, and legal counsel will be included on the tour to ensure their compliance.
 - d. Board self-assessment continued – **DISCUSSION** {Time: 90 minutes}
 - i. Board Code of Ethics
3. Board Business
- a. Faculty Grievance Regarding Compensation Proposals, including Gainsharing– Dr. Lisa Rhine –**DISCUSSION and DECISION** {Time: 20}
 - b. Consent Agenda – **DECISION** {Time: 5}
 - i. Approval Requested to File a Substantive Change Form with the Higher Learning Commission (*Attached*)
4. Adjournment of Workshop: Procedural - **DECISION** {Time: 1}

Memo

To: Yavapai College District Governing Board Members

From: Diane N. Ryan, Vice President of Academic Affairs

Date: November 8, 2021

Subject: Approval to submit a substantive change form to the Higher Learning Commission

The attached document needs approval from the Board in the form of a motion that the college can submit a substantive change form to the Higher Learning Commission. The purpose of the form is to seek permission to offer more than 25% of total courses in the 8-week delivery format. No signature is needed.

Approval Requested to File a *substantive change form* with the Higher Learning Commission (HLC)

Request: Academic Affairs is requesting board approval to file a *substantive change form* with the HLC to allow us to increase the percentage of programs built out in 8-week courses.

History of the Need: In Summer 2018, changes in Federal Financial Aid allowed for more summer classes to be covered by financial aid. Because of this, our enrollment in our 8-week summer courses increased substantially. YC responded to student requests for additional classes in our summer 8-week format and have created 391 separate courses taught completely in 8 weeks.

With the summer enrollment increase, students were able to attend college year-round and complete their programs quicker. We responded to their requests and have created several programs using all 8-week classes like Exercise Science, Law Administrative of Justice, Management, Early Childhood Education, Education, and Film and Media Arts.

Benefits: The immediate benefits of 8-week programs:

- Data shows same or better quality and success
- More times to "on board" or start programs. The 8-week format allows students to start at 5 points in the year instead of 2.
- More times to "stop out." When "life happen," students can take an 8-week break and get back in quicker.
- More completers. Data shows students can be more focused and take more classes which allows them to finish sooner.

Faculty and Student Input: We conducted 6 focus groups to provide us more directed information for a collegewide survey to faculty and students. The focus groups were:

1. 8-week faculty
2. 16-week faculty
3. Department chairs/faculty program directors
4. College Honors Program
5. CTEC students—mostly 16-week programs
6. Students currently enrolled in 8-week programs

Summary Response of Faculty and Student Surveys:

Student Survey Results		
Question	Full-time student	Part-time student
Total Responses 439	338	101
Understand Why YC is Considering this Format	90.64%	91.49%
Currently in an 8 Week Program or are Willing to Try	83.05%	78.95%
“Quality” of your Past or Current 8-Week Classes	73% same or better	69% same or better
“Success” of Past or Current 8 Week Classes	95.89%	96.67%
Believe the Ability to "On Board" More Times a Year would be Helpful	81.88%	70.97%

Faculty Survey Results		
Question	Full-time Faculty	Adjunct Faculty
Total Responses 102	64	38
Currently Teaching “Program Courses” in 8-weeks or Receptive to Try	62%	85%
Currently Teaching “General Education Courses” in 8-weeks or Receptive to Try	75%	90%
Would be willing to attend an 8-week informational session	72.88%	70%

Our survey results demonstrate the need to offer more programs in 8 weeks; however, with 62% of our full-time faculty receptive, we are suggesting that faculty could opt in or opt out of offering 8-week programs in their areas at this time.

The number of faculty leads who want to opt in, necessitates our filing a substantive change form with our HLC accrediting body.