**Concurrent Enrollment Advisory Board Meeting**

*Date:* **Thursday, October 25, 2018**

*Location:* **Community College of Aurora,** CentreTech campus

Rotunda, S100 Student Centre

16000 E. CentreTech Pkwy, Aurora, CO 80011

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| **P**resent/ **A**bsent |  | **P**resent/ **A**bsent |  |
| A | Dan Hoff | A | Rebecca Fernandez Martinez |
| P | Danny Martinez | A | Renise Walker |
| P | Diana Zakhem | P | Rick Sciacca |
| A | Georgia Reagan | P | Sarah Heath |
| P | Kimberly Caplan | P on phone | Sheri Bryant |
| P - on phone | Heather Exby | A | Susan Clough |
| A | Michael Gage | P | Tammy Ward |

**Welcome & Minutes Approval**

*Sarah Heath*

Motion to approve made by Tammy Ward; Second by Rick Sciacca; Minutes approved.

* **Colorado representation in National Alliance of Concurrent Enrollment Partnerships (NACEP)** – Mary Perez (D49) and Brandon Protas (CCD) represent Colorado on the NACEP board. Contact Mary and Brandon to have information/concerns forwarded to NACEP board.

**CDE Updates**

* **Legislative Updates – *Andy Tucker***
	+ No new legislation.
	+ **Early College meeting update -** The meeting was a productive time for stakeholders to share ideas, review research, and provide suggestions regarding how to make Colorado’s early colleges the best they can be given the state’s new definition. Another discussion session will be held on Monday, November 5 from 9:30AM-1:00PM at the Lowry Conference Center.
	+ Updated [CEAB Operating Procedures manual](http://www.cde.state.co.us/postsecondary/ceab_operatingprocedures) is now on webpage
	+ **HB18-1005: CE Notification Bill** – This clarifying wording has been added to the sample wording document: *LEPs must send this notice via email, other electronic method, or postal service in order to assure that it reaches students/parents/guardians directly.*

●        **Student Data Privacy** - *Jill**Stacey, CDE’s Data Privacy Analyst in the Information Management Services Department* – presented information/clarification regarding the transferring of student personally identifiable information (PII).  See PowerPoint presentation at:  <http://www.cde.state.co.us/postsecondary/piipresentation>

Presentation highlights:

* Contact your legal counsel for guidance and work within the laws.
* The Student Data Transparency and Security Act [C.R.S. 22-16-101 et. al.] (SDTSA) law does not apply if an LEP is transferring PII data to an IHE unless the IHE is a school service on demand provider, which is very rare; however FERPA does.
* Student grades & attendance can be shared as PPR is used to pay CE/ASCENT tuition charges and fits under the tuition or school transfer exceptions in FERPA.  Or consent can be used to permit data transfers under FERPA.
* Recommend LEPs have consent statement built into CE/ASCENT student application/agreement so that both student and parent(s) can sign. CDE will post a revised sample student application/agreement soon to <http://www.cde.state.co.us/postsecondary/ceformssampledocs>
* Secure file sharing programs – Syncplicity is a secure program because the program provider cannot access CDE’s data, only CDE and those given access can.  Data transferred in Syncplicity is encrypted and Syncplicity does not have the encryption keys.  The documents are stored inside CDE’s data center. Google Docs is not as secure of a program because data can be accessed by Google.  SFTP is o.k. but is expensive. Carefully check security and privacy practices and policies of products that you purchase.
* Password protected email or documents is an option = requires separate step to send password in a separate process (phone, instant message).  It’s less secure to send the password via email but if that’s the only option, send it in a separate email.
* CDE obtained budget approval to provide Syncplicity (or a similar tool) for use by all LEPs; however, this will take some time to roll out.
* Don’t load PII on unencrypted flash drives.  Encrypted flash drives are acceptable.
* CCCS is looking into a data sharing product.
* FERPA & SDTSA say you must provide reasonable security of PII. Encrypting data is a best practice and is very important.  However, encryption is not specifically required by any law.
* Under the new state law, data that is encrypted and cannot be decrypted is safe and will not require breach notification (notification that businesses/agencies are required to send to their customers if/when data bases have been hacked/breached). Should not transfer PII via unencrypted formats such as email.  Search online for various solutions for encrypting data that work with your software and systems.
* LEPs and IHEs should determine how sensitive the data is that is being shared = risk management and evaluation

**CDHE Updates -** *Carl Einhaus*

* CCHE approved Concurrent Enrollment Service Area Waiver Form - Go to<https://highered.colorado.gov/Academics/Concurrent/>for the policy and form.
	+ This legislation mainly clarifies the process to request a service area waiver; and does not address issues like differences in interpretation of CE teacher certification or course prerequisite requirements between different IHEs.
	+ Applies to all IHEs with a 2-year mission (including 4-year IHE’s that offer 2-year Associate degrees.
	+ Tested Experience is considered by HLC for CE and CTE instructor certification. IHE’s must have a clear policy that they follow for tested experience. See [Higher Learning Commission Guidelines Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices](http://www.cde.state.co.us/postsecondary/hlcguidelines) document.
	+ Disparities in dollar reimbursement models between IHEs is being looked at.
* Research reports sponsored by DHE - Michael Vente will present at NACEP conference in early November. No statistical difference regarding student outcome and based on location of course (i.e. taken at high school or on college campus).
* Next Gen Accuplacer scores were approved by CCHE – posted on DHE webpage under Developmental Education Policy. CDE is looking into the impact of these scores on Graduation Guidelines.
* **ASCENT Allocation Model review** – CEAB was asked to review the current allocation model. See this meeting’s PowerPoint presentation for 2018-19 slot demand numbers and allocation process at <http://www.cde.state.co.us/postsecondary/ce_boardmeetings>

Motion motioned to create subcommittee to analyze current ASCENT formula for possible changes or to remain the same was made by Tammy Ward; second by Bobby Pace; approve. Members of subcommittee are Tammy Ward, Bobby Pace, Kimberly Caplan, and Diana Zakham. The subcommittee was asked to submit their recommendations to the Board at the January 24, 2019 meeting.

**Previous discussions follow up**

* *Mimi Leonard’s HB18-1005 (postsecondary enrollment options notification) question:* Can LEPs just include a link to the IHE’s course catalog for courses available at the IHE’s facility? **Yes, as long as there is a statement such as: *Courses taken on an IHE’s campus may be available with LEP approval* and an explanation of where to find course costs*.***

**Public Input**

* Greg Hesse, Colorado Education Initiative (CEI) – asked if professional development opportunities are offered for CE instructors. Each community college offers various types of onboarding and professional development for their high school CE instructors. NACEP also offers some professional development. Tammy Ward will work with Greg regarding a possible metro region cross-college support system.

**Action Plan and Next Steps**

* January 24, 2019 meeting agenda to include:
	+ Professional development and onboarding opportunities for CE instructors
	+ ASCENT allocation model subcommittee report

* **2019 MEETING SCHEDULE**
* January 24, 2019
* April 25, 2019
* July 25, 2019
* October 24, 2019
* Next meeting:
	+ Date: **January 24, 2019**
	+ Location **FRCC, Westminster campus**

**Adjourned at 3:04pm.**