

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, April 11, 2024**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:32 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Prudence Johnson, Audrey Freitag, and J.T. Hardy. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, and Vice President of Finance and Administration DeAnna Cassat; Faculty – Faculty Association President Reg Brigham, ECC-NEA Treasurer Lisa Hanneken, and Associate Professor of English/Journalism Leigh Kolb; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, Director of Institutional Research Bethany Lohden, Director of Information Technology Doug Houston, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Campus Resource Officer Todd Schlitt, Professional Staff Association President Carson Mowery, Classified Staff Association Treasurer Bethany Herron, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Gregg Jones recognized Eileen Wisniowicz, Missourian photographer, and Chris Parker from the *Missourian* who was present via Zoom. Roy Kramme was also in attendance.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF AGENDA: Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded, and adopted.

Motion: To **approve** the agenda for the April 11, 2024, meeting of the Board of Trustees.
Motion by Joseph Stroetker; Seconded by Prudence Johnson; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the March 4, 2024, regular meeting of the Board of Trustees.

CANVASS ELECTION RESULTS / OATH OF OFFICE:

Motion: To **accept** the results of the April 2, 2024, Proposition ECC election as certified by the county clerks.
Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously

Motion: To **accept** the results of the April 2, 2024, Board of Trustees election as certified by the county clerks to declare J.T. Hardy as the elected representative from Subdistrict #1 and Audrey Freitag as the elected representative from Subdistrict #2.
Motion by Prudence Johnson; Seconded by Cookie Hays; Carried Unanimously

The oath of office was administered to newly elected Board member J.T. Hardy representing Subdistrict #1 and re-elected Board member Audrey Freitag representing Subdistrict #2 by Board Recording Secretary Bonnie Gardner as follows:

I do solemnly swear that I will support and defend the Constitution of the United States and the State of Missouri and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.

Ms. Hartley thereupon recognized the newly elected and re-elected members as members of the Board of Trustees, and they shall henceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

ELECTION OF BOARD OFFICERS: Board President Ann Hartley invited nominations for the offices of President, Vice President, Treasurer, and Secretary of the Board.

Motion: To **elect** Ann Hartley as the Board President.

Motion by Cookie Hays; Seconded by Eric Park; Carried Unanimously

Motion: To **elect** Joseph Stroetker as the Board Vice President.

Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

Motion: To **elect** Cookie Hays as Board Secretary.

Motion by Audrey Freitag; Seconded by Eric Park; Carried Unanimously

Motion: To **elect** Eric Park as Board Treasurer.

Motion by Joseph Stroetker; Seconded by Cookie Hays; Carried Unanimously

Motion: To **appoint** Bonnie Gardner as the Board Recording Secretary through June 30, 2024, and Stacy Langan as the Board Recording Secretary effective July 1, 2024.

Motion by J.T. Hardy; Seconded by Cookie Hays; Carried Unanimously

TREASURER'S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of February 29, 2024. She noted that cash is down about \$3.3 million due to the timing of drawing down funds for Pell, direct loans, and A+. The increase of \$82,000 for contractual services over last year is due to the election cost which was not in the budget for FY23 and a higher than budgeted increase in property and casualty insurance premiums.

Motion: To **approve** the treasurer's report, the financial report, and the payment of bills subject to the annual audit.

Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

TUITION AND GENERAL FEES: Dr. Bauer noted that the tuition and fees recommendation was delayed this year pending the outcome of the Proposition ECC election. Had the levy transfer passed, the college would have been able to mitigate a sharp increase in tuition. Unfortunately, that is not the case, and the recommendation is for a 10% increase across all tuition tiers and to increase the technology fee. Dr. Bauer commented that a subcommittee of the Budget Committee has been used for the last several years to review tuition, general fees, and college expenses. This data is used in conjunction with a review of what other institutions are charging to develop a recommendation. Vice President Cassat, who chairs the committee, noted that the Strategic Enrollment Management and

Retention Committee has projected a 2% enrollment decrease for FY25. This helped guide the tuition recommendation. The projected maximum Pell award is \$7,395 (\$246.50 per credit hour). The full-time tier one tuition remains below that threshold. The maximum A+ award is \$6,450 (\$215 per credit hour). Tiers one and two in-district tuition and fees for a full-time student are below that threshold. The new tuition rates are expected to generate about \$229,906 in additional revenue; the technology fee increase is expected to generate \$129,254 in additional revenue. The fee increase recommendation is based on a review of current expenditures and an expected increase in student hardware and software.

Motion: To **approve** an increase of 10% per credit hour in tuition for all tuition tiers and an increase of \$2 for dual credit/enrollment as outlined in the memorandum attached to the agenda.

Motion by Audrey Freitag; Seconded by Joseph Stroetker; Carried Unanimously

Motion: To **approve** an overall increase in general fees of \$3 per credit hour as follows:

Student Activities Fee	\$12 (<i>unchanged</i>)
Support Services Fee	\$2 (<i>unchanged</i>)
Technology Fee	\$9 (<i>increase of \$3</i>)
Facilities Fee	\$8 (<i>unchanged</i>)
Security Fee	\$9 (<i>unchanged</i>)

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

FACULTY PROMOTION IN RANK: Vice President Robyn Walter reminded the Board that the faculty promotion process occurs once per year; there are three rank levels. A peer committee reviews portfolios submitted by the applicants and scores them using a rubric. The committee makes recommendations to the vice president who reviews them and makes recommendations to the president.

Motion: To **approve** the promotion of Dr. Shanee Haynes and Mr. Gregory Stotler to Associate Professor effective with the 2024-25 academic year.

Motion by Cookie Hays; Seconded by Audrey Freitag; Carried Unanimously

REVISIONS TO CHAPTER 2 BOARD POLICIES & PROCEDURES: Dr. Bauer noted that policy and procedure revisions were introduced last month. No changes have been made since that time.

Motion: To **approve** revisions to Chapter 2 of Board Policies and Procedures as outlined in the document attached to the agenda.

Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

BUDGET UPDATE: Dr. Bauer provided an update on the FY25 budget development process. State Funding - The House has completed its budget work and is recommending a 2% increase for higher education. The governor's recommendation was a 3% increase. Work now moves to the Senate. Any differences will be resolved by a conference committee and then sent to the governor. It appears possible the 3% increase level will be restored. The ECC budget is based on 3% but if there is any indication it will change, projections will be revised accordingly.

Tuition – The newly approved tuition schedule will be utilized to develop a projection for tuition/fees revenue. Local Revenue – This is not a reassessment year so a large increase is not expected, but there will be some growth in terms of new construction. Final figures will not be available until

August, but preliminary information will be used for budgeting. Expenses - The budget managers have submitted non-personnel budget requests, and inflationary increases have been accounted for. The faculty and administration are bargaining and are just now approaching economic issues; a salary recommendation for staff is being developed simultaneously. Each vice president has worked with Dr. Bauer to develop staffing recommendations for the new year, and these are under review. Work is on track to present a budget in June. The tax levy would have provided an incremental change to revenue; that loss will be accounted for as well as the impact on capital expenditures. Critical deferred maintenance projects will be included in the operating budget for FY25.

***PERSONNEL:** The Board **approved** the re-appointment of the following administrators for the 2024-2025 fiscal year: DeAnna Cassat, Vice President, Finance and Administration; Joel Doepker, Vice President, External Relations; Sarah Leassner, Vice President, Student Development; and Dr. Robyn Walter, Vice President, Academic Affairs. The Board **approved** the reappointment of full-time faculty for the 2024-2025 academic year as listed in the attached memorandum. The Board also **approved** the appointment of Cassidy (Cass) Litle as Supplemental Instruction Coordinator effective April 15, 2024, with an annual salary of \$59,394.92.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley appointed committee liaisons for the coming fiscal year as follows: Strategic Planning – Joseph Stroetker and Ann Hartley, Budget – Eric Park, Shared Governance Council – Cookie Hays, and Rolla Project – J.T. Hardy and Audrey Freitag.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Association President Reg Brigham reported that Bobby Bland was recognized as Faculty of the Month for April. Three professional development sessions were led by faculty – sabbaticals, AI, and online teaching. Tracy Mowery has been elected as Faculty Association President for 2024-25, Tim Derifield will serve as vice president, and Shaun Roberson will serve as secretary/treasurer.
- B. ECC-NEA:** NEA Treasurer Lisa Hanneken reported that elections are underway for the vice president, treasurer, and two executive board members. Bargaining is progressing. The Inspirers of Excellence Award Ceremony will be held on May 8 with over 50 recipients nominated.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that the Title III program site visit with the external evaluator was very positive. PSA will be holding officer elections soon.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Treasurer Bethany Herron reported the organization will soon accept nominations for two open officer positions. Eleven staff members were nominated for the spring CSA Spotlight Award, and Thomas Gasaway was selected as the winner. There will be a reception on April 17 at 2 p.m.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** The SGA had no report.

PRESIDENT'S REPORT: Dr. Bauer expressed disappointment with the tax levy election results and asked the Board to consider the next steps. The bonds will retire in February 2026. The college could retire the bonds and the debt service levy would be removed from the total tax levy. If another ballot issue is presented, the proposal could be identical, the transfer could be structured differently by including a sunset provision, only a portion could be transferred to operations, or it could be limited to capital improvements for example. However, revenue for operating remains a critical need for the college. A bond issue could be proposed for capital improvements but that would require a 4/7

majority in a general election and a 2/3 majority in a special election; additionally, it would not provide operating funds. Any ballot issue would need to happen no later than April 2026. When the Board sets the levy in August 2025, there could be a reduction in the debt service levy because the debt will be lower. Waiting until April 2026 for a transfer request would mean the revenue generated could be less.

Board members offered comments including the thought that time should be spent talking to the community about why support was lacking. Some felt there was great support for the college, but the supporters did not turn out to vote because they felt the issue would pass easily. Dr. Park offered an invitation to the public to provide comments to the Board regarding the issue. In general, the Board expressed a desire to continue to pursue a levy transfer due to the need for additional operating funds.

The college was notified on April 10 of the award of \$5.5 million over four years through a Department of Labor Strengthening Community Colleges Training Grant. The grant will fund the startup of a respiratory care program through a consortium of five community colleges. This program will provide rural areas access to educated healthcare providers who stay and work in the community. There is a great need for respiratory care therapists in central Missouri. The grant will pay for lab equipment for a lab at East Central College and a second lab centrally located in the state. The grant will also provide student support services. A statewide advertising campaign to promote respiratory care as a career option will be launched. Dr. Bauer noted that the process was very competitive with 16 grants awarded nationally and only one awarded in Missouri.

ADJOURNMENT:

Motion: To **adjourn** the April 11, 2024, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (2) Real Estate at 6:49 p.m.

Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

The following roll call vote was taken, and the motion carried.

<u>Yes</u>	A. Hartley	<u>Yes</u>	E. Park	<u>Yes</u>	A. Freitag
<u>Yes</u>	J. Stroetker	<u>Yes</u>	C. Hays	<u>Yes</u>	J.T. Hardy

President, Board of Trustees

Secretary, Board of Trustees

SECTION 2: INSTRUCTION POLICIES AND PROCEDURES

2.1 Accreditation *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 5-12-2008, 6-14-2021, XXXX)*
East Central College will meet all standards and criteria for accreditation by the Higher Learning Commission (HLC). In addition, individual programs will meet licensure standards as required by the State of Missouri and accreditation standards as required by the State of Missouri and as appropriate to ensure quality education for its students.

2.2 Degree Programs *(Adopted 12-2-1991; Revised 4-2-2007; Revised 2-2-2015, 6-14-2021, XXXX)*
East Central College offers a variety of degree programs approved by the Board of Trustees, the Missouri Coordinating Board for Higher Education, the Higher Learning Commission, and specific accreditors.

The Associate of Arts (AA) degree is the institutional transfer degree. The degree is comprised of the Department of Higher Education's statewide general education requirements and electives in the academic discipline of choice.

The Associate of Fine Arts (AFA) degree is the institutional transfer degree for students studying in a fine and performing arts program in studio art or music. A specifically articulated degree with selected Missouri public universities, the Associate of Fine Arts AFA degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in studio art or music. The degree allows students to elect appropriate specialized coursework related to the particular respective fine and performing arts baccalaureate program.

The Associate of Applied Science (AAS) degree (AAS) is the career technical and workforce preparation degree consisting of a combination of general education and program-based coursework. Many of the career fields offering the AAS degree also offer options in certificates.

The Associate of Arts in Teaching (AAT) degree is the institutional transfer degree for students preparing to study in teacher education programs. The degree is comprised of the Department of Higher Education's statewide general education requirements and electives in education and other disciplines related to teacher education. ~~The degree is specifically articulated with Missouri public baccalaureate institutions offering teacher education programs and meets all the accreditation requirements of the Department of Elementary and Secondary Education (DESE).~~ The AAT degree encompasses the foundational requirements for education preparation defined by the Department of Elementary and Secondary Education.

The Associate of Science (AS) degree is ~~the an~~ institutional engineering transfer degree for transfer students. ~~A specifically articulated degree with selected Missouri public universities, the Associate of Science Degree is~~ comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering Science, Technology, Engineering, and Mathematics (STEM) fields. The degree allows

students to elect appropriate specialized coursework for various ~~areas of engineering~~ **STEM majors**.

Degree requirements may be updated, altered, and revised through appropriate College procedures. Students must satisfy the set of degree requirements in effect at the time of enrollment at East Central College or the degree requirements current at the time of completion.

2.2.1 Graduation Requirements for the Associate of Arts (AA) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an ~~Associate of Arts degree~~ **AA degree** must meet the following degree requirements:

1. Completion of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework, in an approved program of study.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.52 Graduation Requirements for the Associate of Fine Arts (AFA) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an ~~Associate of Fine Arts~~ **AFA degree** must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirements (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.43 Graduation Requirements for the Associate of Applied Science (AAS) Degree
(Revised 10-19-2015, 6-14-2021)

Candidates for an ~~Associate of Applied Science~~ (AAS) degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and program requirement coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.34 Graduation Requirements for the Associate of Arts in Teaching (AAT) Degree
(Revised 10-19-2015, 6-14-2021)

Candidates for an ~~Associate of Arts in Teaching~~ AAT degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements, program requirements, and elective coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.75 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.
5. Demonstrate proficiency in the areas of math, reading, and writing using one of the assessment methods defined by the Missouri Department of Elementary and Secondary Education (MoGEA, ACT, SAT, or the Paraprofessional Assessment).

2.2.25 Graduation Requirements for the Associate of Science (AS) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an Associate of Science **AS** degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework and career technical coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.6 Second or Subsequent Degree or Certificates

Any student seeking an AAS, AS, AAT, AFA, or a certificate as a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. A student may not receive more than one (1) Associate of Arts **degree**.

2.2.7 Regulatory Agency Approved Programs or Accredited Programs

Degree programs with external regulatory approval or accreditation will follow the rules of the regulatory body or accreditor regarding **the** transfer in of credit, residency in the program, or other action related to the program of study. Such rules will be made available to the students in program documents, admissions packets, ~~fact sheets~~, **Academic Pathways webpage**, or the **eCollege** catalog.

2.3 Certificate Programs *(Adopted 6-14-2021)*

The Certificate of Specialization and the Certificate of Achievement are awarded to students completing the established requirements.

Procedures *(Adopted 6-14-2021; Revised XXXX)*

2.3.1 Credit hours required for the Certification of Specialization vary by program. A Certificate of Achievement requires at least 30 credit hours of coursework.

2.3.2 Each certificate is earned after completing the requirements stated in the student's assigned catalog.

- 2.3.3** Through the Curriculum Committee, procedures have been developed to allow for curriculum revisions that may apply to the Certificate of Specialization and Certificate of Achievement.
- 2.3.4** Certificate requirements are subject to approval by the Missouri Department of Higher Education and Workforce Development **and the Higher Learning Commission**.
- 2.3.5** In order for a certificate to be awarded, a minimum of nine (9) hours must be completed in residence. An institutional grade point average of 2.00 is required for graduation.
- 2.3.6** The student must hold a high school diploma or high school equivalency certificate to be awarded a Certificate of Specialization or a Certificate of Achievement.

2.4 Non-credit Programs *(Adopted 5-12-2008)*

The College will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on official student credit course transcripts. Students enrolled in non-credit courses will not be required to meet the College's admission criteria for credit programs.

Certificates of Completion may be granted to students satisfactorily completing a single course, a seminar, conference, workshop, or similar instructional activity.

2.5 Definition of Credit Hour *(Adopted 7-12-2010)*

East Central College measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer.

Procedures *(Revised 6-14-2021)*

2.5.1 Traditional Coursework

For a traditional face-to-face lecture course, the Carnegie unit and state regulations ~~have been used to~~ determine a semester credit hour value (i.e. a minimum of 750 minutes of instruction or "seat time" per credit hour per semester period). For non-lecture courses (i.e., science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the learning outcomes determined for the course.

2.5.2 Distance/Web-Based/Hybrid Learning

For the College's distance learning courses (i.e., online and hybrid), the credit hour value is based on the learning outcomes determined in the traditional model of the coursework. Students will be required to spend an amount of time

comparable to that in a traditional course to achieve the desired learning outcomes. To earn the credit hour value assigned to the course, students must demonstrate achievement of the course-based learning outcomes at a satisfactory level.

- 2.6 Course Credit Options** *(Adopted 4-7-2003; Revised 5-12-2008, 8-31-2009, 6-14-2021, XXXX)*
East Central College provides ~~students various~~ options regarding college credit. Students may receive credit in any of the following ways:
- Satisfactory Course Completion
 - Transfer Credit
 - Dual Credit
 - Dual Enrollment
 - Credit by Articulation
 - Military Credit
 - Credit for Prior Learning**
 - Credit by Exam:
 - CLEP
 - DANTES
 - Advanced Placement
 - Departmental Examination

Other sources, including non-regionally accredited institutions, will be considered on a case-by-case basis. Guidelines, limitations, and exclusions for each **option** are stated **in the procedures** below.

Procedures

2.6.1 Credit Earned at Other Institutions *(Revised 6-14-2021)*

Students must request that official transcripts be sent to East Central College from all previously attended post-secondary institutions. ~~Transcripts will be reviewed by the~~ The Registrar's office **will review the transcripts**, and credit **will be** accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer policy outlined in Board Policy 2.7.

2.6.2 Dual Credit *(Revised 6-14-2021, XXXX)*

Dual Credit is defined as credit that can be earned by a student at both their home high school and the **eCollege** as determined by the respective institution. Dual credit courses are taught by East Central College ~~certified~~ **credentialed** high school faculty in the high school. Students attending participating taxing district and service area high schools may elect to take part in the East Central College dual credit program. College-level courses will be offered to high school students in adherence to all college standards of quality and academic rigor. The **eCollege** ~~shall~~ **follows** the Missouri Coordinating Board for Higher Education (CBHE) Policy Guidelines for Dual Credit Delivery. CBHE policy reflects quality

standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).

Participating school districts must satisfy the criteria for faculty qualifications and development, required minutes of instruction, assessment and outcome measures, and any other contractual requirements as stipulated by the Missouri Department of Higher Education and Workforce Development. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the program will pay one-half of East Central College's in-district tuition rate, do not pay general fees, and are entitled to ~~all of~~ the privileges and services of on-campus students but are not eligible for ~~federal~~ financial aid.

2.6.3 Dual Enrollment *(Adopted 6-14-2021, XXXX)*

Students enrolled in high school or homeschool are eligible to take college credit courses on campus or online. They must meet all course prerequisites to enroll, according to the course description and current placement guidelines. Students participating in the program will pay one-half of East Central College's in-district tuition rate, along with all general fees, and are entitled to ~~all of~~ the privileges and services of on-campus students but are not eligible for ~~federal~~ financial aid.

2.6.4 Credit by Articulation

Under arrangements with agencies providing post-secondary programming, East Central College grants credit by articulation agreement. Through signed and authorized articulation agreements entered into with regional career centers, union education and training programs, and state agency education and training programs, students may receive credit. Credit may be awarded on a course-by-course basis, associated with coursework offered at East Central College or credit may be awarded in "block" form upon completion of a post-secondary program of study for which students will be required to produce completion documents. Credit by articulation may also be awarded in partnership with post-secondary institutions providing the program content delivery. Guidelines, restrictions, procedures, and any costs associated with the articulation process are available through the school district, East Central College, or other participating educational entity.

2.6.5 Military Credit *(Revised 6-14-2021)*

Students with coursework and course credits acquired during military service must provide an official transcript for review. Credit transcription will occur upon receipt of all official documentation.

2.6.6 Credit for Prior Learning *(Adopted XXXX)*

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college or university classroom. Students who have acquired knowledge and skills will petition for CPL. Students will contact the Registrar's office to petition their request. If the petition is approved, discipline or program faculty will make the recommendation for course equivalency and/or provide the test or other instrument to validate proficiency. CPL final decisions are approved by the Vice President of Academic Affairs.

2.6.67 Credit by Exam

A. Credit by Nationally Recognized Examination *(Revised 6-14-2021)*

Students may complete nationally recognized achievement performance tests (CLEP, DANTES, Advanced Placement) and have official results sent to the Registrar for processing. Credit transcription will occur upon receipt of official results that reflect achievement of a minimum score as determined by the College.

B. Credit by Departmental Examination/Review

Students who demonstrate a high level of proficiency within a subject area may petition the academic discipline or program faculty for credit by examination or review. If this petition is approved, discipline or program faculty would prepare an appropriate measure (test or other instrument) of proficiency and establish with the student guidelines for passing. The decision of the faculty is final. A fee per course will be assessed.

2.7 Transfer Credit *(Adopted 8-31-2009; Revised 6-14-2021)*

East Central College is committed to assisting student transfer to and from East Central College and facilitating credit transfer to and from other post-secondary institutions. All in-coming transfer credit will be analyzed in terms of level, course content, comparability, and compatibility with degree programs and course offerings at East Central College.

Procedures *(Revised 6-14-2021, XXXX)*

2.7.1 Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted in transfer if appropriate to a student's program of study.

2.7.2 Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.

- 2.7.3** Courses completed at any ~~regionally accredited~~ institution **accredited by an agency recognized by the U.S. Department of Education** will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
- 2.7.4** Courses completed at ~~non-regionally accredited~~ institutions **not accredited by an agency recognized by the U.S. Department of Education** will be reviewed as follows:
1. The transfer institution's accreditation status will be examined.
 2. Information provided by the school or the student regarding the completed coursework (e.g., transcripts, catalog descriptions, course syllabi, faculty credentials, etc.) will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer **(CAO)**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.
- 2.7.5** Courses completed at a foreign institution will be reviewed as follows:
1. The student ~~is~~ **will be** required to provide an official transcript, along with an English translation, and an explanation of the foreign institution's grading procedures.
 2. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the ~~Chief Academic Officer~~ **CAO**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar's Office. ~~The cost of the evaluation must be paid by the student prior to the evaluation.~~ The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.
- 2.7.6** Experiential learning will be reviewed as follows:
1. The student will submit a written request to the Registrar describing the experiential learning and provide supporting documentation. The student will make a formal request for course/credit equivalency.
 2. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the ~~Chief Academic Officer~~ **CAO**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.

4. Students receiving experiential learning credit must satisfy East Central College's residency requirement (Policy 2.2). Therefore, the maximum number of experiential learning hours accepted toward a degree will be 45.

2.7.7 Military credit will be reviewed as follows:

1. The student will provide an official transcript from the student's military service.
2. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ CAO. The decision of the Registrar and the ~~Chief Academic Officer~~ CAO is final.

2.7.8 Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education and Workforce Development (~~MDHEWD~~) and the Higher Learning Commission with respect to the acceptance of dual credit coursework. ~~Limitations and exclusions may apply based on the MDHEWD policy and guidelines statements.~~

~~**2.7.9** All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.~~

2.8 **Course Placement** (*Adopted 5-12-2008*)

The College may enroll students in programs and courses on the basis of placement tests, pre-enrollment interviews, physical examinations, achievements in previous work, or other appropriate criteria.

2.9 **Verifying Student Identity in Distance Education Courses** (*Adopted 6-14-2021*)

A student who enrolls in online courses must be the same student who participates in, completes, and receives credit for that course.

Procedures (*Adopted 6-14-2021*)

2.9.1 Each instructor of an online course shall verify the identity of each student enrolled in that course using one (1) or both of the following methods:

- Students complete assignments in a learning management system that requires a secure login and password.
- Students participate in a proctored event.

2.10 **Final Examinations** (*Adopted 6-14-2021, XXXX*)

All credit courses will include ~~an end-of-term~~ a final assessment.

Procedures *(Adopted 6-14-2021, Revised XXXX)*

2.10.1 Each credit course will have an assessment **or other learning activity** to be administered during ~~finals week~~ **the scheduled final assessment period** regardless of the course location or delivery method.

2.10.2 Any deviation from these procedures must be approved prior to the scheduled assessment period by the ~~Vice President for Academic Affairs~~ **Chief Academic Affairs Officer** or designee.

2.11 Graduation and Academic Honors *(Adopted 5-6-1974; Revised 6-23-2003; Revised 6-8-2020)*

The College will establish appropriate procedures for selecting and recognizing students who exemplify the tradition of outstanding academic achievement.

Procedures *(Adopted 6-8-2020)*

2.11.1 President's List: At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.

2.11.2 Vice President's List: At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.

2.11.3 Dean's List: At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between six (6) and eleven (11) credit hours in that semester, earning a semester GPA of 3.50 or above.

2.11.4 Graduation Honors: The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded. Candidates with a 4.0 cumulative grade point average shall graduate summa cum laude. Candidates with a cumulative grade point average of at least 3.85, but less than 4.0, shall graduate magna cum laude. Candidates with a cumulative grade point average of at least 3.50, but less than 3.85, shall graduate cum laude.

~~**2.12 Curriculum Development and Review** *(Adopted 5-12-2008; Revised 6-14-2021)*~~

~~The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses. For career programs, advisory committees made up of knowledgeable professionals will advise the faculty on developments in the field and possible changes in the educational program. A College-wide curriculum committee will review and approve changes in courses and recommend changes to existing programs and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of~~

~~courses and programs:~~

~~All courses and programs will be periodically reviewed and evaluated by faculty and administrators to ensure that the College's educational offerings remain current, cost-effective, and relevant to the needs of students and the community. All changes, additions, and deletions to transfer and career programs will be reviewed by the President and submitted to the Board of Trustees for approval.~~

2.12 Curriculum Development and Review *(Adopted 5-12-2008; Revised 6-14-2021, XXXX)*

The faculty, academic deans, and Chief Academic Officer will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses.

Procedures *(Adopted XXXX)*

- 2.12.1** All courses and programs will be periodically reviewed and evaluated by program faculty and administrators to ensure the College's educational offerings remain current, cost-effective, and relevant to the needs of students and the community.
- 2.12.2** A committee with broad representation from across the college will review and approve curriculum changes, including changes in courses, recommended changes to existing programs, and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of courses and programs.
- 2.12.3** For career programs, advisory committees made up of knowledgeable professionals will inform the faculty on developments in the field and provide input on possible changes in the educational program.
- 2.12.4** Additions or deletions of career and transfer programs will be reviewed by the College President and submitted to the Board of Trustees for approval.

2.13 Review of Instructional Programs *(Adopted 6-4-1979; Revised 5-6-2002, 6-14-2021)*

The Chief Academic Officer (CAO) will submit to the College President an annual status report making recommendations with respect to the College's instructional programs. Recommendations to enhance, continue, reduce, restructure, or discontinue any program(s) may be based on the results of comprehensive review, program consolidation/reorganization, Board staffing decisions, or declared financial exigency.

Procedures *(Revised 5-12-2008, 6-14-2021, XXXX)*

- 2.13.1** Prior to the development of an annual staffing plan, the ~~Chief Academic Officer~~ CAO, ~~(assisted by faculty in related disciplines and academic deans,)~~ will analyze selected instructional programs with questions similar to the following:

1. What are the employment or transfer opportunities for students enrolled in that area, both immediate and short-range?
2. What is the size of the yearly reservoir of potential students in that area?
3. Is the instructional area necessary to support other instructional areas within the College and/or the College mission?
4. Are there value-added benefits to the student's career **and/or transfer** opportunities and **potential** income by completing the program of study?
5. What changes in technology have or will likely affect the instructional area?

2.13.2 Upon completion of the analysis, the ~~Chief Academic Officer~~ **CAO** will consult with the program advisory board, if applicable, to develop a status report on the instructional program, including any recommendations for action, that will be submitted to the President of the College.

2.13.3 Upon review of the ~~Chief Academic Officer's~~ **CAO's** report, the College President will, in concert with the administrative leadership of the College, make an administrative decision regarding the College's instructional programs.

2.13.4 The President will make recommendations to the Board of Trustees as appropriate.

2.13.5 In cases of retrenchment, affected faculty and staff may submit a written appeal of such decisions to the Board of Trustees. The decision of the Board will be final.

2.13.6 If the Board accepts retrenchment recommendation(s), the Board will follow procedures as outlined in Full-time Faculty Non-reappointment procedures.

2.14 Academic Committees *(Adopted 6-14-2021, Revised XXXX)*

The Chief Academic Officer (**CAO**) shall be authorized to create appropriate academic committees, both standing and ad hoc, and to appoint representative employees to each committee.

The ~~Chief Academic Officer~~ **CAO** will annually recommend to the President the appointments of advisory committee members to ~~assure~~ **ensure** the academic currency and economic development potential of each **A.A.S.** program **and other programs as warranted**.

Procedures *(Revised 6-14-2021)*

2.14.1 The President of the College authorizes the ~~Chief Academic Officer~~ **CAO** to create appropriate committees, both standing and ad hoc, necessary to support the mission and effectiveness of the Academic Affairs Division.

2.14.2 Career and Technical Advisory Committees *(Adopted 10-1-1990; Revised 4-7-2003, 6-14-2021, XXXX)*

1. Membership– The program committees should have a minimum of 12 members to ensure reasonable meeting attendance with representation from business, industry, and labor. In addition, members should be selected to represent diverse geographic, gender, and ethnic viewpoints. Program graduates and personal friends of the instructor(s) involved should be only minimally represented.
2. Membership Term– Members will be appointed to three (3)-year terms.
3. Meetings – Two (2) advisory committee meetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committee meetings are intended to serve as opportunities to receive advice and counsel on current workforce needs, the relevance of programs to meet these needs, the development of plans to support the programs, faculty qualifications, curricular content, equipment, facilities, and placement of graduates. Each meeting date will have an agenda published and distributed two (2) weeks prior to the meeting. Minutes will be recorded for each meeting and distributed electronically to members. Minutes will be stored in **an appropriate software platform such as SharePoint or its equivalent.**
4. **Programmatic accreditation standards may have additional requirements for advisory boards.**

2.15 Library Materials *(Adopted 6-1-1987; Revised 8-28-2003, XXXX)*

Library materials are intended to support the mission of the College and to provide information and enlightenment to **ECC students and** the community **and its citizens**. Thus, the library should provide the fullest **practicable practical** access to materials presenting all points of view concerning the problems and issues of our time. The principles of academic freedom and the freedom to read will be defended.

Procedures *(Revised 6-14-2021)*

2.15.1 Selection of Materials

1. Library materials will be selected by the Director, Library Services with assistance from faculty and qualified members of the library staff.
2. The materials selection process will operate within the policies of the Board of Trustees.
3. Materials will not be excluded because of the race, sex, gender, nationality or the political, ethical, or religious views of the writer or artist.
4. No item shall be removed from the library in response to a Request for Reconsideration except by order of the Board of Trustees or a court having jurisdiction over such a decision.

2.15.2 Accepting Gifts

Specific procedures for accepting donation of materials, including criteria for such acceptance, may be found in the ECC Library Policies and Procedures. Any potential donor should contact the Executive Director of the Foundation or the Director, Library Services about donations.

2.15.3 Complaints

The procedures for lodging and receiving complaints as contained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics adopted by the American Library Association will be followed. Request for Reconsideration forms are available upon request from the Director, Library Services.



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: April 8, 2024
FROM: Dr. Robyn Walter, Vice President, Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Academic Affairs for reappointment/non-reappointment for AY2025:

Reappointment - Annual Contract

Bales, Kristin	Fisher, Jessica	Poertner, Blake
Brown, Clarissa	Grindel, Brandi	Prince, Wayne
Brown, Jessica	Hancock, Kami	Scheer, Kelsey
Chick, Michelle	Holtmeyer, Katie	VanBibber, Megan
Clark, Brittany	Hudanick, Richard	VonTress, Aurelia
Daman-Scheel, Kim	Kerwin, Olivia	Wall, Jennifer
Ditmeyer, Laura	Matusek, Michael	Watson, Brian
Elias, Jon	Miles, Jeannie	
Elias, Trista	Ong, Vu	

Reappointment from Annual Contract to Tenure

Blakely, Joannie	Derifield, Timothy	Bland, Bobby
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According to Board policy, these faculty members are eligible for Tenure in August 2024 based on hire date.

Reappointment - Tenure

Acosta, Parvi	Estes, Anne	Monzyk, Matthew
Aramburu, Ellen	Flotte, Elizabeth	Mowery, Tracy
Austin, Grace	Gifford, Matthew	Palazzola, Michael
Barro, Linda	Goodson, Jenifer	Pecka, Wendy
Barton, Sean	Hanneken, Lisa	Pohlman, Dennis
Bieker, Judy	Hardecke, John	Pulles, Keith
Bounds, Aaron	Haynes, Shanee	Roberson, Shaun
Brigham, Reginald	Higerd, Jennifer	Sayles, Nanette
Chirban, Julie	Hovland, Joseph	Sexton, Timothy
Clonts, Duane	Howard, Rachel	Stotler, Gregory
Derifield, Coreen	Judd, Jennifer	Stroup, Joshua
Dixon, Kevin	Kellogg, Isaiah	Van Leer, Jessica
Durbin, Jason	Kolb, Leigh	Velic, Adisa
Esbeck, Nathan	Mahon, Robert	Winters-Rozema, Beth
