**Vice Presidents of Instruction Council**

Meeting – July 14, 2009

**PRESENT:** Rebecca Riley, Feleccia Moore-Davis, Julie Leidig, Cher Brock, Judy Murray

1. Unanimous agreement that there will be no oral interviews for the CAPE.  **Action:**  Inform college personnel that CAPE scores will now stand alone, effective Fall 2009.
2. Extensive discussion on the Heritage exam.  We learned it’s not so much an exam as a process for counseling students who may be native speakers of Spanish or those who otherwise show evidence that they may be placed too low.  VPs agreed that this process may need to occur, needs to be done at all colleges, and needs to be handled in a consistent manner.  **Actions:**  1. Continue current processes through the fall semester only.  2.  Direct the curriculum team to come up with a recommended and documented process, including questions for assessment, CAPE scores, etc., for handling placement of “heritage” or other advanced learners as identified in the classroom or through the advising process.  3.  Also ask the curriculum team to define what a “heritage learner” is and under what conditions other students may be able to benefit from this process.  4.  The curriculum team also needs to recommend a process for documentation when students are reclassified using this process and we need to ask System IE to follow up at the end of each semester to track student performance.  VPs also recommended that if the curriculum team cannot come up with a documented, common process that we would probably eliminate the “Heritage Exam.”
3. Majority vote that we would require no oral exam or essay to accompany CLEP scores; we would try this for a period of time and track to see if it is problematic.  **Action:**  Inform campuses that oral component/essay follow-up will no longer be required effective Fall 2009.  Ask System IE to evaluate student success after two years to determine whether the policy should be reconsidered.  Data tracking would only apply to students who used CLEP scores to place into a higher level.
4. With a few edits, the VPs unanimously approved the proposed changes to the current Developmental Education Plan, with the understanding that a more comprehensive plan will be developed next year.  **Action:**  Send forward the approved plan and begin work on a more comprehensive plan to replace it.
5. Legislative update—we went over it and discussed implications—there were some concerns over definitions and multiple requirements for posting online.
6. We learned that VPs are usually not involved when QCH’s are transferred in unless a Course Substitution form is completed.  Feleccia is going to further investigate and it would be a good idea for each of us to talk to the transcript evaluation people at our respective colleges.  **Action:**  Determine whether VPs need to address this.
7. Because the Harris County facility will be located in Atascocita (where Kingwood is going to have a new center) and will, initially, involve training in fire science, EMT, and Paramedic, Cy-Fair, Montgomery, North Harris, and Kingwood all need to be involved.  Initial involvement with county officials should be at the VP/AVC level.  Feleccia will set up an initial meeting.  All agreed that there should be a way for us to share harmoniously in this and the decision about which college will teach what or claim contact hours needs to be invisible to our partners.

Next meeting August 11, 2009