Ohio Board of Regents
Condition Report Subcommittee Meeting Minutes
University of Toledo
Driscoll Alumni Center
2800 W. Bancroft Street
Schmakel Room, Second Floor
Toledo, OH 43606

May 12, 2016

I. Call to Order and Roll Call

Regent (Chair of the Condition Report Subcommittee) Elizabeth P. Kessler called the **May 12, 2016**, Ohio Board of Regents (BOR) Special Meeting of the Condition Report Subcommittee to order. She welcomed the members and Ohio Department of Higher Education (ODHE) staff to the meeting at the University of Toledo (UT). Chair Kessler stated, "the record reflects that notice of this meeting was given in accordance with provisions of the Ohio Board of Regents' Ohio Administrative Code §3333-1-14, which rule itself was adopted in accordance with Section 121.22(F) of the Ohio Revised Code and of the State Administrative Procedure Act."

Chair Kessler called the roll and those present were:

- Thomas M. Humphries
- Elizabeth P. Kessler
- Virginia M. Lindseth

Chair Kessler declared there was a quorum of the Condition Report Subcommittee members present.

II. Approval of Minutes

Chair Kessler asked if there were any additions or corrections to the draft March 21, 2016, minutes. There being none, Secretary Lindseth made a motion to approve the March 21, 2016, minutes as drafted and the motion was seconded by Vice Chair Humphries. All Regents voted in favor of the motion approving the minutes as submitted from March 21, 2016.

III. Condition Report Status Update

Charles See, Assistant Deputy Chancellor for External Relations for the ODHE provided a summary of what has taken place to date and what they wanted to accomplish today. He said that at the last Condition Report Subcommittee meeting they discussed the creation of a summary document to gather information that will inform the Condition Report. He said this will lead to a Competency-Based Education (CBE) Conference where they will gather more information about this topic and this will lead to production of the actual Condition Report. He said what they wanted to do today is the following: discuss how they created the CBE Survey; talk with them about their outreach efforts to the institutions about the CBE Survey; obtain Condition Report Subcommittee Approval of the CBE Survey; and discuss the subcommittee timelines and completion schedule.

A. Condition Report Outline Amendments

Dr. Stephanie Davidson, Vice Chancellor Academic Affairs, ODHE began to explain the recommended amendments that were received from the Governor's Office to the Condition Report Outline. She said that they had an opportunity to meet with one of the Governor's Chief Policy Staff members to share the outline and they received some recommendations. Vice Chancellor Davidson said the proposed changes revolved around how the material was presented. She said the Governor's office is interested in a Condition Report that is short, straight-forward, and very useful for the institutions. She summarized the recommended changes of the outline and said that they have always said that the outline was a living document that may be changed as they went through the process.

Chair Kessler said that the Condition Report is supposed to be a usable document so that stakeholders have a valuable resource and wanted to make sure that with streamlining the document that it maintains its usefulness.

Secretary Lindseth asked if there was a section where the limitations or challenges would be referenced. Vice Chancellor Davidson replied that Section five may be a possible area for this to be reflected as institutions are thinking about how to implement CBE; what models are available; and weighing out the challenges.

Vice Chancellor Davidson asked for support to proceed with the suggested changes with the outline. There were no objections, and the Condition Report Subcommittee members said they were in agreement to proceed with the outline as presented.

B. Review of Meeting Discussions with Provosts and Chief Academic Officers the Regarding Competency-Based Education Survey

Vice Chancellor Davidson began to provide a summary of the discussions of the meeting with the Provosts and Chief Academic Officers (CAOs) regarding the CBE Survey. She said one of the concerns that they have had in the past is that the survey(s) have caught the institutions 'off guard' and/or they were not sure what the ODHE was looking for. She said that in an attempt to prepare the institutions for the CBE Survey they spent some time preparing information for the four-year Provosts and the two-year CAO's. She said that the information that they prepared related to the following: why they were doing the survey; attempting to make clear how they were defining CBE; and clearly defining what information they were seeking from the institutions. Vice Chancellor Davidson said that she had a phone discussion with the Provosts last week relating to the CBE Survey and other ODHE Staff members are attending a CAO meeting that is scheduled for today and will discuss the CBE Survey.

Chair Kessler asked if they were getting positive feedback from the institutions that the CBE Survey was something that they were going to be able to respond to clearly. Vice Chancellor Davidson replied that they believe that the institutions will be able to respond to the survey as they made it very clear that they are using the Competency-Based Education Network (C-BEN) definition and they also made it clear what CBE was not. She said, although they think it is important, they are not looking for information on Prior Learning Assessment.

Secretary Lindseth asked if they were including the private institutions in the CBE surveys. Vice Chancellor Davidson replied that they have reached out to the Association of Independent Colleges and Universities of Ohio (AICUO) and they will have a discussion with their CAOs to see if they want to voluntarily participate.

C. Review of Competency-Based Education Survey Document

Lynn Trinko, Assistant Deputy Chancellor of Education Technology, ODHE provided an overview of the CBE Survey (which can be found as Attachment #1). She said the rationale behind the survey was that they wanted to address the four different phases (planning, approval, implementation and growth) that an institution could be in within CBE and the questions are directed in that way. She said they also timed the release of the survey so as not to coincide with the other national surveys that the Provosts and CAOs may have to respond to that may take up their resources.

Assistant Deputy Chancellor Trinko went through and explained each question and said that they want to make sure that they can compare the information to the national statistic to CBE.

Secretary Lindseth asked what the difference was between a program and a course. Assistant Deputy Chancellor Trinko replied that a program is a series of courses that usually fall within a major.

Secretary Lindseth posed another question and asked why they would not want to know if an institution is experimenting with CBE in the area of courses. Vice Chancellor Davidson said if an institution is in fact truly running CBE a student has to have access to a full program. Assistant Deputy Chancellor Trinko added that because CBE is based on the concept of self-paced and mastery having just one course does not allow a student to succeed or move forward if there is only one course.

Secretary Lindseth asked if for-profit institutions would be included in the CBE Survey. Vice Chancellor Davidson replied that they have not reached out to them as they are not members of the AICUO; which is non-profit private institutions. She said however in C-BEN there are for-profit institutions.

Secretary Lindseth asked if the survey allowed for institutions that have tried CBE and were not successful to respond. Assistant Deputy Chancellor Trinko responded no; however, this is a good suggestion and they would add this set of questions to the survey.

Chair Kessler asked if they had any idea of the volume of survey responses that they may receive. Assistant Deputy Chancellor Trinko responded no but she believes no more than a few hundred.

Vice Chair Humphries asked if there was any critical information that they needed to receive from the surveys and if they had set to those questions to 'must answer'. Assistant Deputy Chancellor Trinko responded no; all responses to the survey are voluntary and the institutions can choose to share the information or not.

Secretary Lindseth asked if the survey outlined questions relating to issues with the transferability of credits. Assistant Deputy Chancellor Trinko responded that the transferability of credit issue appeared in the transcript area but they can separate these questions out to make these more clear.

Vice Chancellor Davidson said they will be in contact with the Provosts and CAO's so that they can make every effort to get a survey response from each two-year and four-year institution.

D. Survey Document Approval
After discussion, Assistant Deputy Chancellor Trinko asked for approval of the CBE Survey. There were no objections, and the Condition Report Subcommittee members gave approval to go forward with the survey with the recommended changes as discussed during the meeting.

E. Submission Timelines and Report Completion Schedule
Assistant Deputy Chancellor See said the subcommittee timelines and completion schedule may need to be adjusted a bit due to members' terms and other contributing factors. With that, Assistant Deputy Chancellor Trinko outlined the following timeline as it related to ODHE involved deliverables: Email will be sent out within the next few days to the Ohio Association of Community Colleges, Inter-University Council of Ohio, and Ohio Technical Centers to ask for their participation in the CBE Survey (the survey will be 'open' for six weeks); Two follow-up reminder emails will be sent to these groups approximately 2 ½ weeks apart asking them to participate in the survey; The CBE Survey is scheduled to be due on/about June 26th); The team will compile CBE Survey result information over a two-week period (June 26th - July 9th); CBE survey result information will be sent to CAO/Provost to verify (July 10th - July 23rd); After verification by CAO/Provost analyzation of data will take place over a six-week period (July 31st – Sep 10th); Time will be allowed for follow-up communications with CBE survey participants (Sep 11th – Oct 1st); Analyzation of any additional data obtained from follow-up communications will take place over a two-week period (Oct 2nd –Oct 15th); and Work with the Condition Report Subcommittee on writing of the actual Condition Report (Oct 16th – forward).

F. Brief Discussion of CBE Conference/Trustee Conference
Assistant Deputy Chancellor See began to briefly discuss the CBE Conference that ODHE plans to have in conjunction with the annual Trustee Conference. He said that at this time they are targeting an October time frame and this should give them enough time to gather information to incorporate it into the actual Condition Report.

IV.   Review Remaining Meeting Schedule

Assistant Deputy Chancellor See began this discussion by saying that there are BOR members whose term will expire at the end of September (Regents Gupta, Kessler, and Lindseth); and unless new members are appointed they can serve for sixty additional days and he would be asking those members to serve for those additional sixty days. With that, he said that the ODHE will effort to have a Condition Report draft or a final report complete before the Condition Report Subcommittee members' term expires so they can approve it.

Assistant Deputy Chancellor See outlined the proposed Condition Report Subcommittee meeting schedule for the remainder of 2016: July - meeting (visit to Sinclair Community College – would have received some preliminary CBE Survey Data); August – meeting; and October - Annual Trustees Conference/CBE Conference.

V.   Adjournment

Chair Kessler asked if there were any further items to be brought before the subcommittee. There being none, Vice Chair Humphries made a motion to adjourn the meeting and this motion was seconded by Secretary Lindseth. All Regents voted in favor of the motion adjourning the meeting and Chair Kessler declared the meeting adjourned.
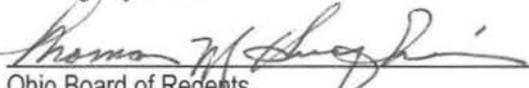
_____
Ohio Board of Regents

June 28, 2016
Date

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Directions

Welcome to the Competency-Based Education (CBE) Survey!

In an effort to better understand the status and needs of Ohio institutions, the Ohio Department of Higher Education (ODHE) is conducting a survey on CBE. The information gained as a result of this survey will be used in the 9th Board of Regents report on the Condition of Higher Education in Ohio (the "Conditions Report"), which this year will focus on CBE. The survey is being sent to all public institutions of Higher Education in Ohio. Private institutions are also welcome to participate in the survey.

You have been identified as the faculty or staff member on your campus who is overseeing the development or implementation of a CBE program and will complete this survey for that program area. Please refer to the CBE definition within the survey when answering the survey questions. The survey should take no longer than 20-30 minutes. When you have completed the survey, please click the *Submit* button. The deadline for submitting the survey is June 26, 2016. After the window closes, information will be sent to your Provost or CAO for verification.

Please provide contact information in case we need further details regarding your CBE program.

First Name

Last Name

Title	
E-mail address	
Telephone number	

Is your institution:

Public

Private

Which classification best describes your institution?

Ohio Technical Center (Post Secondary and Adult only)
Community College
University

Please select your Ohio Technical Center from the pull down list.

Please select from the pulldown list

Please select your Community College or University from the pull down list.

Please select from the pulldown list

[dropdown: Please select from the pulldown list ▼]

Please write in the name of your institution.

[text area]

For this survey, we are using a definition of CBE supported by the Competency-Based Education Network (C-BEN).

"Competency-based education combines an intentional and transparent approach to curricular design with an academic model in which the time it takes to demonstrate competencies varies and the expectations about learning are held constant. Students acquire and demonstrate their knowledge and skills by engaging in learning exercises, activities and experiences that align with clearly defined programmatic outcomes. Students receive proactive guidance and support from faculty and staff. Learners earn credentials by demonstrating mastery through multiple forms of assessment, often at a personalized pace."

As a point of clarification, please note that this definition does not consider "distance education" or "prior learning assessment", in and of themselves, as CBE.

For the purpose of this survey, we are defining competency based education (CBE) as an educational pedagogy rather than a delivery method. Distance education is recognized as a possible delivery method for CBE, however, not all distance education programs are

CBE. Therefore, you do not need to report your distance education programs unless they include the other characteristics of CBE programs.

For the purpose of this survey, we are also differentiating Prior Learning Assessment (PLA) from CBE. PLA is a method of assessing the college-level knowledge and skills that students have *already acquired* outside of their collegiate experience. CBE, on the other hand, is being defined as an educational approach that allows students to gain *additional knowledge and skills* by acquiring and demonstrating mastery of defined competencies at a personalized pace while enrolled in a CBE program. Therefore, you do not need to report on your PLA programs and activities.

As a point of further clarification, we are only seeking information on *full CBE programs*, not individual CBE courses taught within a traditional program.

Given the definition above for **competency-based education**, and the definitions shown below for **planning**, **approval**, **implementation** and **growth**, are you currently in any of these phases of CBE Program Development listed below?

- **Planning** - designing and discussing a CBE model

- **Approval** - EITHER internal administrative approval only OR internal administrative approval and in process with Higher Learning Commission (HLC) or other relative governing agency OR internal administrative approval and HLC or other relative governing agency approval

- **Implementation** - marketing, recruiting, enrolling and educating students in a CBE program

- **Growth** - Year 2 or beyond; replicating another cohort in the same CBE program

Yes

No

Which phase:

Planning

Approval

Implementation

Growth

You have selected Approval, please identify at which stage of approval your institution is:

internal administrative approval only

internal administrative approval and in process with Higher Learning Commission (HLC) or other relevant governing agency

internal administrative approval and HLC or other relative governing agency approval

Please select all the reasons why your institution is not currently planning or implementing CBE:

No interest or discussion at this time at our institution

Lack of agreement among administration and faculty

Lack of information about CBE

Lack of interest/assistance from business office (e.g., registrar, bursar)

Waiting to see what other schools do and how successful they are

Lack of time

Lack of faculty support

Financial constraints

Lack of support from the leadership or administration

Other

Since you selected other, please provide more information as to why you are not currently planning or implementing CBE.

Are you interested in considering a CBE program in the future?

Yes

No

In order to start this CBE program, how did or how will your institution secure the funds?

Internal Funds

Federal Grants

Private partnerships

Other – please specify.

When do you think you may consider developing a CBE program?

I year

2 years

5 years

Not in the foreseeable future

Please explain which funds your institution used or will use to start this CBE program.
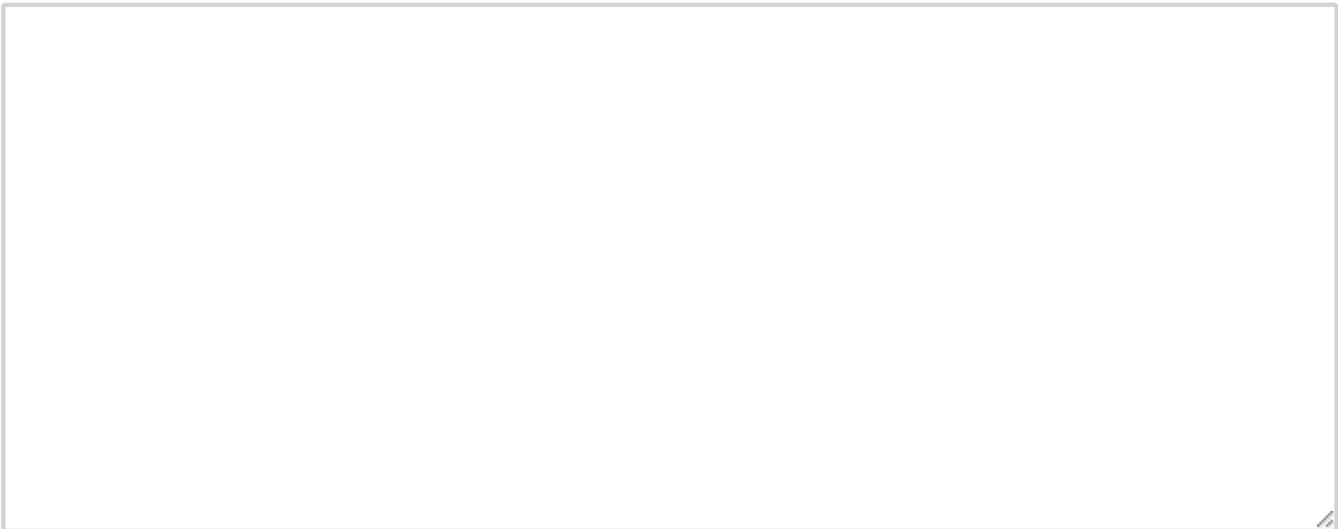
In developing the CBE program, did you work or are you currently working with business and industry?

Yes

No

Please explain how you engaged and/or will engage with business and Industry? Please include the names of your business partner(s).

Explain your process for starting this CBE program at your institution.
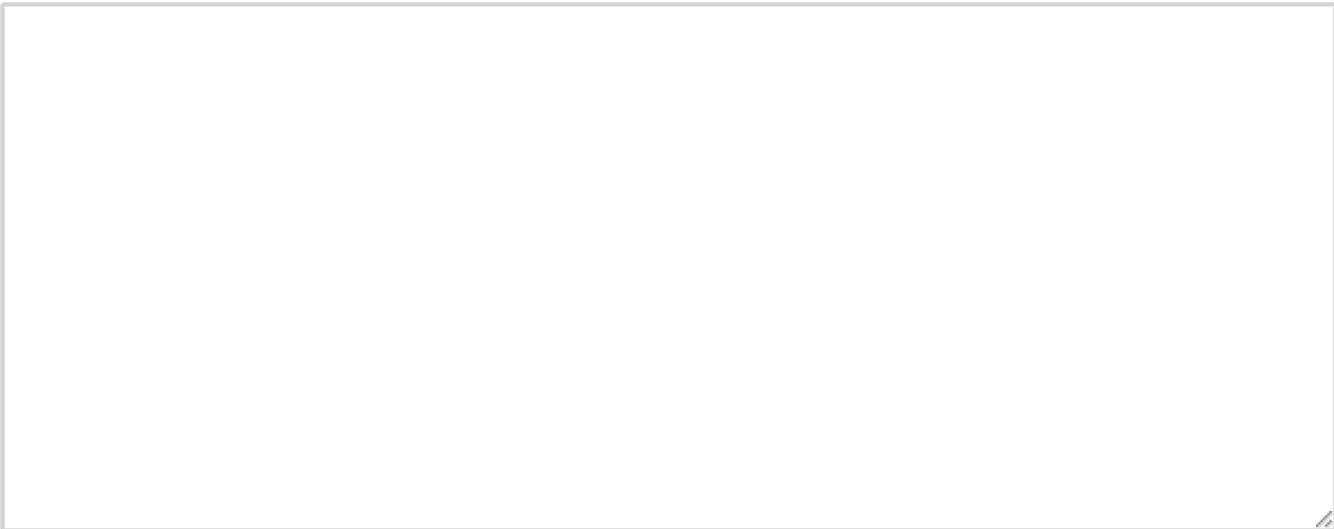
Since you are in the Planning Phase, when do you anticipate implementing your CBE program?

0-3 months

3-6 months

6-12 months

12-18 months

18-24 months

more than 2 years

Please select the discipline area for this CBE program.:

Arts and Humanities

Business

Education

Engineering

Health

Law

Natural Sciences & Mathematics

Services (Culinary Arts, Protective Services, ROTC, Military Science, and Military Intelligence, Sports and Recreation, etc.)

Social & Behavioral Sciences

Trades and Repair Technicians

Please enter the program name for this CBE program:

Please provide a brief description or explanation of your CBE program.
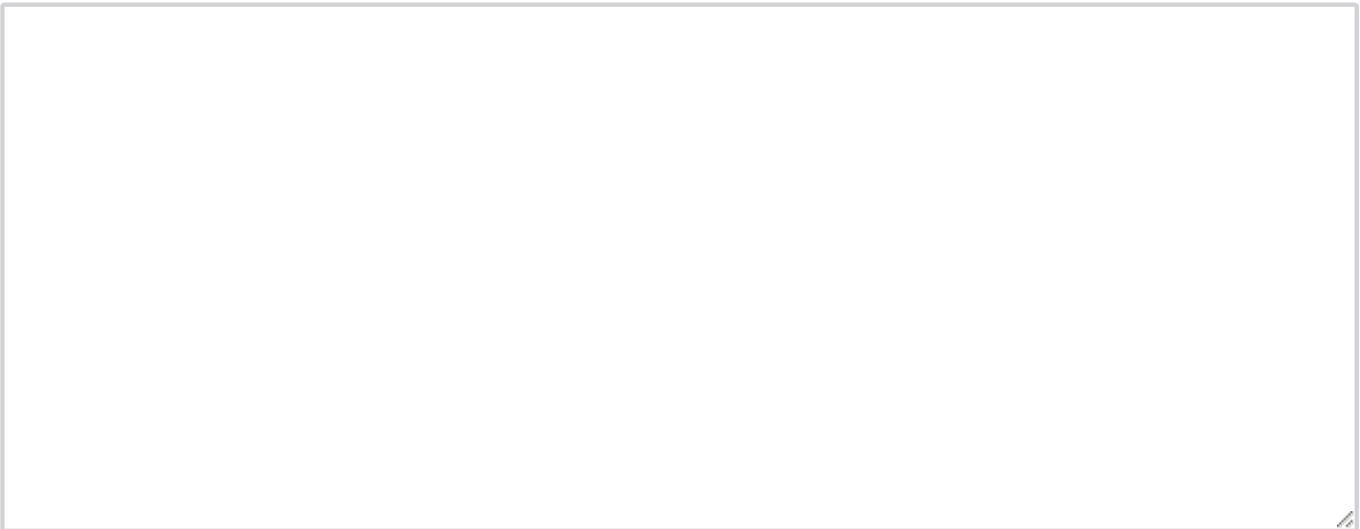
Please select the degree awarded for this CBE program.:

Certificate

Associate's degree

Bachelor's degree

Master's degree

Doctoral (Ed.D, Ph.D., or first professional)

How many students are currently enrolled in this CBE program?

not applicable

1-20

21-50

51-100

101-150

151-200

201-250

251-300

301-350

351-400

400 or more

How many students have graduated from this CBE program to date?

not applicable

1-20

21-50

51-100

101-150

151-200

201-250

251-300

301-350

351-400

400 or more

Is there a different model for student support services in your CBE program vs. your non-CBE programs?

Yes

No

Please explain how the student support services at your institution are or will be different for CBE students vs. non-CBE students.
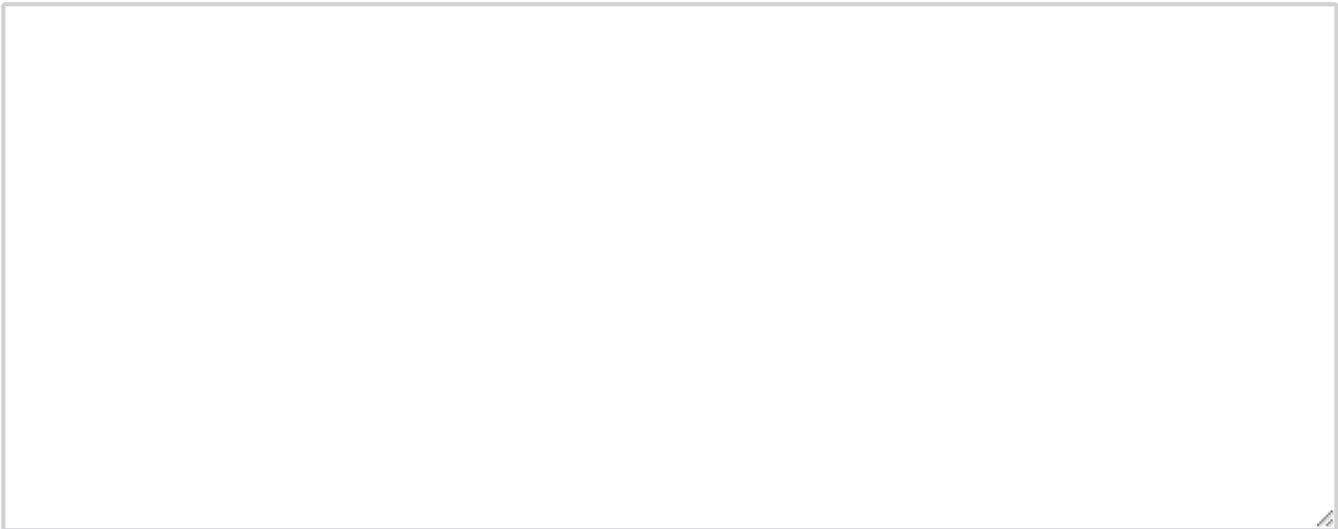
What do you see as challenges in establishing a successful CBE Program from the administrative and business perspective? (Please check all that apply.)

Aligning competencies to business, industry, and professional standards

Business processes and systems not compatible with CBE program model

Current policies not conducive to new model

Development of clear and valid authentic assessments for the identified competencies

Difficulty in simultaneously operating traditional and CBE programs

Financial constraints

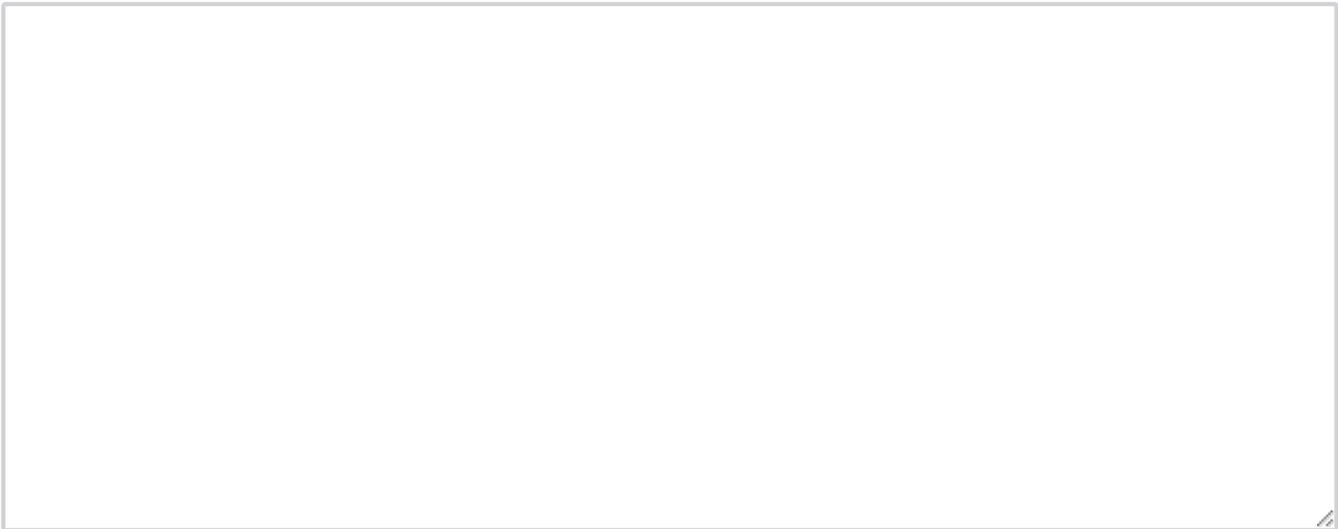Lack of faculty support/agreement

Lack of support from the leadership or administration

Lack of technology resources

Lack of time

Other – please specify.

Please specify other challenges from the administrative and business perspective.

What do you see as challenges for faculty in establishing a successful CBE program? (Please check all that apply.)

Change in responsibilities

Changing roles

Concern about tenure

Lack of control

Loss of support

Other – please specify.

Please specify other challenges from the faculty perspective.
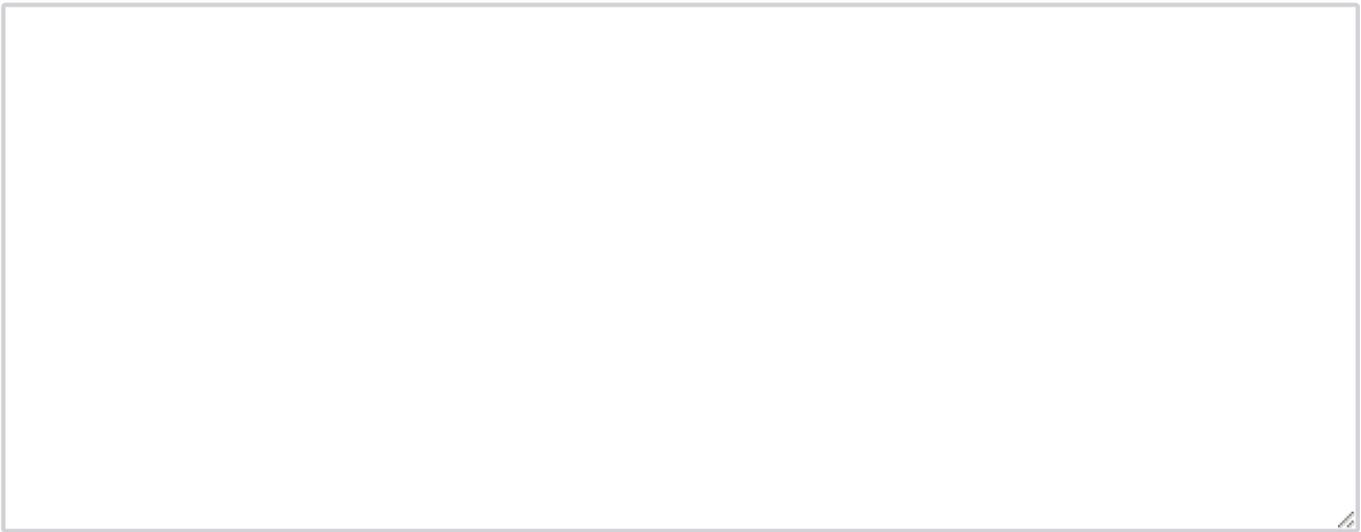
What do you see as challenges from the student perspective? (Please check all that apply.)

Courses beginning and being completed at different times, (i.e., not at the end of semesters, but based on students' progress)

Different type of assessments

Explaining a transcript which has both traditional and CBE grades

Financial aid

Lack of appropriate support and resources (e.g., business office, advising, educational coaching)

Less social interaction with other students

Other – please specify.

Please specify other challenges from the student perspective.

How could ODHE assist in the CBE process at your institution?
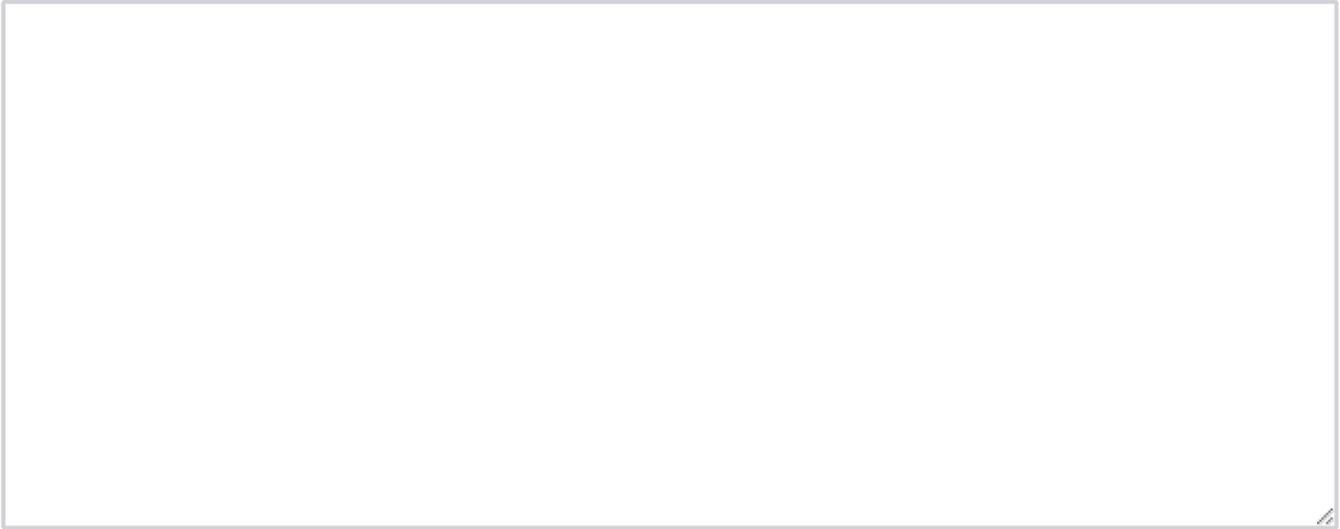
Provide general Information

Establish clear policies

Provide speakers/meetings/webinars

Share best practices

Other – please specify.

Please explain what else ODHE could provide to facilitate your implementation of a CBE program.
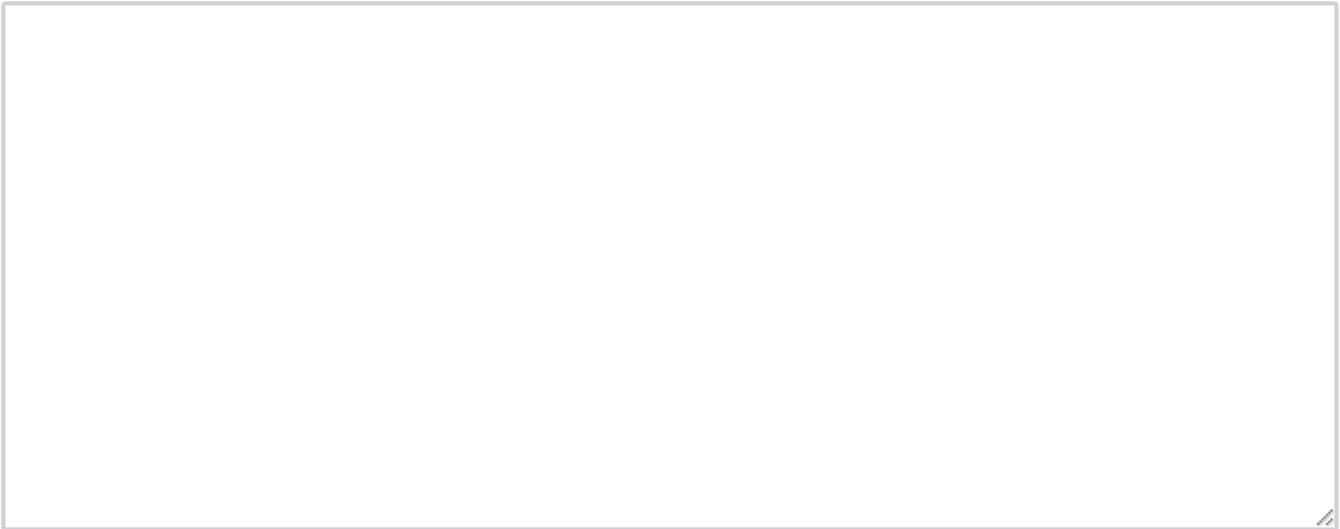
ODHE is willing to facilitate future conversations. Would you be interested in participating in a follow-up meeting to discuss CBE?

Yes

No

Is there anything else that you would like to add about CBE at your institution that we have not asked in this survey?

I am able to make this representation on behalf of my institution. If I become aware that information I submit does not accurately represent my institution, I will submit updated information to the Ohio Department of Higher Education. Following the completion of this question, the survey will be submitted.

Yes
No

Thank you for participating in the 2016 CBE survey.