



ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING September 18, 2008

The meeting was called to order at 8:37 a.m. at MacRury Hall, NHTI, Concord, NH

Members Present: Harvey Hill, Chair, Richard Gustafson, Charles Annal, Lucille Jordan, Will Arvelo, and Mary Scerra.

Regrets: Claudie Mahar, Lori Hitchcock, Joshua Menard

1. Approval of the Meeting Minutes of June 27, 2008

VOTE: The Committee, on motion by Harvey Hill voted to accept the minutes of the June 27, 2008 meeting as presented.

2. Dashboard Metrics

Dr. Annal explained the history of the dashboard metrics that have been provided to the Board. We tried to tie dashboard metrics to Board strategic goals. Some items could not be retrieved, such as transfer (with the exception of students who transferred to UNH). We need to revisit what the Board wants to know and what can we get.

Dr. Gustafson noted that we may want to look at what NEAS&C wants as part of the accreditation process. President Eneguess recently attended a NEAS&C workshop and has information to share on this topic.

Dr. Annal will investigate which of our colleges is currently using Student Tracker. It was felt that transfer information is very important.

Ms. Scerra indicated that Manchester CC uses Data Warehouse.

NEBHE also provides valuable data.

Dr. Edelstein provided suggestions on what we should provide to the Board.

ACTION: Dr. Annal will review UNH data, review what Dr. Edelstein presented, look at what NEASC requires, what data we can provide, and then make recommendations to this committee and then to Board.

One of our challenges is having consistent coding.

Dr. Gustafson indicated that we first need to establish drivers. Data/information should be tied to goals. At the December retreat, we plan to review the current Strategic Plan and goals. All agreed to having quarterly metrics.

Dr. Annal referred to the document that was prepared in August 2005 which identified some metrics.

The college Banner Coordinator position was discussed. Some campuses have a dedicated position while others have this function added to the responsibilities of another employee.

3. Formulas for New Programs & 4. Manchester Fine Arts Program Space Needs

Mr. Hill indicated that there was some confusion as to why these two items were on the agenda. There were questions on these topics received from Trustee Roy-Czyzowski. They were read by Mr. Hill.

The question regarding budgets for new program proposals was answered. Dr. Annal indicated that all new program proposals go directly to the Vice Chancellor for a thorough review based on policy. If there is something unusual, he refers the questions to the College. The program proposals then go to the VPAA Council and SLT. By the time they are submitted to this committee, it is felt they are ready for approval.

Ms. Scerra indicated that space for the Manchester Fine Arts program is being addressed by the college. They are doing a retro to existing space.

5. Library Information Resources

Question was raised if the Directors of Learning Resources meet on a regular basis. Dr. Annal indicated that he does not coordinate the meeting of this group but others say they are a well networked group.

ACTION: Dr. Annal will call Tom Horgan, NHCUC, regarding the possibility of bundling of library purchases with them.

6. Workforce Training Initiatives

Dr. Gustafson indicated that he attended a meeting at the Workforce Opportunity Council and shared the Job Training Grant activity to date. Money from this grant is made available to NH companies on a matching fund basis. We are the "preferred provider" for training. We have been awarded 20 out of 50 requests to date.

It was further noted that due to coding issues, we have not been able to accurately track the level of activity of business training. We have recently generated a consistent chart/definition for coding training activities. We hope this is cleaned up for the January report.

We need to develop a business training sales force – not just wait for companies to come to us.

Dr. Annal indicated that we are working with Fairpoint Communications to provide employee training. They are coming to meet with our personnel. There are many aspects of training that they need which we can provide. It was suggested that we have personnel with telecommunication expertise at the meeting. We first want to hear exactly what they need. This partnership has great revenue potential as well as employment potential for our graduates.

7. Other

President Arvelo announced that Professor Sonia Wallman is having conversations with the AACCC, NEA&C and PSEC concerning a proposed project to have the biotechnology program offered in Ireland. We would enroll students from Ireland and some of our students in the program would go there.

Background information was provided. This would give us more international exposure. We would initiate an articulation agreement. Of concern is the course residency requirement in order to grant the associate degree. We have policies on residency; NEASC accreditation requirements must also be reviewed.

Mr. Hill indicated that he will talk with Chair Holloway about this committee's membership and non-attendance.

Next Meeting: December 9

The meeting adjourned at 10:12 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Commissioner