



**ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING  
December 9, 2008**

The meeting was called to order at 8:33 a.m. at MacRury Hall, NHTI, Concord, NH

Members Present: Harvey Hill, Chair, Ann Torr, Lori Hitchcock, Richard Gustafson, Charles Annal, Lucille Jordan, Lynn Kilchenstein and Will Arvelo.

Regrets: Joshua Menard

Also in attendance: Joan Acorace, Cathy Heffernan, and Thomas Goulette.

1. Approval of the Meeting Minutes of September 18, 2008

**VOTE:** The Committee, on motion by Mrs. Torr, seconded by Ms. Hitchcock, voted to accept the minutes of the September 18, 2008 meeting as presented.

2. New Program Proposals

Manchester Community College has proposed two new programs – Electrical Technology and Health Information Management.

VPAA Mary Scerra introduced Associate VPAA, Dr. Cathy Heffernan, to provide information about the Electrical Technology program.

Dr. Heffernan explained that this program is designed for the industrial/commercial industry. It also has an electronic segment for manufacturing. A certificate program already exists with over 40 students enrolled.

Dr. Annal added that there was an issue surrounding this proposal as Lakes Region has two electricity programs. The Presidents of LRCC and MCC had a meeting of the minds on this issue. A policy for duplication of programs was developed and will be discussed later into the meeting. Mr. Goulette indicated that LRCC currently has 34 students enrolled which is down from last year.

**VOTE:** The Committee, on motion of Ms. Hitchcock, seconded by Mrs. Torr, voted unanimously to recommend to the full Board the approval of the Electrical Technology Associate Degree program at Manchester Community College effective immediately.

Ms. Scerra indicated that MCC received a grant to develop the Health Information Management program. She introduced Associate VPAA Joan Acorace.

Ms. Acorace explained that the college currently offers a medical coding certificate program and this is an expansion to the associate degree. The college received a \$143,000 federal earmark for equipment and to fund a half-time faculty member. The program was developed and will be reviewed in greater detail upon Board approval of the program and the hiring of a coordinator/instructor. Students taking this program will be able to take the certification exam.

It was suggested that the college seek additional financial support from hospitals since this is a growing field.

Dr. Annal noted that he felt the number of credits required in the first semester is too heavy. Ms. Acorace indicated that this has been addressed and one course will be moved to the summer semester. He also felt that the Critical Thinking course identified as a humanity course requirement is English. This will be reviewed. Dr. Annal added that this program looks good and that there is need for the program. It is possible for this program to have system application.

VOTE: The Committee, on motion of Ms. Hitchcock, seconded by Mrs. Torr, voted unanimously to recommend to the full Board the approval of the Health Information Management Associate Degree program at Manchester Community College effective immediately.

The Massage Therapy AS degree program proposal from Great Bay CC was discussed.

President Arvelo indicated that this program was developed following the announced closing of McIntosh College, which had 40 students enrolled in its program. GBCC officials reviewed the McIntosh curriculum and made modifications. This is a clinical program. A lab was planned as part of the Pease construction anticipating approval of this program.

VPAA Diane Chin was introduced and shared additional information. She noted that NCC was also helpful in the development and support of this program. It is likely that a certificate will be developed in the future. President Jordan noted the fiscal benefits of developing a certificate program.

VOTE: The Committee, on motion of Mrs. Torr, seconded by Ms. Hitchcock, voted unanimously to recommend to the full Board the approval of the Massage Therapy Associate Degree program at Great Bay Community College effective fall 2009.

### 3. Dashboard Metrics

Dr. Annal circulated a proposed metrics schedule. It is geared toward what information is most useful. Data on student transfer is difficult to obtain.

Discussion followed on the following:

- Student tracker system at Nashua works well
- It is difficult to track student college transfer information
- The student success items identified are important
- Graduation information is important but information on non-matriculated students is as well
- Student satisfaction data should be included
- Consider involving department chairs to obtain transfer and employment information
- If the P-16 student identifier extends to college and workforce it would be very useful

Question was raised as to what information is needed for NEASC.

Dr. Annal referred to the CCSSE survey conducted every two years. A workshop was recently held to review the results. It was very informative. This survey helps us review our services etc. CC Benefits report provides general information as well.

Dr. Gustafson indicated that we also need to tie metrics to the Board's strategic goals. This will be addressed at the retreat.

We provide information for Federal reporting and should and provide a summary and review this information with the Board.

Mr. Goulette added that we should send the Board professional program-specific success stories in the workforce and the impact of our programs to the State.

There has been discussion about each college having an institutional researcher. President Jordan noted that Nashua has such an individual, hired through Perkins funds.

#### 4. Vice Chancellor's Meeting with Library Directors

Dr. Annal reported on his meeting with the Library Directors and invited Becky Clerkin, Director of Learning Resources, at Great Bay CC to join the meeting. The LR Directors meet periodically but do not feel they are engaged in System groups/activities. There are many cross functional System teams, such as SAINTS, which does not have a Director of Learning Resource represented. They have never been asked to do a presentation to the Board. All academic policies do not include libraries. Ms. Clerkin indicated that they will continue to meet monthly to discuss best practices, dashboard metrics and professional development. The role of the library is changing. The library is a NEASC standard for accreditation.

Dr. Annal indicated that the Committee will receive updates from this group.

## 5. eStart Update

Dr. Annal reported that registration for eStart on November 1. To date, however, enrollments are low. We will again be providing more information to high schools and home schoolers.

It was suggested that a representative speak at a superintendents meeting.

This program is run through the Virtual Learning Academy, a chartered high school. Our revenue is \$350 per enrollment plus \$100 per course.

**ACTION: Dr. Annal will provide more information about the program to Presidents.**

## 6. Liability Insurance Update

Dr. Annal reported that he met with Dick Carr yesterday and completed the 18 page application. This provides insurance for faculty and staff on field trips/off campus activities. The policy should be in effect by the end of January.

## 7. Duplication of Programs Board Policy

Dr. Annal indicated that no policy existed to address the duplication of programs. He explained the System Policy approved by the SLT and the need for a Board policy.

VOTE: The Committee, on motion of Ms. Hitchcock, seconded by Mrs. Torr voted unanimously to approve the duplication of programs Board policy and to recommend it to the full Board:

New Board Policy – Insert after 1<sup>st</sup> paragraph of section 640 Programs – new addition

It is the position of the Board of Trustees of the CCSNH that each CCSNH college is an economic engine for the local community, and, therefore, each college has an obligation to respond to the community's educational needs. The Board recognizes that a college may have a local need to start a new associate, diploma, professional certificate or certificate program that duplicates or approximates an existing program at another CCSNH college, and that such duplication may be both appropriate and beneficial. However, the Board also understands that some programs draw students from a very broad region, that some programs are much more expensive to initiate and develop than others, and that the System as a whole has an interest in avoiding the kind of duplication that increases costs without significantly expanding student access. The System can best serve the needs of the State by ensuring that all Colleges are academically strong and operationally efficient. Therefore, the Chancellor and the

Colleges are charged with balancing these needs as defined above when bringing forward proposals for new programs.

#### 8. System Policy Updates

Dr. Annal indicated that the academic and student system policies continue to be reviewed. He explained the three System policies approved by the System Leadership Team: HIV, Alcohol, and Admissions – Home Schooled Students. This is being provided for information only.

#### 9. Other

Next meeting: March 5 at 8:00 a.m.

The meeting adjourned at 10:13 a.m.

Respectfully submitted,

Marie Anne Mills  
Assistant to the Commissioner