



**ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
April 9, 2009**

The meeting was called to order at 8:33 a.m. at River Valley Community College, Claremont, NH

Members Present: Harvey Hill, Chair, Ann Torr, Amy Rice, Jeremy Hitchcock, Richard Gustafson, Charles Annal, Will Arvelo, and Lynn Kilchenstein

Also in attendance: Mary Scerra

1. Approval of the Meeting Minutes of December 9, 2008

VOTE: The Committee, on motion by Mrs. Torr, seconded by Mr. Gustafson, voted unanimously to accept the minutes of the December 9, 2008 meeting as presented.

2. Program Eliminations

Manchester Community College has proposed the elimination of two associate degree programs – Administrative Professional and Human Services.

VPAA Mary Scerra provided information. The programs have been underenrolled and a teach-out is planned.

VOTE: The Committee, on motion of Mr. Hitchcock, seconded by Ms. Roy, voted unanimously to recommend to the full Board the approval of the eliminations of the Administrative Professional and Human Services associate degree programs at Manchester Community College effective May, 2009.

3. Certificate Program Eliminations and Creation of a New Policy

Dr. Annal noted that we do not have a policy for the elimination of a certificate program. VPAA will develop a policy and submit to System Leadership Team. It was recommended that the policy reflect elimination in the same manner as a certificate program is approved.

4. New Certificate in Massage Therapy

Dr. Annal announced that a Massage Therapy certificate program was approved for Lakes Region CC. This is provided for information only.

Other colleges offering this program are: WMCC, RVCC, NCC and GBCC (associate degree)

5. Library Directors Update

Mr. Hill noted that Dr. Annal has been meeting with the Directors of Learning Resources as his request.

Dr. Annal indicated that he has had good meetings with the DLRs and have invited three of them to join us at today's meeting. Bill McIntyre, Jim Allen, Becky Clerkin were introduced.

Discussion followed on what the Committee would like to have as a full presentation to the Board. This could include: how has library impacted a student's success at the college, what is information literacy, items students don't know the library offers, core electronic resources for the System, and library's relationship with local community.

Mr. McIntyre added that we have made significant investments in our libraries over the past few years and would put them up against all the other college libraries in the US. The data bases access information from all over the world. Library resource is one of the CIHE accreditation standards.

Dr. Gustafson summarized that we will definitely schedule a presentation to include: where we came from, where we are, information literacy, common data bases for all colleges to access, how to access library data base from home, accessibility to our community and high school students, give a research question and show the resources we have to get the answer, future challenges, and in what directions the libraries are going. Dr. Annal will work with the Library Directors at their next meeting to help shape the presentation, which will probably take place in June.

6. Student Health Insurance Issue

Dr. Annal indicated that this has been resolved. In discussions with the State Insurance Department and CCSNH/USNH, Insurance officials now understand the ramifications of mandatory health insurance for all our students, even if their parents already have them covered. They will not pursue legislation.

7. Honors Program with New England College

Dr. Annal noted that at a recent VPAA meeting, there was discussion with New England College about a transfer agreement and honors program. NEC has available scholarships to offer our graduates. We have submitted a proposed agreement but have not had a response.

8. Math Project Update

Dr. Annal reported on the Math Project which has been ongoing for three years. We have been working with 6 high schools and have developed a threshold math course that meets our basic math requirements. The courses can also be taken through Running Start. This program has been received enthusiastically and has grown into a relationship with DOE and high schools.

9. Other

A future meeting date was not set.

The meeting adjourned at 9:09 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Commissioner