ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
March 5, 2014

The meeting was called to order at 9:10am at Northeast Delta Dental – NH Room, 2 Delta Drive, Concord, NH.

Members Present: Chair Jeremy Hitchcock, Virginia Barry, Steve Guyer, Michael Power, Angela Roussel-Roberge, Ross Gittell, Susan Huard, Nancy Pierce, and Kristyn Van Ostern.

Members Absent: Rafael Rojas, Susan Siegel, Adam Moy, Anthony Poore, Alicia Harvey-Smith

Also Present: Lucille Jordan

1. Approval of the Meeting Minutes of December 19, 2013

VOTE: The Committee, on a motion by Dr. Huard, and seconded by Nancy Pierce, voted unanimously to approve the minutes of the December 19, 2013 meeting as presented.

2. Board Retreat

Chair Hitchcock asked for feedback/reflection on the board retreat. Brief discussions were held regarding the VPAA presentation, Two New Hampshires white paper, NEASC presentation, strategy labs presentation and SWOT analysis.

A discussion followed on CCSNH’s mission, vision, and priorities which focused on working closely with primary and secondary education pathways to ensure seamless transitions. Concerns were expressed regarding what we can do as a system to help the rural areas of the state. It is essential that we connect with the students, parents, and teachers.

Ms. Van Ostern gave an overview of the vision and strategies.

The vision discussed by the Board is that CCSNH will partner with DoE, USNH and industry partners to increase the percentage of adults 24-64 with higher education degrees and certificates to 64% by the year 2025.
CCSNH will aim to be the best community college system in the Northeast on all measures: (completion or graduation rates, transfer rates, % of STEM degrees, tuition or student default rates)

Ms. Van Ostern will be gathering information from the retreat and prepare an executive summary for the April trustees’ meeting on how to achieve the 64% by 2025.

3. **NH Department of Education Updates**

Commissioner Barry reported that she met with the executive committee of high school counselors to discuss strategies for educating the high school community about the community colleges. Ms. Barry requested informational material for the next meeting on March 21. In addition to meeting with the school boards, other groups that CCSNH representatives may want to consider meeting with are the PTA and Principals’ Association.

Ms. Barry announced that New Hampshire is going to be a pilot state for the new SAT and PSAT testing.

Ms. Barry reported that DOE and CCSNH will be working collaboratively to review assessment tools to decipher what would be the most appropriate tool to use and identify a common assessment tool.

4. **Innovation Fund Update**

Dr. Gittell reported that 10 proposals have been selected for funding, including 3 that involve multiple college collaboration. A summary of innovation projects was disseminated. The winning proposals align well with our strategic initiatives. There is a lot of interest in course sharing and incorporating technologies in online learning such as course content capture.

The Technology Users Group is reviewing online platforms and best practices.

5. **Credit Transfer/Course Sharing Initiative**

Ms. Van Ostern reported that the “easy transfer” website for the shared courses will be launched next week and testing with students will occur over the next couple of weeks.

Requests for courses to be added will be reviewed monthly by the VPAA’s.

6. **New Program Approval Form**

Dr. Gittell reported that the new program approval form will be reviewed and updated to include pertinent information regarding online course offerings and shared courses.
7. **New Program Approval**

Ms. Jordan requested that Nashua’s new program proposal for an AS in Criminal Justice be e-mailed to the committee for a phone vote.

The next scheduled meeting is June 3, 2014.

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Tanja Cloutier  
Assistant to the Vice-Chancellor