ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
June 3, 2014

The meeting was called to order at 9:07am at Northeast Delta Dental – NH Room, 2 Delta Drive, Concord, NH.

Members Present: Chair Jeremy Hitchcock, Rafael Rojas, Michael Power, Mikhala Eule, Nancy Pierce, Maureen O’Dea, Ross Gittell, Susan Huard, and Kristyn Van Ostern.

Members Absent: Virginia Barry, Steve Guyer, Adam Moy, Anthony Poore

Also Present: Will Arvelo, Steve Caccia, Beth Doiron, Tom Goulette, Paul Petritis, Matt Wood

1. Approval of the Meeting Minutes of March 5, 2014

VOTE: The Committee, on a motion by Ms. Pierce, and seconded by Mr. Rojas, voted unanimously to approve the minutes of the March 5, 2014 meeting as presented.

2. Ratification of Program Approval Votes

Two proposed programs were approved by the Committee was well as the full Board. The vote ratifies the phone votes.

VOTE: The Committee, on a motion of Mr. Hitchcock, and seconded by Mr. Rojas, voted unanimously to ratify the phone votes for the following programs:

AS Criminal Justice – NCC
AS Advanced Welding Technology – WMCC
3. **New Program Approvals**

Mr. Tom Goulette was present to discuss LRCC’s proposed Associate in Science in Health Information Technologies degree. This program was requested by Lakes Region General Hospital. The program is designed to provide students with the skills necessary to enter the workforce as an HIT professional. Most of the courses will also allow students to sit for nationally recognized certifications such as HIT, Cisco, Microsoft and Oracle.

Dr. Huard stated that MCC has a similar program, but with different certifications. Dr. Arvelo stated that GBCC has several courses that overlap.

A brief discussion was held regarding common core curriculum for programs with specialized concentrations.

**VOTE:** The Committee, on a motion by Ms. Pierce, and seconded by Mr. Rojas, voted unanimously to approve the AS degree in Health Information Technologies at LRCC, effective Fall 2014, for recommendation to the full Board.

Dr. Huard discussed MCC’s proposed Associate in Science in Computer Science and Innovation degree. This degree was designed in collaboration with Dyn and Granite State College, with transferability to Champlain College as well. The program focuses on emerging technology such as mobile devices and devices not normally associated with computer science such as automobiles, household appliances, etc.

A brief discussion was held regarding career pathways and mapping tracks from high school to college.

**VOTE:** The Committee, on a motion by Ms. Pierce, and seconded by Mr. Rojas, voted 5-0-2 (Hitchcock and Huard abstained), to approve the AS degree in Computer Science and Innovation at MCC, effective Fall 2014, for recommendation to the full Board.

Mr. Caccia requested that the proposed starting date of NHTI’s proposed Associate in Science in Civil Engineering Technology degree be moved up to Fall 2014. This program will be of interest to students considering jobs in the civil engineering, civil engineering technology, construction management, surveying, and environmental engineering fields and allows for students to double-major. Additionally, this program would provide a solid background for students seeking to transfer into baccalaureate programs. The Civil Engineering Technology program will seek ETAC of ABET accreditation.
VOTE: The Committee, on a motion by Mr. Rojas, and seconded by Ms. Pierce, voted unanimously to approve the AS degree in Civil Engineering Technology at NHTI, effective Fall 2014, for recommendation to the full Board.

Mr. Caccia requested that the proposed starting date of NHTI’s proposed Associate in Science in Industrial Design Technology degree be moved out to Fall 2015 to allow time to build the lab and secure funding.

The committee recommended the college obtain more business/industry support and to prepare a stronger marketing plan for the program.

VOTE: The Committee, on a motion by Ms. Pierce, and seconded by Mr. Rojas, voted unanimously to table to the program request for AS in Industrial Design Technology until the next meeting.

Mr. Matt Wood was present to discuss NHTI’s proposed Associate in Science in Biology degree. The program is intended for students who plan to continue their education beyond the associate degree. Letters of support were noted from Colby-Sawyer and Saint Anselm College.

Ms. Pierce inquired about transferability to UNH. Mr. Wood stated that conversations have occurred, but the timing was too late in the semester for articulation to solidify. The committee requested an update in six months on the progress with UNH.

A concern was raised about duplication of similar programs at sister colleges.

VOTE: The Committee, on a motion by Dr. Huard, and seconded by Mr. Rojas, voted 6-0-1 (Pierce abstained), to approve the AS degree in Biology at NHTI, effective Fall 2014, for recommendation to the full Board.

Mr. Wood discussed NHTI’s proposed Associate in Science in Advance Manufacturing degree. This degree is an expansion of the certificate program and allows for much more lab time. Graduates will have the foundation necessary to find employment in industry in positions such as machine operator, entry level machinist, entry level tool maker, CNC machine operator and/or programmer.

Ms. Pierce inquired about industry demand. Mr. Wood stated that NHTI recently held a job fair with fifteen employers and has a list of twenty or more employers looking for adequately trained individuals.

VOTE: The Committee, on a motion by Ms. Pierce, and seconded by Dr. Huard, voted unanimously to approve the AS in Advanced Manufacturing at NHTI, effective Fall 2014, for recommendation to the full Board.
Dr. Arvelo discussed GBCC’s proposed Associate in Science in Aviation Technology Helicopter degree. This program will be a first of its kind in New England that addresses the need for helicopter pilots as the industry expands and current pilots retire. An industry partner will provide flight instruction. It is GBCC’s intent to broaden the program to NCC and New England College, who will each focus on varying aspects of aviation.

VOTE: The Committee, on a motion by Mr. Rojas, and seconded by Ms. Pierce, voted unanimously to approve the AS in Aviation Technology Helicopter degree at GBCC, effective Spring 2015, for recommendation to the full Board.

4. New Program Approval/Review

Chair Hitchcock acknowledged the colleges’ response to the STEM initiative as well as the need to review the process. A suggestion was made to form a sub-committee to begin reviewing the policy, process, and forms.

The next scheduled meeting is September 10, 2014.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor