ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
September 10, 2014

The meeting was called to order at 9:05am at NHTI – Grappone Hall, Room #217, Concord, NH.

Members Present: Chair Jeremy Hitchcock, Steve Guyer, Adam Moy, David Paquette, Nancy Pierce, Ross Gittell, Susan Huard, and Kristyn Van Ostern.

Members Absent: Virginia Barry, Mikhala Eule, Maureen O’Dea, Anthony Poore, Michael Power, Rafael Rojas, Steve Rothenberg

Also Present: Beth Doiron, Susan Dunton, Tom Goulette, Maryanne Adams

1. Approval of the Meeting Minutes of June 3, 2014

VOTE: The Committee, on a motion by Dr. Huard, and seconded by Ms. Pierce, voted unanimously to approve the minutes of the June 3, 2014 meeting as presented.

2. New Program Approval Process

Mr. Goulette updated the committee on the new program approval process and related form. The sub-committee met in July, and the VPAA’s met on August 1 to review the process and have identified several areas needing improvement. Brief discussion followed regarding these areas.

A brief discussion was held regarding establishing a regular schedule for submission of new program proposals, such as three times per year at the start of each semester. It was noted to be mindful of the workflow process by those involved in the implementation, as well as the need to market the program in a timely manner.

3. Dual Admission With UNH

Dr. Huard reported that GBCC has articulated with UNH for dual admission, whereby students can be admitted to both colleges simultaneously and upon completion of their Associate Degree, will transfer to UNH. CCSNH is exploring the possibility of expanding the articulation across all CCSNH and USNH campuses. We have looked at
the common core courses and with the exception of two courses (College Composition and a lab science course) we are very closely aligned. Further discussion and review of these courses will take place soon. We hope to have the consortium in place by December.

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

Ms. Van Ostern reported that the colleges have agreed to common prefixes for all programs across the colleges. This was needed in order to build the new shared database. Chancellor Gittell acknowledged the work that the VPAA’s, Presidents, and Kristyn Van Ostern have done on this complex project.

5. **Unique Needs of Rural Colleges**

Chancellor Gittell reported that enrollments are down at our rural colleges. The rural colleges are facing many challenges related to the regional economy and decreasing high school graduation numbers. We need to do things differently to strengthen opportunities. WMCC and LRCC are collaborating on ways to share programs and administrative functions.

A brief discussion was held regarding Southwest Virginia Community College and ways in which they share programs and other functions and creative ways they collaborate with the community.

There will be a Rural College Retreat at Woodstock Station in Lincoln on October 6 to discuss opportunities for sustainability. Any trustee interested in participating is welcome.

6. **Online Learning Environment/Course Content Capture**

Chair Hitchcock inquired about the process of migrating traditional courses to an online setting and resources available to faculty to assist them in this process.

Dr. Huard stated there are only two colleges that have full-time distance learning staff. Dr. Huard and Ms. Dunton conveyed a need for additional assistance/support with online development and training.

Ms. Van Ostern stated that the contract with the current Learning Management System is expiring next June. At the end of the month, a survey will go to all faculty on the LMS and their input will be included in the RFP. It was agreed there needs to be a spectrum of options.
7. **Accreditation Inventory & Articulation Agreement Inventory**

Ms. Van Ostern reported that she has completed the accreditation inventory.

Ms. Doiron reported that she continues to work on the articulation agreement inventory, but it is continually changing.

8. **Committee By-Laws**

Chair Hitchcock reported that it is the desire of the Governance Committee to have all by-laws in a uniform format. A copy of the revised by-laws was disseminated. The by-laws have been reviewed by Attorney Herrick and aligned with the academic section of the board policies (section 600).

Dr. Huard noted three specific concerns of the college presidents regarding some of the proposed language and requested additional time to review the document and report back.

9. **Other**

Chancellor Gittell briefly discussed the possibility of holding a workforce development summit/forum and invite industries and outside speakers to discuss strategies to strengthen our workforce development programs.

The next scheduled meeting is December 10, 2014.

The meeting adjourned at 10:25 a.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor