ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
September 19, 2013

The meeting was called to order at 9:10am at NHTI – MacRury Hall #136,

Members Present: Chair Jeremy Hitchcock, Commissioner Virginia Barry, Ross Gittell, Alicia Harvey-Smith, Susan Huard, Nancy Pierce, Anthony Poore and Kristyn Van Ostern.

Members Absent: Nick Halias, Steve Guyer, Rafael Rojas, Angela Roussel-Roberge, Taylor Parent, Madeline Maiorano, Michael Power

Also Present: Susan Henderson

Mr. Hitchcock introduced Alicia Harvey-Smith and Kristyn Van Ostern to the committee. Ms. Harvey-Smith is the new president at River Valley Community College and Ms. Van Ostern is the Director of Strategic Initiatives and Programs.

1. Approval of the Meeting Minutes of March 21, 2013

It was noted that Nancy Pierce’s name was omitted from the minutes of March 21, 2013.

VOTE: The Committee, on a motion by Mr. Poore, and seconded by Mr. Hitchcock, voted unanimously to approve the minutes of the March 21, 2013 meeting with the noted correction.

2. Ratification of Program Approval Votes

A number of proposed programs were approved by the Committee as well as the full Board. The vote ratifies the phone votes.

VOTE: The Committee, on a motion of Dr. Huard, and seconded by Anthony Poore, voted unanimously to ratify the phone votes for the following associate degree programs:
3. **Program Elimination – RVCC – Business Computer Management**

Mr. Hitchcock inquired about the rationale for elimination of this program. Ms. Henderson explained that over the past several years, enrollments in the Business Computer Management degree have consistently declined. Additionally, the number of graduates has declined due to students changing their major to a more marketable field. When the Program Director retired, the college kept the program going to “teach out” the remaining students.

Mr. Hitchcock inquired if there was a standard procedure for program elimination. It was noted that the colleges have a program review process, as required by policy and CIHE accreditation, to review programs every 3 – 4 years. The review includes currency of curriculum and faculty, market need, program enrollment and retention, and number of graduates.

Dr. Huard noted that in addition to CIHE, there are specialized national accreditations, such as nursing and automotive, that the colleges seek whenever possible to gain recognition. The colleges generally engage the advisory board of the program for relevance.

**VOTE:** The Committee, on a motion by Mr. Poore, and seconded by Ms. Pierce, voted unanimously to approve the Business Computer Management associate degree program elimination at RVCC effective Fall, 2013.

4. **Committee Charter and Name (Academic, Student Affairs (and Workforce Development Committee))**

    **Current By-laws**

    **Academic and Student Affairs Committee**

    There shall be an Academic and Student Affairs Committee whose members and chairperson shall be appointed by the Chairperson of the Board.

    The Academic and Student Affairs Committee, in accordance with Board policies, shall have the responsibility to:
• Approve admission standards and graduation requirements.

• Approve proposals for new academic programs or substantial revisions to existing programs, including the phase out of programs.

• Review periodically the status of individual college accreditations, including library information resource, outcomes assessment, and strategic planning.

• Understand initiatives for community education, business, industry and workforce training, and educational collaborations with high schools, educational organizations and institutions of higher education.

• Review and approve programs related to student governance, student responsibility and student services.

A discussion was held regarding the desire of the Board of Trustees to review the current by-laws/charters of the various standing committees and their role in helping the colleges to be more successful both individually and as part of a system.

A lengthy discussion was held regarding the relevance of including workforce development under the purview of the committee given that part of the strategic plan is to align our education and training programs to the needs of the economy. There was agreement among the group to include workforce development in the title.

Brief discussions were held regarding each of the responsibilities of the committee. Recommendations were made to include dual enrollment, and to review and approve key initiatives and programs.

VOTE: The Committee, on a motion by Dr. Huard, and seconded by Ms. Harvey-Smith, voted unanimously to approve the revised committee name and charter as follows:

**Academic, Student and Workforce Development Committee**

There shall be an Academic, Student and Workforce Development Committee whose members and chairperson shall be appointed by the Chairperson of the Board.

The Academic, Student and Workforce Development Committee, in accordance with Board policies, shall have the responsibility to:

• Approve admission standards and graduation requirements
• Approve proposals for new academic programs or substantial revisions to existing programs, including the phase out of programs. Periodically review existing programs to understand effectiveness and achievement of outcomes

• Review the status of individual college accreditations, including college-level strategic planning and key student outcomes like graduation, retention, and transferability rates

• Review collaborative and joint programs, including credit transfer agreements among CCSNH colleges

• Review dual enrollment, articulation agreements and transfer programs with high schools and other institutions of higher education

• Review key initiatives and programs around workforce training, economic development, and industry engagement

• Review and approve key programs related to student governance, student responsibility and student services

5. Common Credit and Credit Transfer Update

Dr. Huard reported that this project will be done incrementally, starting with online courses. The goal, over time, will be to include as many courses as possible. The advising piece will be critical to ensure students are taking program appropriate courses.

We have been meeting with Ellucian to discuss technical capabilities within Banner. Banner has a module called Degree Works that can tell students what courses are needed to complete a degree, which courses will transfer from one program to another, etc.

Dr. Gittell stated that we envision having a common transcript as well.

A brief discussion was held regarding the current transcript processes and requirements relating to residency requirements and other rationale why moving toward a unified transcript would be beneficial to students.

Ms. Pierce inquired about new course development and the need for the colleges to consult with each other to ensure the courses will transfer across the system. The current New Degree Program Proposal Form does not address transferability of courses within the system.
6. **Adopt a High School Initiative Update**

Dr. Gittell stated that CCSNH will be reaching out to high schools in each college service area which have been identified with below state average matriculation rates. BOT members and CCSNH staff plan to meet with school boards, principals and other high school officials to promote a more affordable and alternative career pathway provided by our colleges.

Additionally, we will be surveying parents of middle school students about educational and career interests. Ms. Barry offered DOE’s assistance with the survey through their database system.

Dr. Huard added that colleges are offering summer camps to help students explore career pathways.

7. **Symposium Update**

Ms. Van Ostern reported that Symposium will be held on October 22. It will serve as an update on all strategic initiatives and give staff an opportunity to give feedback. It will also serve as the kickoff to our 2015 strategic planning.

8. **Innovation Fund Update**

Ms. Cloutier reported that an Innovation Fund reception was held in late August for all those who submitted a proposal in the first round. The reception was held at Dyn in Manchester and recipients gave progress reports and presentations on their projects. Projects will be highlighted at Symposium. A call for round two proposals was sent out yesterday with a deadline of December 13, 2013.

Dr. Gittell added that several projects have strong potential for duplicating at the other colleges and team proposals and cross-campus proposals will be encouraged.

9. **Future Meeting Dates**

The next scheduled meeting is December 19, 2013 at NHTI, MacRury Hall.

10. **Other**

Ms. Barry discussed the role of high school counselors relative to helping students transition to college. The December meeting of high school counselors will include discussions on early college options, Running Start, and the community colleges.

Dr. Gittell offered CCSNH as a resource to high school counselors to speak to students and high school faculty about career pathways, etc. Ms. Barry stated that high schools
have advisory blocks for students to allow them the opportunity to speak with counselors which might be a viable avenue for CCSNH personnel to meet with students to discuss post-secondary opportunities.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor