ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING
September 30, 2010

The meeting was called to order at 9:00 a.m. at NHTI – MacRury Hall, 40 College Drive, Concord, N. H.

Members Present: Chair Harvey Hill, Nick Halias, Esteban Lopez, Craig Lawler, Richard Gustafson, Charles Annal, Mary Scerra, Katharine Eneguess, and Lynn Kilchenstein.


1. **Approval of the Meeting Minutes of June 3, 2010**

   VOTE: The Committee, on motion by Craig Lawler, and seconded by Esteban Lopez, voted unanimously to accept the minutes of the June 3, 2010 meeting as presented.

2. **Discussion Items**

   - **Enrollment Reports**

     Dr. Annal discussed the enrollments and maximum class sizes for the fall semester. This is a sampling of similar courses across the colleges and includes day classes only. The campuses are facing challenges with classroom space. Most classes are at their capacity. We should be mindful in the future when constructing new buildings, to ensure there are larger classrooms to accommodate larger class sizes.

     Nick Halias requested enrollment numbers for the Criminal Justice programs.

   - **eStart**

     Dr. Annal briefly discussed the eStart program. This is the fifth semester running the program. CCSNH is offering 11 eStart courses this fall with 110 enrollments. President Eneguess stated there is a lot of interest in the North Country. However, until broadband is available, it is not accessible for most schools and students.
Woodsville Academic Center Report

President Eneguess reported on WMCC’s continued outreach to the Woodsville community. There have been several meetings with community groups, education officials, elected officials, students, and the Chamber of Commerce to identify opportunities to grow aspirations for the students of the region. Data collected indicates there are not sufficient enrollments from Woodsville at this time to support/sustain future course offerings in the region.

Dashboard Metrics

Dr. Annal spoke about the dashboard metrics for October. Credits sold for this fall are up at all colleges except for LRCC, which remains stable. Distance learning activity has continued to grow. Dr. Annal complimented the quality of online courses offered across the system.

Dr. Annal discussed activity in the Libraries and Learning Centers. The Library Directors have begun tracking metrics to measure their impact on student success. The libraries are relying more and more on electronic resources.

Dr. Annal discussed the NH Transfer Connections Program. Of the 76 first-year enrollments in 2008-2009, 38 chose to continue with CCSNH and earn a degree before moving on.

Dr. Annal briefly discussed data compiled on part-time, full-time, in-state and out-of-state students. Chairman Hill requested data from the past three years for comparison.

Esteban Lopez requested financial aid data to be included with dashboard metrics – particularly how many students do and don’t apply for financial aid. Dr. Annal stated that he will refer his request to Susan Proulx for her report in December. Mr. Lopez discussed several resources for the colleges to refer students for assistance with filling out FAFSA forms, etc.

Admissions Dashboard Metrics

Dr. Annal inquired what the committee would like to see for data. After some discussion, it was determined to track first-time applicants to see if they are admitted and registered.

3. Updates

Due to time constraints, Dr. Annal reported on the following updates via e-mail:

Running Start Program – Online Registration

Dr. Annal reported on the new registration process for the Running Start program. A few changes were made to streamline the process and minimize the number of
individuals handling checks and confidential information. Additionally, we established a registration deadline of October 1.

We are also piloting online registration and payment for Running Start, using Great Bay Community College and the Seacoast School of Technology. We are already aware of some of the “holes” in this process and will be meeting with Seacoast School of Technology after the registration deadline to discuss adjustments that need to be made. We plan to pilot it again in the Spring. Our hope is to create a simplified registration process and move away from the current paper-dependent model.

- Dartmouth Grant Project

Dr. Annal reported that our system is part of a research study grant managed by Dartmouth College which involves the success of various interventions with students who do not apply to college, even though they are suitable candidates. Our participation involves going out to designated high schools with personnel from our Admissions and Financial Aid offices to assist these students in filling out admissions applications and financial aid applications, as well as discussing with them the transition into post-secondary education. This project dovetails quite nicely with the efforts in the North Country President Eneguess described to increase student aspirations for higher education. In another intervention, we would send conditional letters of acceptance to students identified by the high schools as viable candidates for our colleges. Funds are available to support these initiatives.

- Student Unique Identifying Number (SASID)

Dr. Annal reported on the status of the NH DOE data warehouse. The SASID is number assigned to each student in the public school system which allows the NH Dept. of Education to track that student through the school system. The SASID allows DOE to aggregate data around student success while also accurately identifying student drop-outs. Legislation was passed this last session to allow CCSNH and USNH access to the SASID for tracking purposes through both of our systems (tracking transfer students will now become easier). Currently, IT representatives from DOE, USNH, and CCSNH are working out the technical details to give us access to the DOE data warehouse where the SASID and accompanying data are stored.

- Tidewater Grant

Dr. Annal reported that CCSNH was initially part of a grant overseen by Tidewater Community College in Virginia. Its purpose is to train individuals in Heath Information Technology (i.e., the electronic record-keeping technology that many hospitals are transitioning into). After a couple months of involvement, it became clear that we simply did not have the resources or the manpower to continue participation in accordance with the requirements. Approximately a month ago, we formally withdrew from participation in the grant. We are contemplating seeking out other partners in the state and region and looking for alternative funding sources that would allow us to create a program at a more measured and considered pace.
• Job Readiness Initiative

Dr. Annal reported that CCSNH was contacted by the Governor’s Office regarding an initiative to offer employability skills training such as time management, attendance & punctuality, communication skills, appropriate attire, cooperation, following instructions, etc. to help prepare individuals for the workplace. One aspect of the program will be assessment to identify skills gaps. We are currently reviewing several national certification programs. We anticipate offering the program through the Business Training Centers and launching the program in January.

• CoursEval

Dr. Annal reported on the status of CoursEval. CourseEval is a fully online evaluation system that is easy to fill out, produces data results that can be configured for different purposes, allows comparisons to multiple sections of the same course, creates convenient summaries of results, and has the ability to archive results on a dedicated server. The product was viewed by both the Distance Learning Team and the VPAA’s, both of whom endorsed its use. It was piloted this past Spring and Summer semesters with online classes and was enthusiastically reviewed by faculty. We are currently using it for evaluating online courses only, though we have been given permission to pilot it in face-to-face classes at NHTI.

4. Other

Next meeting is scheduled for December 2, 2010.

The meeting adjourned at 11:50 a.m.

Respectfully submitted,

Tanja Cloutier
Assistant to the Vice-Chancellor