



## **Academic & Student Affairs and Workforce Development Committee**

CCSNH BOARD OF TRUSTEES

Meeting of May 23, 2017

**Attending:** Trustee Jeremy Hitchcock, Trustee Steve Guyer, President Susan Huard, Interim President Ali Rafiymehr, GBCC Advisory Board Member Nancy Pierce, Chancellor Ross Gittel, Associate Vice Chancellor Finance & Strategic Planning Charles Ansell

**Regrets:** Trustee Sharon Harris, Trustee Rebecca Clerkin, Trustee Steve Rothenberg, Director of DOE and College Access Programs Beth Doiron

**Others Attending:** MCC Vice President of Academic Affairs Brian W. Bicknell, NHTI Vice President of Academic Affairs Pamela Langley

Committee Chair Hitchcock called the meeting to order at 9:40: a.m. at MacRury Hall, NHTI in Concord, NH.

### Meeting Minutes

**VOTE:** The Committee, on motion of Mr. Guyer and seconded by Ms. Pierce, unanimously approved the minutes of the March 16, 2017 as amended.

### River Valley CC Request to Eliminate Program

Dr. Rafiymehr introduced the request to eliminate the Associate Degree in Website Design, citing very low participation and the development of two new IT degrees (Information Technology and Computer Science and Global Innovation) that provided students with better employment opportunities upon completion.

**VOTE:** The Committee, on motion of Mr. Guyer and seconded by Ms. Pierce, voted unanimously to recommend the elimination of the Associate Degree in Website Design to the Board of Trustees for approval.

### NHTI Request for New Associates Degree

Dr. Langley introduced the proposed Associate Degree in Recreation and Leisure Studies. Discussion followed. The Committee emphasized the importance of obtaining articulation agreements with four-year institutions for the Recreation and Leisure Studies program and asked to be informed of the progress.

VOTE: The Committee, on motion of Mr. Guyer and seconded by Mr. Hitchcock, voted unanimously to recommend the Associate Degree in Recreation and Leisure Studies to the Board of Trustees for approval.

#### New Program Approval Process

Mr. Ansell presented updates on service areas since the last committee meeting including the upcoming Guided Pathway Summer Academy (June 6-7) and NH Humanities Collaborative Summit (June 12-13). Mr. Ansell and Dr. Gittell also reported on a recent meeting with the Department of Education to discuss points of collaboration. The Committee discussed the importance of communicating the Academic Focus Areas, which are currently being used on the college campuses and are currently under review with feedback from the Department of Education. The Committee discussed the development of guidelines and deadlines around the revisions to the Academic Focus Areas, which are expected to be finalized by September 2017.

Mr. Ansell shared the ten proposed student success measures for the Key Performance Indicator (KPI) scorecard. Discussion followed on the feasibility to track certain measures. Discussion followed on the KPIs, data collection, and reporting. This data, as collected, will help inform the Committee's topics of focus. The committee requested an update on these measures twice a year.

Mr. Ansell provided an overview of the current academic change process and the Vice Presidents' current proposal for changes to the process. Discussion followed.

#### Topics for 2017-2018 Academic Year

Mr. Hitchcock requested that any topics for discussion be sent to himself or Mr. Brian Tobin, the new Executive Assistant to the Chancellor and Board of Trustees prior to the next meeting.

#### Other Business

Mr. Hitchcock and Mr. Tobin will set the meeting schedule for the next year.

Respectfully Submitted,

Brian Tobin  
Executive Assistant to the Chancellor and Board of Trustees