



## Student Success Committee

### CCSNH BOARD OF TRUSTEES

Meeting of March 19, 2020

**Attending:** Trustee Steve Rothenberg (Chair), Trustee John Calhoun, Trustee Stephen Freeborn, Trustee Jeff Cozzens, Trustee Sharon Harris, Trustee Kenneth Stanley, RVCC President Alfred Williams, NCC President Lucille Jordan, CCSNH Chancellor Ross Gittell, CCSNH Director of DOE and College Access Programs Beth Doiron

**Regrets:** Christopher Way (BEA), Commissioner Frank Edelblut

**Others Attending:** CCSNH COO Charles Ansell, CCSNH Legal Counsel Jeanne Herrick, CCSNH Board of Trustees Chair Jeremy Hitchcock, CCSNH Executive Director of Government Affairs and Communications Shannon Reid, WMCC VPAA Kristen Miller, NCC VPAA Robyn Griswold

Committee Chair Rothenberg called the meeting to order at 9:02 a.m. in the Chancellor's Office Conference Room, NHTI, Concord, NH. The chair declared an emergency meeting in order to follow social distancing guidelines related to the current public health crisis, pursuant to RSA 91-A: 2 (III)(b).

#### Approval of December 19, 2019 Minutes

**VOTE:** The Committee, on motion of President Jordan and seconded by Mr. Calhoun, voted by roll call unanimously to approve the minutes of the December 19, 2019 meeting as written.

#### New Academic Program Review Policy and Process

VPAA's Kristen Miller and Robyn Griswold presented for approval by the committee the proposal for a new curriculum process developed by the VPAA's. The existing process is not nimble and could take up to two years to process a single program approval. The proposed process allows for a streamlined workflow that requires a single form, improving communication as well as collaboration and review across the colleges. The committee noted that the revised process adds consistency, standardization, and clarity to the overall process. Following committee approval, the VPAA's will begin to implement the new process immediately. Mr. Freeborn asked that VPAA's clearly communicate the changes to department chairs and coordinators. Jeanne noted that committee and board approval requirements as outlined in the proposed form are consistent with board policy.

**VOTE:** The Committee, on motion of Mr. Calhoun and seconded by Ms. Harris, voted by roll call unanimously to endorse the proposed program review policy and process as presented.

#### Update on Coronavirus

Chancellor Gittell reported that CCSNH is working as a system and following a dynamic process, working closely with the Department of Public Health, the Governor's Office, and the Department of Education. Regarding academic programs, courses, and educational training programs, CCSNH continues to operate by adopting a multi-modal approach, with the majority of courses being moved to online delivery. Lab-based courses and clinicals require a case-by-case approach determined by the colleges. Business operations are mostly remote, with minimal staff required to keep offices open using proper social distancing protocol.



Mr. Ansell noted that Zoom and integrating Zoom with the Canvas learning management system has allowed for a fairly seamless move to remote. Regarding remote instruction, moving to an asynchronous model provides more flexibility for remote faculty and students and addresses internet access issues.

Regarding advising and academic support, much effort has gone into readjusting payment plans, including not assessing late fees and being as flexible as possible. CCSNH is ramping up emergency aid efforts, creating a form that will make it easy for a student to express financial needs, demands, and pressures so that emergency funds can be distributed quickly.

Regarding financial aid, the US. Department of Education has been accommodating and flexible, with rules moving towards college-based discretion. President Williams noted that RVCC faculty who are familiar with online instruction have been mentoring faculty who are not as familiar; and remote tutoring is available to students. President Jordan noted that, similar to RVCC, NCC students are each assigned a contact person through the end of the semester. Southern New Hampshire Hospital is allowing continuation of clinicals for NCC nursing students.

Ms. Doiron provided an update on continuation of Running Start courses. Ms. Harris noted that high school students see this as a good time to add additional online Running Start courses to their schedules, but they are being advised by school counselors that this is not an option.

The committee discussed the possibility of moving commencement ceremonies to summer dates or holding virtual graduation ceremonies. Presidents Jordan and Williams stated that it is important for students and their families at their respective colleges to attend physical events, and their plans include identifying summer dates for commencement.

#### Co-Location

Mr. Rothenberg provided an update from the co-location workgroup. Currently, co-location ranges from renting college space to Career Academy. Co-location also exists in the arrangement that RVCC has with Keene, and the committee discussed other examples of current or potential cases of co-location with other organizations.

#### Other Business

Mr. Rothenberg thanked CCSNH presidents and staff for their efforts related to adjusting to the current public health situation, and an additional committee meeting will be scheduled next month to continue the conversation on this topic.

No further business was stated. The meeting adjourned at 10:25 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees