

**NH Department of Education  
Division of Educator Support and Higher Education  
Higher Education Commission**

**October 10, 2023: Commission Meeting**  
**February 14, 2023 Meeting Minutes**

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**Frank Edelblut**  
Commissioner  
Commissioner

**Christine Brennan**  
Deputy

**STATE OF NEW  
HAMPSHIRE  
DEPARTMENT OF  
EDUCATION  
Division of Educator Support and Higher  
Education  
Higher Education Commission  
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A meeting of the Higher Education Commission was held on Tuesday February 14, 2023, at 2:00 p.m. at 25 Hall Steet, Concord, NH 03301, Granite State College Building, Event Center. The following members present:

Donald Birx, Chair  
Sr. Paula Marie Buley, Vice Chair  
Michele Perkins  
Frank Edelblut  
Cathy Provencher  
Joseph Favazza  
Mark Rubinstein  
Charles Lloyd  
Michael Apfelberg  
Mark Laliberte

The following members were not present:

James Dean

Shawn Fitzgerald  
Susan Stuebner  
Melinda Treadwell  
Alfred Williams  
Kevin O'Shea

1. Chair Donald Birx called the meeting to order. A quorum was not present.
2. Director Appleby shared highlights from the Director's Report.
  - The administrative approvals are typically for California institutions because they're not a SARA state.
  - There has been a significant decline in requests for closed school transcripts, back to the historical levels, since the time that DOE once again started to charge a fee for the service.
  - There are continuing efforts to update the Director's Report and to make it more user-friendly.
3. Program Approvals – Scott, the chair of the review committee, and Triant Flouris, Managing Director of NEAI, presented the New England Aeronautical Institute's BS in Aviation Degree program.
  - A full-day review was conducted on September 26.
  - The site team identified areas that need continued development for consideration - areas such as budgeting, finance, institutional policy and procedures, the institutional website, learning management system, and the academic program.
  - An interim report was submitted to the DOE regarding the status of the above items.
  - On January 30, 2023, there was a follow-up meeting to look at what progress had been made. The areas identified for continued development had been addressed.
  - A recommendation was made for the HEC to grant approval for the NEAI BS in Aviation Degree through June 30, 2026.

Chair Donald Birx called the meeting to order. A quorum was present.

- 3 (cont'd). Triant Flouris discussed specifics of the Aviation Degree program and answered questions about what the degree can be used for, what competing programs exist, the size of the initial cohorts, and the transferability of credits from other programs. The vision of the program is to have a New Hampshire degree with a global reach.

Michele Perkins moved, seconded by Charles Lloyd, to approve the New England Aeronautical Institute in a BS in Aviation Degree program. The motion was approved without dissent via roll call vote.

Chair Donald Birx opened the public hearing at 2:30 p.m.

4. Minutes of the October 11, 2022, Commission Meeting were attached to the agenda and reviewed by members present. Frank Edelblut moved, seconded by Charles Lloyd, to approve the meeting minutes. The motion passed without dissent via roll call vote with Michele Perkins abstaining.
5. Administrative Rules Public Hearing – Hedc 400

Steve Appleby summarized the changes to Hedc 400 that need to be voted upon.

- The new rules take into account the existence of the SARA system. The previous set of rules were enacted prior to SARA.
- Items were updated to align with NECHE.
- The program approval process was streamlined and clarified.
- International institutions were removed due to NECHE's change in how international institutions are handled.
- Fees were updated to match workload expenses.
- There is now more flexibility for institutions to experiment with programs.
- The Hedc 400s expire every 10 years. It is proposed to remove the bylaws and place them in the Hedc 100s, where they cannot expire. This is helpful so that the commission will not accidentally expire. In the final proposal vote, there will be the Hedc 100, taken word for word from Hedc 403, in addition to the Hedc 400.

There were no public comments.

6. The public hearing was closed and the meeting was adjourned at 3:00 p.m.