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MINUTES OF THE MEETING OF MAY 3, 2016

A regular meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New Hampshire at 2:00 p.m. on Tuesday, May 3, 2016. The following members were present:

Tom Galligan, Chair  
Todd Leach, Vice Chair  
Steve Appleby  
Donald Birx  
Sr. Paula Marie Buley  
John Curran  
Michael Diffily (via telephone)  
Ross Gittell  
Alicia Harvey-Smith (via telephone)  
Anne Huot (via telephone)  
Stephen Jones (via telephone)  
Scott Kalicki  
Paul LeBlanc  
David Mahoney  
Michele Perkins  
Eli Rivera  
Lindsay Whaley (via telephone)

The following members were unable to attend:

Virginia Barry  
Jim Fitzgerald  
Mark Huddleston  
Peter Koch  
Mark Rubinstein

- 1) Chair Galligan called the meeting to order and welcomed everyone.
- 2) Mr. Mahoney moved, seconded by Mr. Kalicki, to accept the minutes of February 2, 2016. The motion passed without dissent.
- 3) Director MacKay presented the American University of Madaba's request to extend degree-granting authority to offer all degrees. The American University of Madaba submitted its required report that

was reviewed and found sufficiently responsive to all questions from the Commission. It was recommended that the Commission vote to approve the American University of Madaba's request to continue to operate in New Hampshire and offer all approved degrees until December 31, 2017, with several specific conditions. Following discussion, Sr. Paula Marie moved, seconded by Ms. Perkins, to amend the recommendation to extend degree-granting authority to American University of Madaba until December 31, 2017, with the following conditions:

- a. The American University of Madaba makes efforts to more directly engage the American members of the Board of Trustees in the activities of the Board.
- b. The American University of Madaba intensifies its work with the New England Association of Schools & Colleges and demonstrates it is in the process of securing candidacy status by providing documentation of all correspondence and reports to/from the New England Association of Schools & Colleges regarding the University's work with the association.
- c. The American University of Madaba continues to maintain an office in the state of New Hampshire.
- d. The American University of Madaba provides the Commission with an annual report on or before March 1, 2017 that addresses the above provisions, as well as inclusion of enrollment, staffing and financial data with respect to the operation of the University.

It was also noted, for the record, the American University of Madaba must demonstrate substantial progress in achieving New England Association of Schools & Colleges accreditation and addressing other issues identified previously by the Commission if approval is to be secured beyond December 31, 2017.

The motion passed without dissent.

- 4) Director MacKay presented Hellenic American University's request to extend degree-granting authority to offer all degrees. At the February 2, 2016 meeting, the Commission voted to extend degree-granting authority until June 30, 2017. This was under the assumption that the New England Association of Schools and Colleges would be holding their Comprehensive Evaluation in the spring of 2017 and the timing would enable a small team to review the initial draft of the Self-Study being prepared. An observer from the Commission would also attend the NEASC Evaluation and potentially provide a recommendation to align Commission approvals with the NEASC review schedule. Upon learning that the NEASC would be holding the Comprehensive Evaluation in the fall of 2017, two actions were proposed.

First, a team consisting of Dr. Richard Gustafson and Dr. Robert Henry would conduct a focused visit this October, confirming the implementation plan for the new engineering program is proceeding as planned and providing a follow-up on issues cited during prior Commission reviews.

Second, the Commission would plan to send a team to observe the NEASC visit and conduct a review. Given that timing and allowing for the receipt of the final report from the NEASC during the spring of 2018, approval to extend HAU authorization until June 30, 2018, was proposed. Accordingly, it was recommended the Commission vote to approve Hellenic American University degree-granting authority until June 30, 2018.

Ms. Harvey-Smith moved, seconded by Ms. Huot, to accept the recommendation. The motion passed without dissent.

- 5) Director MacKay presented the New Hampshire Institute of Art's request to rename its Master of Arts in Art Education with the K-12 certification track to the Master of Arts in Teaching in Visual Art. This request was for a name change only; there would be no change in curriculum. It was noted this request has no impact on the other Master of Arts in Art Education with the studio track program. It was recommended the Commission vote to approve the New Hampshire Institute of Art's request.

Mr. Kalicki moved, seconded by Sr. Paula Marie, to accept the recommendation. The motion passed without dissent.

- 6) Director MacKay presented Northeast Catholic College's request to extend degree-granting authority for the Associate of Arts and Bachelor of Arts in Liberal Studies. The College's degree-granting authority is expiring June 30, 2016, and the New England Association of Schools and Colleges will be holding a focused visit in the fall of 2016. Given the results of that review will not be made public until the spring of 2017, it was recommended that the Commission extend approval until June 30, 2017, and send an observer to the focused visit, with the intent to then align approval with the New England Association of Schools and Colleges.

Mr. Rivera moved, seconded by Mr. Mahoney, to accept the recommendation. The motion passed without dissent.

- 7) Director MacKay presented Northern Essex Community College's request to offer introductory courses for associate degrees and internships/practicums for the Associate of Science in Respiratory Care and the Associate of Science in Criminal Justice at the Quarrybrook Outdoor Learning Center in Windham, NH. Jacquelyn Armitage served as the evaluator and visited Quarrybrook Outdoor Learning Center on March 31, 2016. She found the College met all Commission standards and it was recommended that the Commission vote to approve Northern Essex Community College to operate in New Hampshire and offer introductory courses for associate degrees and internships/practicums for the Associate of Science in Respiratory Care and the Associate of Science in Criminal Justice through June 30, 2018, with several conditions.

Discussion followed and concerns were expressed about the perception that it may be the College's long-term plan to establish degrees and certificates, a status which would generate a much more comprehensive review of a branch campus.

Chair Galligan explained to the Commission that, historically, the director approves out-of-state institution requests to offer internships/clinicals/practicums in the state, and the matter was being brought before the Commission because of the inclusion of the introductory courses. These courses could be augmented by online courses and enable students to earn degrees and certificates in the state without the Commission review and approval required in Administrative Rules.

Following discussion, Mr. Kalicki moved, seconded by Mr. Gittell, to amend the recommendation to approve Northern Essex Community College to operate in New Hampshire and offer only internships/clinicals/practicums for the Associate of Science in Respiratory Care and the Associate of Science in Criminal Justice at the Quarrybrook Outdoor Learning Center in Windham, NH. This approval comes with the following provisions:

- Provide an Annual Report on or before December 31 of 2016 and 2017 that includes updates on the progress of the Quarrybrook Outdoor Learning Center location, including:
  - Progress toward scheduling initial introductory courses on location.
  - Description of the use of internship and practicum sites, including copies of memorandums of understanding.
  - An updated budget.
  - A detailed explanation of the percentage of administrative workload dedicated to the Northern Essex Community College programming.
- Provide a description of the relationship between the on-site high school program and the Northern Essex Community College programming.
- Provide a copy of the renewed contract between Northern Essex Community College and the El Hefni Foundation (due in July 2017).
- Copies of all materials (including annual reports) to/from the New England Association of Schools and Colleges are forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit(s). Participation as an observer at site visit(s) would be determined upon receipt and review of correspondence.

Northern Essex Community College/Quarrybrook Outdoor Learning Center may not offer any certificate programs without specific approval of the Commission.

The motion passed without dissent.

- 8) Director MacKay presented Southern New Hampshire's request for continuing approval to offer the Master of Arts, Doctor of Philosophy in International Business, and the Doctor of Education in Educational Leadership. The New England Association of Schools and Colleges will hold a 5-year review in April 2017 and given the Commission's ongoing effort to align reviews and reduce the administrative burden on institutions, it was recommended that the Commission vote to extend authority to offer the Master of Arts, Doctor of Philosophy in International Business, and the Doctor of Education in Educational Leadership until December 31, 2017, with the provision that copies of all materials to/from the New England Association of Schools and Colleges are forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit(s). Participation as an observer at site visit(s) would be determined upon receipt and review of correspondence.

Mr. Kalicki moved, seconded by Sr. Paula Marie, to accept the recommendation. The motion passed without dissent, with Mr. LeBlanc abstaining.

- 9) Director MacKay presented the Upper Valley Graduate School of Education request for continuing approval to offer the Master of Arts in Teaching and the Master of Education in School Leadership. It was noted that the New Hampshire Council for Teacher Education approved the teacher education programs through 2022. The School is engaged with the Accrediting Council for Independent Colleges and Schools on a path toward accreditation and plans to submit a comprehensive report in the fall of 2016 with a site visit held in either the spring or fall of 2017, with the Commission sending an observer. It was recommended that the Commission vote to approve the extension of the Upper Valley Graduate School of Education's degree-granting authority to operate in New Hampshire and offer the Master of Arts in Teaching and the Master of Education in School Leadership until June 30, 2018, with the

condition that copies of all correspondence to and from the Accrediting Council for Independent Colleges and Schools be forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit(s).

Mr. Kalicki moved, seconded by Sr. Paula Marie, to accept the recommendation. The motion passed without dissent.

- 10) Commission members received the report of the Nominating Committee, chaired by Mr. Curran, on the composition of the Executive Committee. On the motion of Mr. Curran, seconded by Mr. Rivera, the Commission voted to accept the following slate of officers:

Chair (Representative of a Public Institution)

Todd Leach, Chancellor, University System of New Hampshire

Vice-Chair (Representative of a Non-Public Institution)

Michele Perkins, President, New England College

Past Chair

Vacant

Representative of a Public Institution

Scott Kalicki, President, Lakes Region Community College

Representative of a Non-Public Institution

Sr. Paula Marie Buley, President, Rivier University

Representative of a Non-Public Postsecondary Career School

Steve Appleby

Two (2) Representatives of Lay Public

John Curran

David Mahoney

The motion passed without dissent.

- 11) Director MacKay presented meeting dates for 2016/2017 as follows:  
Tuesday, October 11, 2016 @ 2:00 p.m.  
Tuesday, February 7, 2017 @ 2:00 p.m.  
Tuesday, May 9, 2017 @ 2:00 p.m.

Mr. Mahoney moved, seconded by Mr. Rivera, to accept the above meeting dates. The motion passed without dissent.

- 12) Director MacKay presented highlights of the Director's Report. Major highlights included:
- a. The status of the primary legislation being tracked was provided: S.B. 314 – Relative to the membership of the Higher Education Commission – signed by the governor; HCR 12 – Urging support of the 65/25 initiative in New Hampshire – before the full Senate with unanimous committee support; H.B. 1551 – Establishing the John and Molly Stark scholarship program and making an appropriation therefor – sent to Interim Study, effectively killing it; S.B. 408 –

Relative to funding for the children's savings account program – was placed on the table in the Senate and not likely to be funded.

- b. The recent change in Commission staffing to upgrade Pat Moquin from a part-time employee to a full-time employee handling closed school transcripts and general support to the Division's business and finance operations was cited. Also, as part of an effort to improve efficiency and effectiveness, James Margeson IV was upgraded and assumed supervision of Kim Kenneally and the Office of Career School Licensing.
  - c. The section on college and university activity typically includes numerous cases of approval for out-of-state institutions to offer internships/clinical/practicums in New Hampshire. It was noted for the record the Commission has historically delegated authority to the Director to make such decisions and without objection by the Commission, he would continue with this procedure and document actions taken in the subsequent Director's Report. No Commission member objected to continuing this process.
  - d. Reports on Veterans Education Services and Office of Career School Licensing were mentioned, and, in particular, the significant dollar value to eligible veterans and their dependents for VA benefits received as a result of enrollment in New Hampshire institutions.
  - e. Commission members were encouraged to review the summaries of research and studies, current initiatives, and attached articles of interest.
- 13) Under Other Business, on behalf of the Commission, Director MacKay thanked Chair Galligan for his hard work as chair for the last several years and wished him well in his new position as Dean of the Law School at Louisiana State University.

Chair Galligan offered his thanks to commissioners and staff for their dedication and hard work.

The meeting adjourned at 3:00 p.m.