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MINUTES OF THE MEETING OF OCTOBER 9, 2018

A meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New Hampshire at 2:00 p.m. on Tuesday, October 9, 2018 with the following members present:

Michele Perkins, Chair
Donald Birx, Vice Chair
Sr. Paula Marie Buley
Frank Edelblut
Peter Koch
Mark Laliberte
Todd Leach
Charles Lloyd
Kim Mooney
Mark Rubinstein
Melinda Treadwell

The following members were unable to attend:

John Curran
James Dean
Steven DiSalvo
Ross Gittell
Paul LeBlanc
David Mahoney

- 1) Chair Perkins called the meeting to order.
- 2) Mr. Leach moved, seconded by Mr. Edelblut, to accept the Conditional Approval of the N.H. Code of Administrative Rules, Hedc 300, Office of Career School Licensing. A roll call vote was taken. The motion passed without dissent.
- 3) Mr. Lloyd moved, seconded by Mr. Laliberte, to accept the minutes of August 2, 2018. A roll call vote was taken. The motion passed without dissent.

- 4) Anne Marie Martorana, Chair of the Evaluation Team, presented the request from New England College and the New Hampshire Institute of Art to merge. The site visit was held September 24, 2018. Ellen Wetmore, Associate Professor of Art, University of Massachusetts Lowell and James Freiburger, Professor Emeritus, Leadership Studies, Southern New Hampshire University also participated.

The Evaluation Team was impressed with the thoughtful and innovative work done to date by the teams at New England College and the New Hampshire Institute of Art, who are working collaboratively to achieve a successful merger that mutually benefits both institutions. All Commission standards were met and it was recommended the Commission vote to affirm its approval of the transition plan and associated timetable for the merger with the following provisions:

- a. Provide the Commission with a Progress Report by December 31, 2018 that would include activities completed to date, a refined financial plan for Phase 1 and Phase 2, and identification of the major initiatives anticipated in the completion of Phase 1.
- b. Provide the Commission with all correspondence and reports between the New England Commission of Higher Education and the institutions regarding the planned merger.
- c. Provide the Commission with a revised plan for Phase 2 by June 30, 2019 that would address:
 - The membership of the Board of Trustees and an organizational chart illustrating the staffing pattern and reporting lines for the merged institution;
 - A clear policy regarding teaching loads, instructor qualifications and terms of employment for all faculty of the combined institutions;
 - A facilities plan that incorporates the implications of relocating art labs, if applicable, and gives consideration to the adequacy of student gathering spaces at the art institute.
 - An evaluation of the adequacy of professional staff in the library and the gallery at the art institute;
 - Approaches to connect the Henniker and Manchester campuses to build a single community;
 - Consolidated curriculum, including plans for online delivery of courses and programs;
 - The status of plans for real estate sales and acquisitions, including the Sharon Arts Center;

- A comprehensive, multi-year financial model for the combined institutions, linked to the most current enrollment and staffing projections, that incorporates the resolution of open items about real estate, debt and endowment.

Sr. Paula Marie Buley moved, seconded by Mr. Leach, to accept the recommendations. A roll call vote was taken. The motion passed without dissent, with Chair Perkins abstaining.

- 5) Director Seidel presented the request from Colby-Sawyer College to continue to offer the Master of Science in Nursing. The Commission on Collegiate Nursing Education held a site visit February 26-28, 2018, which a Commission observer attended. The College also submitted a Substantive Change request to the New England Commission of Higher Education to introduce the College's first master's level degree, the Master of Science in Nursing. The site visit was held April 11-12, 2018 with materials received and reviewed. As the Commission awaits results from both accrediting bodies, it was recommended the Commission vote to extend degree-granting authority until June 30, 2019.

This approval was with the condition that copies of all correspondence to and from the New England Commission of Higher Education and the Commission on Collegiate Nursing Education be forwarded to the Commission. Additionally, the Commission would be invited to attend any scheduled visits. Participation as an observer at site visits would be determined upon review and receipt of correspondence.

Mr. Leach moved, seconded by Mr. Lloyd, to accept the recommendations. A roll call vote was taken. The motion passed without dissent.

- 6) Director Seidel presented the request from Hellenic American University to continue to offer all degrees.

As the Commission awaits results from the New England Commission of Higher Education concerning its substantive change request for the relocation of the Nashua campus, it was recommended the Commission vote to extend degree-granting authority until December 31, 2023. This approval was with the condition that copies of all materials (including annual reports) to/from the New England Commission of Higher Education be 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.

Sr. Paula Marie Buley moved, seconded by Mr. Leach to accept the recommendations. A roll call vote was taken. The motion passed without dissent.

- 7) Mr. Koch moved, seconded by Mr. Leach to accept the Final Adoption of the N.H. Code of Administrative Rules, Hedc 300, Office of Career School Licensing. A roll call vote was taken. The motion passed without dissent.

- 8) Director Seidel presented the request from Northeast Catholic College to continue to offer the Associate of Arts and Bachelor of Arts in Liberal Studies. The New England Commission of Higher Education held a site visit April 8 – 11, 2018, which a Commission observer attended. The site

visit went well, with all Commission standards being met. As the Commission awaits results from the New England Commission of Higher Education, it was recommended the Commission vote to extend degree-granting authority until June 30, 2019.

This approval was with the condition that copies of all correspondence to and from the New England Commission of Higher Education be forwarded to the Commission. Additionally, the Commission would be invited to attend any scheduled visits. Participation as an observer at site visits would be determined upon review and receipt of correspondence.

Mr. Rubinstein moved, seconded by Sr. Paula Marie Buley, to accept the recommendations. A roll call vote was taken. The motion passed without dissent.

- 9) Richard Gustafson presented the request from the Upper Valley Graduate School of Education to continue to offer the Master of Arts in Teaching and the Master of Education in School Leadership. This recommendation modified an earlier recommendation stating the Upper Valley Graduate School of Education name change was approved through December 31, 2019, conditional upon accreditation. This recommendation was made when the Upper Valley Graduate School of Education was well along in the accreditation process with the Accrediting Council for Independent Colleges and Schools. The strategic shift to the New England Commission of Higher Education when the Accrediting Commission of Higher Education lost its US Department of Education approval resulted in a different time line.

It was recommended the Commission vote to approve the School to continue to use the name Upper Valley Graduate School of Education for its degree-granting institution through December 31, 2022, with continuation contingent upon the School being in good standing with the New England Commission of Higher Education.

Also, the Commission vote to approve the extension of Upper Valley Educators Institute/Upper Valley Graduate School of Education's degree-granting authority to operate in New Hampshire and to offer the Master of Arts in Teaching (also to non-experienced educators) and the Master of Education in School Leadership through December 31, 2022, with the following conditions:

- a. The Commission receives the New England Commission of Higher Education report on Eligibility expected in October, 2018, and the results of the New England Commission of Higher Education's decision on Candidacy status in November, 2018, including any timetable for the Candidacy self-study and Candidacy evaluation visit. Additionally, the Commission would be invited to observe any New England Commission of Higher Education site visit(s).
- b. The Commission receives all correspondence to and from the Accrediting Commission of Higher Education regarding its 2019 accreditation visit. Additionally, the Commission would be invited to observe any Accrediting Commission of Higher Education site visit(s).
- c. The Commission receives all correspondence to and from the New Hampshire Council for Teacher Education regarding its teacher and administrator certification/licensure programs.

Mr. Koch moved, seconded by Mr. Lloyd to accept the recommendations. A roll call vote was taken. The motion passed without dissent.

- 10) Chair Perkins sought approval for New England College to offer a Bachelor of Fine Arts. Sr. Paula Marie Buley moved, seconded by Mr. Lloyd, to pre-approve the request with Mr. Edelblut, Mr. Leach and Director Seidel to serve on a subcommittee to peruse the request. The motion was unanimously approved with Chair Perkins abstaining.
- 11) Director Seidel presented highlights of the Director's Report. Major highlights included:
 - a. Introduction of Jeffrey Newman, new administrator for the Veterans Education Services and the Office of Career School Licensing.
 - b. Number of international institutions expressing an interest in operating in the State of New Hampshire with suggestion to place on the February 12, 2019 agenda for discussion.

The meeting adjourned at 2:50 p.m.