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MINUTES OF THE MEETING OF MARCH 14, 2013

A regular meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New Hampshire at 2:00 p.m. on Thursday, March 14, 2013. The following members were present:

Tom Galligan, Chair
Stephen Appleby
James Birge
John Curran
Father Jonathan DeFelice
Ross Gittell
Todd Leach
Michele Perkins
Eli Rivera
Roger Williams

The following members were unable to attend:

Wil Arvelo
Virginia Barry
Jim Fitzgerald
Mark Huddleston
Jay Kahn
David Mahoney
Sara Jayne Steen, Vice Chair
Lindsay Whaley

The following persons also attended: representing the American University of Madaba – Michael James; representing Franklin Pierce University - Kim Mooney, Provost and V.P., Academic Affairs, John Ragsdale, Associate Dean, Lynn Rosansky, Dean; representing Hesser College – Todd Slover, Director of Accreditation & Compliance; representing St. John International University – Lorenzina Zampedri, Chair, Board of Directors, Giulia M.L. Ceria, Executive Assistant and Interpreter, James Bianco, Esq., Board Member; Consultants - Kathryn Dodge, Michael King, Esq., Tom Rocco; Tom Horgan, President and CEO, NH College & University Council; Cathy Yeager, Transcriptionist. Staff - Richard Gustafson, Director, Patricia Edes, Assistant to the Director, Patricia Moquin, Program Assistant I, Amy Slattery,

Program Specialist III, Kim Kenneally, Program Specialist I. Observers - Anne Blake, former Dean of Admissions and Student Life at St. John International University, Andrea Brode, former Dean of International Programs at St. John International University

- 1) Chair Galligan called the meeting to order and welcomed everyone.
- 2) On the motion of Mr. Birge, seconded by Father Jonathan, the members voted to accept the minutes of December 13, 2012. The motion passed without dissent.
- 3) Ms. Perkins reported on behalf of the Nominating Committee. The Nominating Committee met to nominate representatives for three positions on the Executive Committee and agreed on the following: Chair – Thomas Galligan, President of Colby-Sawyer College, representing a private institution; Vice Chair – Sara Jayne Steen, President of Plymouth State University, representing a public institution; and representative of a public institution – Todd Leach, President of Granite State College and Interim Chancellor of the University System of New Hampshire. Father Jonathan moved, seconded by Mr. Appleby, the motion passed without dissent.
- 4) On the motion of Father Jonathan, seconded by Mr. Leach, the Commission voted to accept the amended By-Laws. The motion passed without dissent.
- 5) Tom Rocco, Evaluation Team Chair, presented the Evaluation Report for the American University of Madaba's request for new degree-granting authority for the Bachelor of Science in Banking and Finance, Bachelor of Science in Interior Design, and Bachelor of Science in Architecture. The Evaluation Team also included Bart Sapeta, Professor of Architecture, Keene State College, Amir Toosi, Dean of Business, Rivier University, and Director Richard Gustafson. A video conference was held on February 14, 2013 with the American University of Madaba founders, senior administrators and their consultants, and some faculty. All Commission standards were met and the Evaluation Team recommended the Commission vote to approve the request of the American University of Madaba to offer the following new degrees for a period of two years or until June 30, 2015:
 - Bachelor of Science in Architecture
 - Bachelor of Science in Interior Design
 - Bachelor of Science in Banking and Finance

Further, the Commission would require an annual report on or before December 31 of each year, beginning in December, 2013, that addresses the recommendations listed below and program information. This annual report may be incorporated into the already required annual report for the University's previously approved programs.

- (a) Annual financial audit for the University, with details about the financial performance of these programs;
- (b) Total current student enrollments for all programs of the University;
- (c) Progress in discussions with the New England Association of Schools and Colleges (NEASC) regarding regional accreditation, along with copies of correspondence between the American University of Madaba and the NEASC;
- (d) Resumes of newly hired faculty in the Architecture, Interior Design and Banking and Finance Programs;
- (e) Progress in addressing the curricular issues listed in the Evaluation Report.

Finally, the Commission would conduct an on-site review of the University's programs in the spring of 2015 for the purpose of making a recommendation regarding continuation of program approval. Authority would expire at the end of any calendar year for which the required report(s) are not received. Mr. Leach moved, seconded by Mr. Appleby, to accept the Evaluation Committee recommendations. The motion passed without dissent with Father Jonathan abstaining.

- 6) Director Gustafson presented Franklin Pierce University's request to continue to offer the Doctor of Arts in Leadership Studies until December 31, 2015 to allow adequate time to phase out the program and teach out the remaining students. Father Jonathan moved, seconded by Mr. Curran, to extend degree-granting authority until December 31, 2015. The motion passed without dissent with Mr. Birge abstaining.
- 7) Kathryn Dodge, Evaluation Team Chair presented the Evaluation Report for Hesser College's request for new degree-granting authority for the Bachelor of Science in Health Care Management. The Evaluation Team also included Paula Williams, Dean, Division of Nursing, Rivier University, and Director Richard Gustafson. All Commission standards were met and the Evaluation Team recommended the Commission vote to approve the request of Hesser College to offer the Bachelor of Science in Health Care Management until June 30, 2016, aligned with current degree-granting authority.

At the review to be conducted in spring of 2016, Hesser College would provide updates on the following:

- (a) Full-time personnel assigned to the program;
- (b) Financial sustainability of program;
- (c) Upper division syllabi - to ensure higher level thinking skills, e.g., application, analysis, synthesis, and evaluation – beyond requiring description and discussion in outcome expectations; and
- (d) Advisory committee membership - consider expansion to ensure expertise in various areas of health care management.

Mr. Leach moved, seconded by Mr. Appleby, to accept the Evaluation Team recommendations. The motion passed without dissent.

- 8) Director Gustafson presented Lebanon College's request to extend degree-granting authority until December 31, 2014 to offer the Associate of Arts, Associate of Science in Business and Associate of Science in Radiography. This would align with the accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) and the Joint Review Committee on Education and Radiologic Technology (JRCERT) and allow the institution to seek accreditation through the New England Association of Schools and Colleges (NEASC). The Commission would remain in close communication with the College in its discussions with accrediting agencies. Lebanon College would be required to forward all materials to/from the ACICS, the JRCERT, and

the NEASC and be invited to all accreditation site visits. Mr. Williams moved, seconded by Ms. Perkins, to approve the request. The motion passed without dissent.

- 9) Tom Rocco, Evaluation Team Chair, presented the Evaluation Report for St. John International University's request to change the degree designation from a Bachelor of Arts in Environmental Studies to a Bachelor of Science in Environmental Studies and continue degree-granting authority to offer all degrees through June 30, 2014. The Evaluation Team also included Piero Garofalo, Associate Professor of Italian Studies at the University of New Hampshire, William McGarry, Senior Vice President for Finance & Operations at Southern New Hampshire University, Mark Mitch, Associate Professor of Environmental Science at New England College, the Honorable Nancy Stiles, New Hampshire Senate, and Director Gustafson. The site visit was held December 2-4, 2012 in Vinovo (Torino), Italy. All Commission standards were reviewed and the Evaluation Team recommended the Commission vote to extend degree-granting authority through June 30, 2013 for the following degrees:

- Bachelor of Science in Environmental Architecture
- Bachelor of Science in Environmental Studies
- Bachelor of Arts in Film Studies
- Bachelor of Arts in Art History
- Bachelor of Arts in Business Administration
- Master of Arts in International Arts Administration
- Master of Architecture
- Master of Business Administration

This was with the request that progress on the following specific recommendations would be documented in the required periodic reports to the Commission in a report matrix format:

- (a) The Board of Trustees should meet at least once at the Campus in Vinovo during this approval period to assure their first-hand familiarity with the University.
- (b) A provost with American higher education experience should be in place prior to July 1, 2013.
- (c) A president with significant American higher education experience should be hired when the Board determines it has the right fit for the organization.
- (d) Initiate and pursue regional accreditation with the NEASC.
- (e) Improve public disclosure with the identification of full- time and part-time faculty in university publications and clearer information about the type and location of student housing in the catalog and marketing materials.
- (f) Add courses and provide syllabi in chemistry (with laboratory) and Geographic Information Systems (GIS) to the environmental studies curriculum and faculty resumes.
- (g) Document the progress of culling course offerings to those that are offered on a regular basis and central to each major.

- (h) Plan for the addition of full-time faculty in degree discipline areas and clarify expectations for faculty research and publication.
- (i) Faculty with American higher education experience should be engaged either on a full-time or part-time/visiting basis to enhance the American higher educational environment of the University.
- (j) Enhance space in the University library to make student computer work stations available or secure a new arrangement with the adjacent municipal library to assure easy access for students to all their virtual and material resources.
- (k) Develop a facilities plan to accompany the increases in student enrollment as projected in the current business plan. This plan should include provision for classrooms, laboratories, faculty offices, library, and student residences.
- (l) As the University continues to attract investors and make stock allocations, prepare a list of current and new investors, new shares of stock held and capital provided to the University.
- (m) List of creditors, the amounts owed, and progress being made to eliminate such indebtedness.
- (n) List of claims associated with former and current employees and the resolution of these claims shall be included in the periodic reports to the Commission.
- (o) Current operating budgets, financial reports, projections for FY 2013 and FY 2014, and current and projected enrollments.

Lengthy discussion followed.

Mr. Curran moved, seconded by Mr. Rivera, to allow a brief question or comment period from the public present regarding non-payment of faculty and staff. The motion failed with three voting yea, six voting nay, and Father Jonathan abstaining.

Note: At the December 13, 2012 meeting, Chair MacKay commented, for the record, that if any member of the public has comments regarding any matter brought before the Commission, these comments should be put in writing in order for a clear record to be on file. These comments would then be circulated to all commissioners.

Mr. Appleby moved, seconded by Mr. Rivera to modify the recommendation to extend degree-granting authority until June 30, 2013, with the requirement that St. John International University provide the Commission with a progress report by May 1, 2013 with updated financials, enrollment and other items as listed above.

The motion passed with Mr. Williams and Father Jonathan abstaining.

- 10) Director Gustafson presented an update on standard annual/progress reports for the following institutions: In-State - American University of Madaba; out-of state - Antioch University New England, Lesley University, MCPHS University, Pratt Institute, Springfield College. Mr. Williams moved, seconded by Mr. Leach, to accept the annual reports. The motion passed without dissent.
- 11) Director Gustafson presented the Proposed Initial Proposal of the N.H. Code of Administrative Rules – Hedc 400 – “Degree-Granting Higher Education Institutions with a Physical Presence in New Hampshire. “ Revisions were made from the version approved at the December 13, 2012 meeting. Mr. Leach moved, seconded by Mr. Rivera, to accept the Proposed Initial Proposal. The motion passed without dissent.
- 12) On the motion of Mr. Curran, seconded by Mr. Appleby, the Commission voted to accept the revised “Schedule of Required Institutional Fees.” The motion passed without dissent.
- 13) Chair Galligan updated the Commission on the NH College Tuition Savings Plan Advisory Commission.
- 14) Director Gustafson presented highlights of the Director’s Report. These included the following:
 - (a) Update on S.B. 134 – relative to the division of higher education and the higher education commission.
 - (b) Update on S.B. 162 – repealing the student tuition guarantee fund and making provisions for the reimbursement of remaining funds, and relative to the membership of the higher education commission.
 - (c) Update on H.B. 519 - requiring the division of higher education to develop a policy on academic credit for a student’s military occupation, military training, coursework, and experience. He testified in opposition, as did Granite State College, as unnecessary and duplicative.
 - (d) Update on the “State Authorization Reciprocity Agreement” (SARA) discussions continue. The matter will be discussed at the New England Board of Higher Education (NEBHE) Annual Meeting on March 8 and 9, 2013 in Boston, MA and will be further discussed at a national meeting in Indianapolis on April 16 and 17, 2013. Updates would be forthcoming.

The meeting adjourned at 4:15 p.m.