



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Division of Higher Education – Higher Education Commission
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

MINUTES OF THE MEETING OF MAY 10, 2012

A regular meeting of the Higher Education Commission was held at 101 Pleasant Street, Concord, New Hampshire at 2:00 p.m. on Thursday, May 10, 2012. The following members were present:

Father Jonathan DeFelice, Chair
Ed MacKay, Vice Chair
Will Arvelo
Virginia Barry
James Birge
John Curran (via phone)
Jim Fitzgerald
Tom Galligan
Helen Giles-Gee
Ross Gittell
Todd Leach
David Mahoney
Michele Perkins
Sara Jayne Steen (via phone)

The following members were unable to attend:

Stephen Appleby
Mark Huddleston
Eli Rivera
Roger Williams

The following persons also attended: James Craiglow, President Emeritus/Chancellor Emeritus, Antioch University New England; Thomas Rocco, Educational Consultant; representing the American University of Madaba: Kathryn Dodge, Consultant, Michael James, North American Liaison, Michael King, Esq., Consultant, George Hazboun, President, Nasr Saleh, Assistant to the President, Senator Nancy Stiles, Chair, Senate Education Committee, Senator Lou D'Allesandro; representing Hesser College - Jacquelyn Armitage, President; representing Lesley University - Liesel Martin, Associate Director. 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, Donald Crandlemire, Esq., Denis Paiste, Reporter for the N.H. Union Leader; Shari Litch Gray, Associate Professor, Chester College of New England, Richard Gustafson, President Emeritus, Southern New Hampshire University, Thomas Horgan, President & CEO, NH College and University Council; Patricia Edes, Assistant to the Director,

Aprylle Desrosiers, Program Specialist III, Kim Kenneally, Program Specialist I, Patricia Moquin, Program Assistant I, Amy Slattery, Program Specialist III.

- 1) Chair DeFelice called the meeting to order, welcomed everyone, and expressed his thanks to Commissioner Barry for the great work she has done having had the Commission fall under her leadership. He then asked those present to introduce themselves.
- 2) On the motion of Mr. Leach, seconded by Mr. Arvelo, the members voted to accept the minutes of December 1, 2011. The motion passed without dissent.
- 3) On the motion of Mr. Leach, seconded by Vice Chair MacKay, the Commission voted to accept the minutes of the March 15, 2012 Executive Committee Meeting. The motion passed without dissent.
- 4) On the motion of Ms. Giles-Gee, seconded by Mr. Leach, the Commission voted to accept the following slate of officers:

Chair (Representative of a Public Institution)

Ed MacKay, Chancellor, University System of New Hampshire

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

Thomas Galligan, President, Colby-Sawyer College

Past Chair

Father Jonathan DeFelice, President, Saint Anselm College

Representative of a Public Institution

Sara Jayne Steen, President, Plymouth State University

Representative of a Non-Public Institution

Michele Perkins, President, New England College

Representative of a Non-Public Postsecondary Career School

Stephen Appleby, General Manager, New Horizons Computer Learning Center

Representative of Lay Public

David Mahoney

The motion passed without dissent.

- 5) As Chair DeFelice was on the Board for the American University of Madaba, the meeting was turned over to Vice Chair MacKay.

Mr. Leach moved, seconded by Mr. Galligan, to move the following recommendation:

To approve the request of the American University of Madaba for recognition by the State of New Hampshire and new authority to offer the following degrees for a period of three (3) years or until June 30, 2015:

- Bachelor of Science in Civil Engineering

- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Biology and Biotechnology
- Bachelor of Science in Chemistry
- Bachelor of Science in Physics and Materials Science
- Bachelor of Science in Medical Laboratories
- Bachelor of Science in Nutrition and Dietetics
- Bachelor of Science in Pharmacy
- Bachelor of Science in Computer Science
- Bachelor of Science in Accounting
- Bachelor of Science in Business Administration
- Bachelor of Science in Marketing
- Bachelor of Science in Risk Management
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in Arabic Language and Literature
- Bachelor of Arts in English Language and Literature
- Bachelor of Arts in Translation

This was with the following requirements:

1. No new degree programs would be initiated without prior approval of the Higher Education Commission.
2. Annually on or before December 31, submit a report listing the names of the programs, degrees and certificates the institution offered as of September 1 of the year in which the report is filed and new curricular plans for the upcoming year. Also, to strengthen the University in its near term development, include in the annual report progress toward fulfilling the following requirements:
 - a. A greater presence on the Board of Trustees of Americans with significant higher education experience, with a target of at least three such members.
 - b. A larger per cent of faculty members with significant American higher education experience, with a target of at least 30% of the total faculty.
 - c. Deans and chairs to be appointed soon for each academic unit, some of whom should have American higher education experience.
 - d. Clearer communication among the various divisions of the University, especially as decisions and appointments affect the faculty, in order to sustain a culture appropriate to an American university.
 - e. A fully operational interactive technology platform by next academic year (the infrastructure and personnel are already available.)
 - f. A fully operational on-line library access platform for students and faculty by next academic year (it was understood that the American University of Madaba already has a temporary program in place and will be able to use the Jordanian National University's library platform, including student and faculty access to on-line journals and other learning materials).

- g. An on-line registration system in full operation by next academic year.
- h. Completion of the faculty handbook, with policies and procedures concerning appointments and promotions that assure academic freedom.
- i. A clearer statement of the role of the faculty in searches for new faculty members, a Faculty Handbook is being prepared in which the role of the deans and faculty councils will be clearly documented).
- j. More realistic teaching expectations and budgetary support for those who are expected to do professional research, without which it will be difficult to attract additional American educated faculty members.
- k. Clearer assurances that the language of instruction must be English, except in foreign language courses or with discretion in historical and cultural topics.
- l. Clearer development of the English literature component of the Language and Literature Program.

Authority would expire at the end of any calendar year for which required report(s) are not received.

The Commission would authorize the filing of Articles of Incorporation with the New Hampshire Secretary of State and notify the appropriate legislative bodies of its action.

Thomas Rocco, Evaluation Team Chair, presented the Evaluation Report. Members of the Evaluation Team also included experts as follows: Arabic Language & Literature - Khaled Al-Masri, Harvard University, Center for Middle Eastern Studies; Engineering - Kent Chamberlin, University of New Hampshire; Communication & Literature - Meaghan Cronin, Saint Anselm College; Governance & Finance – The Honorable Lou D’Allesandro, NH Senate; Computer Science & Technology Support – Nicholas Harkiolakis, Abu Dhabi Men’s College; Business & Sciences – Thomas Sabbagh, Franklin Pierce University; Art & Design – Joel Gill, New Hampshire Institute of Art; Official Observer – The Honorable Nancy Stiles, NH Senate. The visit was held in Madaba, Jordan. All Commission standards were met.

Vice Chair MacKay called a vote on the motion that was moved and seconded with the understanding that, in addition to the specific citations and requirements, enrollment reports would be required as specified under Pos 1004. The motion passed without dissent, with Chair DeFelice abstaining.

- 6. Vice Chair MacKay turned the meeting back to Chair DeFelice. Thomas Rocco, Evaluation Team Chair, presented the Evaluation Report for Franklin Pierce University’s request for continuing authority to offer the Doctor of Arts in Leadership. Steven Painchaud, Professor of Organizational Leadership, Southern New Hampshire University was also part of the Evaluation Team. A request was also submitted to change the name of the degree to Doctor of Arts in Leadership Studies, with number of credits from 60 to 45. The Evaluation Team found Franklin Pierce University in compliance with Commission standards and recommended the Commission vote to approve the request from Franklin Pierce University to offer the Doctor of Arts in

Leadership Studies through June 30, 2013. A site visit would be scheduled for March or April of 2013, to assure continued progress towards the objectives detailed in the Evaluation Plan.

This approval was with the condition that copies of all correspondence to and from the New England Association of Schools and Colleges 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.

Per Pos 1006.01 Annual Report – In-State Institutions. Annually on or before December 31, every in-state institution offering courses, programs or degrees within the State of New Hampshire shall file with the commission:

- (a) A report listing the names of the programs, degrees and certificates the institution offered as of September 1 of the year in which the report is filed and new curricular plans for the upcoming year;
- (b) Annual reports submitted to its institutional accrediting agencies;
- (c) If applicable, audited financial statements for 3 years following notification from the U.S. Department of Education regarding financial responsibility ratios below the expected threshold.

Authority would expire at the end of any calendar year for which required report(s) are not received.

Mr. Leach moved, seconded by Mr. Arvelo to accept the Evaluation Team recommendation. The motion passed without dissent, with Mr. Gittell and Mr. Birge abstaining.

7. Mr. MacKay moved, seconded by Mr. Arvelo, to move the following recommendation:

To approve the request of Hellenic American University to offer the Associate of Science in General Engineering and the Associate of Science in Hospitality Management.

Hellenic American University was under the assumption that it had approval to offer the Associate of Science in General Engineering and the Associate of Science in Hospitality, but upon learning it did not, submitted a request for an expedited review, which does not require a site visit. Jim Craiglow reviewed the expedited review, and found it thorough and comprehensive. It met all Commission standards.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent.

8. Mr. Mahoney moved, seconded by Mr. Arvelo, to move the following recommendation:

To accept the New England Association of Schools and Colleges (NEASC) report for Hesser College in lieu of a formal Commission visit and extend degree-granting authority through June 30, 2016 to offer the following degrees:

Associate of Arts in Liberal Studies
Associate in Business Science
Associate in Early Childhood Education

Associate of Science - Business Computer Applications • Microcomputer Support Specialist •
Graphic Design • Interior Design • Medical Assisting • Paralegal • Communications

Associate of Science and Bachelor of Science in Criminal Justice
Associate of Science and Bachelor of Science in Psychology

Bachelor of Science in Business Administration - Concentration in Accounting
Bachelor of Science in Business Administration - Concentration in Business Administration

Subject to continued approval by the Commission on Accreditation in Physical Therapy
Education (CAPTE): Associate of Science in Physical Therapist Assistant

This was with the condition that copies of all correspondence to and from the NEASC 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. Included with the report to the NEASC in the fall 2013, it must provide to the Commission a narrative on how current assessment efforts have evolved, been applied, and to report on efforts to significantly improve retention rates. It is suggested that a limited overview visit by the Commission take place at that time.

Authority would expire at the end of any calendar year for which required report(s) are not received.

Jim Craiglow reviewed the NEASC report and found it met all Commission standards.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent.

9. Ms. Perkins moved, seconded by Mr. Birge, to move the following recommendation:

To approve the request of Lebanon College to continue to offer the Associate of Arts, Associate of Science in Business and Associate of Science in Radiography until September 30, 2012. This timeframe would permit review of the Accrediting Council for Independent Colleges and Schools final report and action on Lebanon College, and completion of the portfolio of materials by Jim Craiglow to enable a focused site visit to take place.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent.

10. Mr. Leach moved, seconded by Mr. Arvelo, to move the following recommendation:

To approve the request of Lesley University to continue to operate in the State of New Hampshire and offer the M.Ed. in Special Education and the M.Ed. in Mathematics Education until June 30, 2016. The time frame would allow Lesley University to enroll and graduate two cohorts before another Commission team visit is conducted.

This was with the requirement that Lesley University inform the Commission of cohort locations (any new site would require a visit to confirm compliance) and beginning dates of instructional delivery for these programs.

Also required, were annual updates (due by December 31 of each year) detailing enrollment by program(s) and site(s), any changes in faculty (net number change, credentials and teaching assignments for new hires), and/or curriculum changes.

Authority would expire at the end of any calendar year for which required reports are not received.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent.

11. Mr. Galligan moved, seconded by Mr. Arvelo, to move the following recommendation:

To approve the request of Massachusetts College of Pharmacy and Health Sciences to continue to offer the Post-Baccalaureate – Bachelor of Science in Nursing until December 31, 2014, with the requirement that it submit annual reports by December 31 of each year outlining (a) offerings; (b) enrollments by site(s); (c) curriculum changes; (d) changes in faculty that includes academic discipline, degree alignment with courses taught, degrees held/institution(s) attended. Also, that copies of correspondence to/from the New England Association of Schools and Colleges, the NH Board of Nursing, and the Commission on Collegiate Nursing Education are forwarded to the Commission, and the Commission be invited to attend any site visit(s). Participation as an observer at site visits would be determined upon receipt and review of materials.

Authority would expire at the end of any calendar year for which required reports are not received.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent.

12. As Chair DeFelice is on the Board for St. John International University, the meeting was turned over to Vice Chair MacKay.

Mr. Arvelo moved, seconded by Mr. Galligan, to move the following recommendation:

The Commission vote to require St. John International University to hire an administrator/consultant to work alongside the interim president and present a report to the Commission within five (5) months or October 31, 2012. If progress is made, the Commission would vote at the December meeting to extend approval beyond December 31, 2012 and hold a site visit thereafter.

Jim Craiglow presented an update on leadership issues and faculty concerns at St. John International University. Lengthy discussion followed, with concerns expressed about the timeline. Mr. Galligan moved, seconded by Mr. Birge, to amend the vote to require a report by September 1, 2012 and a site visit to occur during the fall of 2012.

An amendment was added to make sure the request included a sustainability plan that covers fiscal and faculty stability. Jim Craiglow would coordinate with the Executive Committee on a clear charge. The motion passed without dissent. The report would be reviewed by the Higher Education Commission at its September, 2012 meeting. If necessary, the Commission would

make decisions related to degree-granting approval. It is expected that a site visit to St. John International would be held in the fall of 2012.

Vice Chair Ed MacKay called a vote on the amended motion that was moved and seconded. The motion passed without dissent, with Chair DeFelice abstaining.

13. Vice Chair MacKay turned the meeting back to Chair DeFelice. Mr. Arvelo moved, seconded by Mr. Galligan, to move the following recommendation:

The Commission vote to extend degree-granting authority to St. Joseph School of Nursing to offer the Associate of Science in Nursing (ASN) through July 31, 2013, with approval to be extended through July 31, 2017 if the result of the fall 2012 accreditation review by the National League for Nursing Accrediting Commission results in full accreditation or continued accreditation candidacy status.

This is also with the condition that copies of all correspondence to and from the Accrediting Commission of Career Schools and Colleges, the N.H. Board of Nursing, and the National League for Nursing Accrediting Commission 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.

Per Pos 1006.01 Annual Report – In-State Institutions. Annually on or before December 31, every in-state institution offering courses, programs or degrees within the State of New Hampshire shall file with the Commission:

- (a) A report listing the names of the programs, degrees and certificates the institution offered as of September 1 of the year in which the report is filed and new curricular plans for the upcoming year;
- (b) Annual reports submitted to its institutional accrediting agencies;
- (c) If applicable, audited financial statements for 3 years following notification from the U.S. Department of Education regarding financial responsibility ratios below the expected threshold.

Authority would expire at the end of any calendar year for which required report(s) are not received .

Jim Craiglow presented an Evaluation Plan on his site visit to St. Joseph School of Nursing. St. Joseph School of Nursing met all Commission standards. Taken into consideration was the upcoming accreditation review by the National League for Nursing Accrediting Commission.

Chair DeFelice called a vote on the motion that was moved and seconded. The motion passed without dissent

14. On the motion of Mr. Arvelo, seconded by Mr. Galligan, the members voted to accept the following annual reports from in-state institutions:

American College of History and Legal Studies – Bachelor of Arts in History and Legal Studies

Antioch University New England – Masters and Doctoral Degrees

Hellenic American University's Annual Report for the following degrees:

- Associate of Science in Enterprise Network Administration
- Bachelor of Arts in English and Language and Literature
- Bachelor of Music with concentrations in Music Performance, and Music Theory and Composition
- Bachelor of Science in Business Administration, without major, and with majors in Finance, Marketing and Information Technology
- Bachelor of Science in Information Technology
- Bachelor of Science in Psychology
- Master of Science in Psychology with Concentration in Clinical Psychology
- Master of Business Administration, including Professional Master of Business Administration
- Master of Science in Information Technology
- Master of Arts in Applied Linguistics
- Master of Arts in Translation
- Master of Arts in Conference Interpreting
- Ph.D. in Applied Linguistics with concentrations in Discourse in English Language Teaching, Testing, or Translation/Interpreting.

In lieu of the required Annual Report, due by December 31, 2012 the Hellenic American University must submit a *Request for an Evaluation*.

Upper Valley Educators Institute – Master of Arts in Teaching and Master of Education

The motion passed without dissent.

15. On the motion of Vice Chair MacKay, seconded by Mr. Birge, the members voted to accept the following annual reports from out-of-state institutions:

Massachusetts College of Pharmacy & Health Sciences – Master of Physician Assistant Studies and Doctor of Pharmacy

Pratt Institute – Spring/Summer Intensive Program for Master of Art Therapy or Master in Dance Therapy

Springfield College – Bachelor of Science in Human Services - Early Childhood Education, Bachelor of Science in Human Services with a Concentration in Addiction Studies, Master of Science in Human Services with a Concentration in Organizational Management and Leadership, Master of Science in Human Services with a Concentration in Mental Health Counseling.

The motion passed without dissent.

16. Ms. Barry presented the report "Status of Higher Education in New Hampshire." She thanked Tom Horgan, President and CEO of the NH College and University Council, for providing his review. Commissioners were encouraged to contact her if there were any questions regarding the report.
17. Ms. Barry presented highlights of the Commissioner's Report:

- (a) As candidates for the director's position have lacked a strong background in higher education, the search continues.
 - (b) In order to align functions within the Department of Education, the Career School Licensing function was relocated to the Division of Career Technology and Adult Learning – Bureau of Career Development.
 - (c) A report was circulated from the Veterans Education Services detailing the GI Bill. New Hampshire received an excellent mark on its federal audit from the U.S. Veterans Administration. As the Veterans Education Services now performs compliance audits, the person coordinating is considering the possibility of moving under the Veterans Council.
18. Chair DeFelice briefed commissioners on the future of the Higher Education Commission. At this time, the Commission is administratively attached to the Department of Education, but will pursue the option of becoming an autonomous entity again when a new governor is elected.
19. Under Other Business:
- a. On behalf of the Commission, Chair DeFelice thanked Ms. Giles-Gee for her long service on the Commission and her insightful and kind contributions to higher education in NH. He wished her well in her new position.
 - b. On behalf of the Commission, Chair DeFelice sincerely thanked Ms. Barry for taking on the responsibility of the Division of Higher Education. She has worked extremely well with the Commission and been extremely cooperative dealing with a very crowded set of responsibilities.
 - c. On behalf of the Commission, Chair DeFelice sincerely thanked Patti Edes for keeping the Commission together since July 1, 2011 without a director.
 - a. Meeting dates for 2012/2013 are as follows:

Thursday, September 13, 2012 @ 2:00 p.m.
Thursday, December 13, 2012 @ 2:00 p.m.
Thursday, March 14, 2013 @ 2:00 p.m.
Thursday, May 9, 2013 @ @ 2:00 p.m.

The meeting adjourned at 4:30 p.m.