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MINUTES OF THE MEETING OF MAY 16, 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, May 16, 2013. The following members were present:

Tom Galligan, Chair
Sara Jayne Steen, Vice Chair
Steve Appleby
John Curran
Jim Fitzgerald
Jay Kahn
Todd Leach
David Mahoney
Michele Perkins
Roger Williams

The following members were unable to attend:

Wil Arvelo
Virginia Barry
James Birge
Father Jonathan DeFelice
Ross Gittell
Mark Huddleston
Eli Rivera
Lindsay Whaley

- 1) Chair Galligan called the meeting to order and welcomed everyone.
- 2) Chair Galligan opened a public hearing on the N.H. Code of Administrative Rules, Hedc 400, Degree-Granting Higher Education Institutions with a Physical Presence in New Hampshire. Those present were given the deadline of May 30, 2013 to submit, in writing, data, views or arguments. With no comments made, Chair Galligan closed the public hearing. [Subsequent to the meeting, no additional comments were received by the May 30, 2013 deadline.]

- 3) On the motion of Mr. Curran, seconded by Mr. Leach, the Commission voted to accept the minutes of March 14, 2013. The motion passed without dissent.
- 4) Director Gustafson presented St. John International University's request to continue to offer all degrees. St. John International University filed its required May 1, 2013 Progress Report which was responsive to the Commission's requirements. The Progress Report addressed issues and good improvement was noted. On the motion of Mr. Mahoney, seconded by Mr. Fitzgerald, the Commission voted to approve the progress report for all degrees and extend degree-granting authority through June 30, 2014, with the requirement that the University provide the Commission with a Progress Report by November 1, 2013 and March 1, 2014 providing updated financials, enrollment and other items as listed below. In addition, the University would provide the Commission with any correspondence with the New England Association of Schools and Colleges and the FY 2013 independent audit report when it is completed. The Commission would conduct an on-site review in the spring of 2014.

Progress on the following specific recommendations must be documented in the required periodic reports to the Commission:

- 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 hired.
- 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 New England Association of Schools and Colleges.
- e. Improve public disclosure with the identification of full 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 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 for FY 2013 and FY 2014 and historic (by program), current and projected enrollments.
- p. An institutional audited financial statement for FY 2013 by an independent auditing firm.

The motion passed without dissent, with Mr. Williams abstaining.

- 5) Chair Gustafson presented the American College of History and Legal Studies' request to continue to offer the Bachelor of Arts in History and Legal Studies. On the motion of Mr. Kahn, seconded by Mr. Curran, the Commission voted to extend degree-granting authority until December 31, 2013 to allow the Commission to conduct a site visit. The motion passed without dissent.
- 6) Jim Craiglow presented The College of Saint Mary Magdalen's request to continue to offer the Associate of Arts and Bachelor of Arts in Liberal Studies. Mr. Craiglow attended, as an observer, the New England Association of Schools and Colleges site visit on April 14-17, 2013. On the motion of Mr. Leach, seconded by Ms. Perkins, the Commission voted to accept the New England Association of Schools and Colleges candidacy review report in lieu of a separate Commission site visit and extend degree-granting authority to The College of Saint Mary Magdalen to offer the Bachelor of Arts in Liberal Studies and the Associate of Arts in Liberal Studies through June 30, 2014. This approval was with the condition that copies of all materials (including annual reports) to/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. The motion passed without dissent.
- 6) Jim Craiglow, Evaluation Team Chair, presented Cornell University's request to continue to operate in New Hampshire and offer the Cornell University - Queens University (Canada) Executive Master of Business Administration. The program was found first rate and all

Commission standards were met. On the motion of Mr. Kahn, seconded by Mr. Fitzgerald, the Commission voted to extend degree-granting authority through June 30, 2019, with annual reports due by December 31st of each year providing a program summary, noting any new developments, enrollment numbers and identification of faculty and staff assigned to the program in Salem, N.H. The motion passed without dissent.

- 7) Director Gustafson presented Hellenic American University's request to continue to offer all degrees. Kathryn Dodge represented the Commission and attended, as an observer, the New England Association of Schools and Colleges site visit to Athens, Greece on November 14, 2012. On the motion of Mr. Leach, seconded by Mr. Williams, the Commission voted to extend degree-granting authority for all degrees until June 30, 2014 to permit the Commission to receive the New England Association of Schools and Colleges report and make a decision as to the next steps. This was with the requirement that all materials (including annual reports) to/from the New England Association of Schools and Colleges be forwarded to the director and participation as an observer at site visit(s) would be determined upon receipt of materials. The motion passed without dissent.
- 8) On the motion of Mr. Appleby, seconded by Mr. Curran, the Commission voted to approve Hesser College's request to change its name to Mount Washington College, to be announced July 1, 2013. The motion passed without dissent, with Vice Chair Steen and Mr. Kahn abstaining.
- 9) Kathryn Dodge, Evaluation Team Chair, presented Hesser College's request for new degree-granting authority for the Associate of Science and Bachelor of Science in Information Technology. The Evaluation Team also included Cindi Nadelman, Senior Lecturer, Computer Information Systems at Granite State College and Professor of Business and Computer Information Systems at New England College. All Commission standards were met and the Evaluation Team recommended the Commission vote to approve the request of Hesser College to offer the Associate of Science in Information Technology and the Bachelor of Science in Information Technology until June 30, 2016 to align with other degree-granting approvals. At the review conducted in spring of 2016, Hesser College would provide updates on the following:
 - a. Full-time personnel assigned to the programs.
 - b. Financial sustainability of programs.
 - c. Production schedule for course development.
 - d. Stability in senior leadership.

This approval was with the condition that copies of all materials (including annual reports) to/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.

Mr. Curran moved, seconded by Ms. Perkins, to accept the Evaluation Committee recommendations. The motion passed without dissent.

- 10) Director Gustafson presented New England College's request for new degree-granting authority for the Master of Business Administration. Director Gustafson visited New England College and reviewed several Master of Science and management programs and determined that a consolidation to a Master of Business Administration should occur. On the motion of Mr. Leach, seconded by Vice Chair Steen, the Commission voted to approve the Master of Business Administration without a terminal date. This approval was with the condition that copies of all materials (including annual reports) to/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. The motion passed without dissent.
- 11) Director Gustafson presented St. Joseph School of Nursing's request to continue to offer the Associate of Science in Nursing. On the motion of Mr. Curran, seconded by Mr. Appleby, the Commission voted to extend degree-granting authority for the Associate of Science in Nursing through December 31, 2014 to align with the N.H. Board of Nursing. This was 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. The motion passed without dissent.
- 12) Jim Craiglow, Evaluation Team Chair, presented the Upper Valley Educators Institute's request to continue to offer the Master of Arts in Teaching and the Master of Education in School Leadership. The Evaluation Team also included Judith Fillion, Division of Program Support, NH Department of Education and Representative Andrew Schmidt. All Commission standards were met and the Evaluation Team recommended the Commission vote to approve the request of the Upper Valley Educators Institute to continue to offer the Master of Arts in Teaching and the Master of Education in School Leadership through June 30, 2016. During this timeframe, the Commission would conduct an abbreviated site visit to the Upper Valley Educators Institute to assess the ongoing progress and development of these master's programs. This was with the condition that copies of all correspondence to and from and the Teacher Educator Accreditation Council 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.

Ms. Perkins moved, seconded by Mr. Williams, to accept the Evaluation Committee recommendations. The motion passed without dissent.
- 13) Mr. Appleby introduced the N.H. Code of Administrative Rules, Hedc 300, Office of Career School Licensing. Mr. Leach moved, seconded by Mr. Williams, to accept the Initial Proposal. The motion passed without dissent.
- 14) On the motion of Mr. Fitzgerald, seconded by Mr. Kahn, the Commission voted to recommend the appointment of Dave Mahoney to the N.H. College Tuition Savings Plan Advisory Commission. The motion passed without dissent, with Mr. Mahoney abstaining.
- 15) Director Gustafson and Karen Abbot, General Counsel to Southern New Hampshire University presented an update on the "State Authorization Reciprocity Agreement" (SARA). The

regulation of online education by fifty states is varied and discussions continue on reciprocity between states. The New England Board of Higher Education plans to host feedback sessions with the Commission and presidents of New Hampshire institutions, as well as other New England States. Attendance was encouraged.

- 16) Director Gustafson presented highlights of the Director's Report. These included the following:
 - (a) Update on legislation. For the record, Senator Stiles was terrific in supporting legislative efforts and very helpful in assisting and moving legislation along.
 - (b) Update on the University of New Hampshire School of Law integrating with the University of New Hampshire. The educational component of the American Bar Association continues to review it and arrangements continue to move forward in a positive way.
 - (c) Update on functions of the Commission, thanking staff for their hard work, including the hiring of James Margeson as the new head of the Veteran Education Services.
- 17) Director Gustafson presented meeting dates for 2013/2014 as follows:
 - October 3, 2013 @ 2:00 p.m.
 - February 6, 2014 @ 2:00 p.m.
 - May 15, 2014 @ 2:00 p.m.
- 18) Under Other Business, Chair Galligan recognized past commissioners, Ed MacKay and Father Jonathan DeFelice, thanking them for their outstanding service, wonderful leadership and enduring friendships. He also thanked Cathy Yeager for her service as our transcriptionist, Patti Edes for her service, and Director Gustafson for his outstanding job as Director of the Commission.

The meeting adjourned at 4:15 p.m.