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MINUTES OF THE MEETING OF MAY 19, 2020

Due to the COVID 19 pandemic, a meeting of the Higher Education Commission was held via telephone at 101 Pleasant Street in Concord at 2:00 p.m. on Tuesday, May 19, 2020, with the following members present:

Donald Birx, Chair
Sr. Paula Marie Buley, Vice Chair
Michael Apfelberg
Frank Edelblut
Mark Laliberte
Todd Leach
Kim Mooney
Kevin O'Shea
Michele Perkins
Mark Rubinstein
Susan Stuebner
Melinda Treadwell
Alfred Williams

The following members were unable to attend:

James Dean
Susan Huard
Charles Lloyd

- 1) A roll call was taken by Director Appleby and Chair Perkins called the meeting to order.
- 2) Sr. Paula Marie moved, seconded by Mr. Edelblut, to accept the minutes of February 11, 2020. The motion passed without dissent. A roll call was taken by Director Appleby.
- 3) Ms. Mooney reported out for the Nominating Committee which consisted of Kim Mooney, Kevin O'Shea, and Melinda Treadwell. The Nominating Committee unanimously approved the following slate of candidates for Executive Committee membership from May 19, 2020 through the May 2022 term:

Chair (Representative of a Public Institution): Donald Birx, President, Plymouth State University

Vice Chair (Representative of a Private Institution): Sr. Paula Marie Buley, IHM, President, Rivier University

Past Chair: Michele Perkins, President, New England College

Representative of a Public Institution: Charles Lloyd, President, White Mountains Community College

Representative of a Private Postsecondary Career School: Currently, there are no members.

Representatives of the Lay Public: Kevin O'Shea, Esq.

Mr. Leach moved, seconded by Mr. Williams, to accept the slate of officers for the Executive Committee. The motion passed without dissent, with Mr. Birx, Sr. Paula Marie, Ms. Perkins, Mr. O'Shea abstaining. A roll call was taken by Director Appleby.

- 4) Chair Perkins thanked commissioners for their support and bid everyone farewell as chair. She then passed the gavel to new Chair Birx.
- 5) Kevin Wayne presented the request from Colby-Sawyer College to offer a 5th Year Master of Science in Business Administration. Kevin Wayne is an Associate Professor of Business Administration at Rivier University. Due to the pandemic, the review was held via Zoom. With all Commission standards being met, it was recommended the Commission vote to approve degree-granting authority to Colby-Sawyer College to offer the Fifth Year Master of Business Administration with optional concentrations in healthcare administration, project management, and human resource administration through December 31, 2024.

This approval was with the requirement that annual reports addressing the following matters be filed beginning on December 31, 2021:

- Cohort numbers enrolling and graduating, including specific MBA concentrations.
- Financial performance against pro-forma projections.
- Summary of field experience coursework and student satisfaction assessments of overall program.

This approval is with the condition that copies of all materials (including annual reports) to/from the New England Commission of Higher Education and the Accreditation Council of Business Schools and Programs 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 Sr. Paula Marie. The motion passed without dissent, with Ms. Stuebner abstaining. A roll call was taken by Director Appleby.

- 6) Director Appleby presented the request from Southern New Hampshire University to offer a blanket Master of Arts. Southern New Hampshire University submitted a request for future Master of Arts degrees to be encompassed within its degree-granting authority. In line with the university's mission, this approval would allow the institution to continue to expand access to high quality education. It has sufficient resources and support in place, and will continue to keep the Commission apprised of any future offerings. A review was conducted, and with all Commission standards being met, it was recommended the Commission vote to approve degree-granting authority to Southern New Hampshire University to offer a blanket Master of Arts without a terminal date.

This approval includes the requirement that all correspondence to and from the New England Commission of Higher Education be provided to the Commission. Additionally, the Commission would participate in any scheduled accreditation visit as an observer as determined upon review and receipt of correspondence and reports.

Mr. O'Shea moved, seconded by Mr. Leach. The motion passed without dissent. A roll call was taken by Director Appleby.

- 7) Anita Pavlidis presented the request from St. Joseph School of Nursing to offer an Associate of Science in Medical Assisting. Anita Pavlidis, holds a Master of Science in Nursing from Boston University and is a former employee of the NH Board of Nursing. Due to the pandemic, the review was held via Zoom. With all Commission standards being met, it was recommended the Commission vote to approve degree-granting authority to St. Joseph School of Nursing for the Associate of Science in Medical Assisting through June 30, 2024. Additionally, St. Joseph School of Nursing would submit an annual progress report beginning December 31, 2020, addressing the following recommendations:

- Provide evidence of all clinical contracts signed by the School and the clinical agency.
- Continue to evaluate the fiscal stability and sustainability of the program.
- Monitor public communication for clarity and accuracy, especially the website.
- Provide documentation for program completion and first time, and subsequently successful, test takers for CMA and CMP certification.
- Program Enrollments
- Evidence of an evaluation plan for program outcomes.

This approval was with the condition that all copies of correspondence to and from the Accrediting Commission of Career Schools and Colleges, and the Commission on Accreditation of Allied Health Education Programs be forwarded to the Commission. Additionally, the Commission would be invited to have an observer present at scheduled visits. Participation as an observer at site visits would be determined upon review and receipt of correspondence. Per Hedc 406.01, in-state institutions under the jurisdiction of the Commission shall file copies of annual or other reports as required by its recognized regional accreditation association(s).

Mr. Apfelberg moved, seconded by Ms. Treadwell. The motion passed without dissent. A roll call was taken by Director Appleby.

- 8) Director Appleby presented the Director's Report.
- 9) Under Other Business, Director Appleby presented updates as follows:
 - a) Commissioner John Curran was appointed to the NH Circuit Court in March and, thus, submitted his resignation. He forwarded a note to Director Appleby asking that he inform commissioners and thanking everyone for the 13 years he served on the Commission.
 - b) Commissioner Ross Gittell stepped down as Chancellor for the Community College System of New Hampshire on Friday, May 15, 2020. Effective Monday, May 18, 2020, Susan D. Huard, former President of Manchester Community College, replaced him as Interim Chancellor. This is an ex officio position.
 - c) Commissioner Patricia Lynott, President, University College at Southern New Hampshire University, retired from Southern New Hampshire University and, thus, submitted her resignation to the Commission.
 - d) With the state of the economy and per the Governor's Emergency Order, the Division is in discussions about suspending fees from the Office of Career School Licensing and closed school transcript fees from July 2020 to June 30, 2021. The Department of Education's attorney is being consulted. If approved by the attorney, this item will be placed on the October 20, 2020 agenda.
- 10) Mr. Apfelberg moved, seconded by Mr. Leach, to adjourn the meeting at 2:35 p.m. The motion passed without dissent. A roll call was taken by Director Appleby.