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MINUTES OF THE MEETING OF SEPTEMBER 27, 2012

A regular meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New Hampshire at 2:00 p.m. on Thursday, September 27, 2012. The following members were present:

Ed MacKay, Chair  
Tom Galligan, Vice Chair  
Stephen Appleby  
James Birge  
John Curran  
Father Jonathan DeFelice  
Jim Fitzgerald  
Ross Gittell  
Jay Kahn  
Todd Leach  
David Mahoney  
Michele Perkins  
Eli Rivera  
Sara Jayne Steen  
Roger Williams

The following members unable to attend:

Wil Arvelo  
Virginia Barry  
Mark Huddleston

The following persons also attended: James Craiglow, President Emeritus/Chancellor Emeritus, Antioch University New England; representing Hesser College - Jacquelyn Armitage, President and Todd Slover, Director of Accreditation and Compliance; representing The College of Saint Mary Magdalen – George Harne, President and Clyde Carson, Accountant; representing St. John International University – Lorenzina Zampedri, Chair, Board of Directors, Giulia M.L. Ceria, Executive Assistant and Interpreter to the Chair of the Board of Directors, James Bianco, Esq., Board Member, Lisa DeStefano, Board Member, David Li, Board Member, Senator Sylvia Larsen, Board Member, Kathryn Dodge, Consultant; representing Southern New Hampshire University - Paul LeBlanc, President, Patricia Lynott, Senior Vice President of Academic Affairs, Judith Pare, Nursing Graduate Program Director, Eda George, Accreditation and Compliance Officer, Carol Allen, Assistant Dean of Nursing, Kathleen Polley-Payne, Associate Dean – Chief Nursing Administrator, College of Online and Continuing Education, Gregory

Fowler, Vice President of Academic Affairs, College of Online and Continuing Education, Amelia Manning, Associate Vice President of Advising and Student Support, College of Online and Continuing Education, Anita Pavlidis, Dean of Nursing, NHTI, Lisa McCurley, Dean of Nursing, Great Bay Community College; 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, Michael King, Esq., Consultant. Staff - Richard Gustafson, Director, Patricia Edes, Assistant to the Director, Patricia Moquin, Program Assistant I, Amy Slattery, Program Specialist III, Clif Burdette, Program Specialist III.

- 1) Chair MacKay called the meeting to order and welcomed everyone. He introduced Richard Gustafson, former president of New Hampshire College/Southern New Hampshire University and former chancellor of the Community College System of New Hampshire, who agreed to serve as the new director of the Higher Education Commission. Chair MacKay also expressed sincere thanks to Virginia Barry, Commissioner of Education for her assistance in the last year in making the initial transition from the Postsecondary Education Commission to the Division of Higher Education – Higher Education Commission under the NH Department of Education.
- 2) Chair MacKay asked those present to introduce themselves.
- 3) On the motion of Ms. Steen, seconded by Mr. Mahoney, the members voted to accept the minutes of May 10, 2012. The motion passed without dissent.
- 4) Director Gustafson introduced the request from Hesser College for new degree-granting authority for the Bachelor of Science in Digital Media. This was an expedited review conducted by Jim Craiglow, Consultant, who presented the Evaluation Report. The degree was formally approved by the New England Association of Schools and Colleges (NEASC) in April 2012. Staff at Hesser College did not realize approval from the Commission should have been sought before the request was submitted to the NEASC and apologized for the oversight. All Commission standards were met.

Mr. Appleby moved, seconded by Ms. Steen to accept the following recommendation: The Commission vote to accept Hesser College's request to offer the Bachelor of Science in Digital Media, adding it to the current list of Commission approved degrees, through June 30, 2016. The Commission would also be invited to participate in NEASC's review of this program in the spring of 2014. Per Commission approval, granted May 10, 2012, Hesser College would submit to the Commission a copy of the fall 2013 report to the NEASC and provide to the Commission a narrative on how current assessment efforts have evolved and have been applied, as well as a report on efforts to significantly improve retention rates. A brief narrative on developments, enrollment numbers, changes, etc. in the Bachelor of Science in Digital Media should be included in that report to the Commission.

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. The NEASC set 2021 as the time for its next comprehensive review and also requested progress reports in the fall 2013 (evaluation of the progress on Hesser College's current strategic plan, examination of the implementation of some online instruction, location configurations, etc.). In addition, a required progress report in the fifth year (fall 2016).

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

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

- 5) Director Gustafson introduced the request from the New Hampshire Institute of Art for new degree-granting authority for the Master of Fine Arts in Visual Arts, the Master of Fine Arts in Photography, the Master of Fine Arts in Creative Writing, and the Master of Fine Arts in Script Writing, and to merge with the Sharon Arts Center in Peterborough, NH. Jim Craiglow, Evaluation Team Chair, presented the Evaluation Report. The Evaluation Team also included Anthony Apesos, Professor at the Art Institute of Boston at Lesley and Director Gustafson, and was held September 7, 2012. All Commission standards were met and reviews are pending by the NEASC and the National Association of Schools of Art and Design (NASAD).

Fr. Jonathan DeFelice moved, seconded by Mr. Appleby, to accept the following recommendation: The Commission vote to approve the New Hampshire Institute of Art to offer the Master of Fine Arts in Visual Arts, the Master of Fine Arts in Photography, the Master of Fine Arts in Creative Writing, and the Master of Fine Arts in Script Writing through June 30, 2015. Also, to align all degrees, the Commission voted to extend degree-granting approval for the Bachelor of Fine Arts and the Master of Arts in Art Education. [Note: Subsequent to Commission approval, the request to offer MFA programs must be reviewed and approved by the NEASC and the NASAD]. Copies of all correspondence to and from the NEASC and the NASAD must be forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit(s) as an observer, determined upon receipt and review of correspondence. Annual reports would be due by December 31 of each year that addresses enrollment numbers, faculty, curricular changes, and evolution of the New Hampshire Institute of Art as a changing entity with its MFA programs operating primarily at a distance from the main campus in Manchester, NH.

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

Chair MacKay called a vote on the motion that was moved and seconded. The motion passed, with Ms. Perkins and Mr. Williams abstaining.

- 6) Director Gustafson introduced the request from Southern New Hampshire University for new degree-granting authority for the Bachelor of Science in Nursing and the Master of Science in Nursing in an online format. Jim Craiglow, Evaluation Team Chair, presented the Evaluation Report. The Evaluation Team also included Susan Reeves, Director of the Department of Nursing at Colby-Sawyer College and Director Gustafson, and was held August 20, 2012. Programs were jointly developed by Southern New Hampshire University and the Community College System of New Hampshire, permitting students from community colleges to transfer into Southern New Hampshire University's programs. All Commission standards were met.

Mr. Leach moved, seconded by Ms. Steen, to accept the following recommendation: The Commission vote to approve Southern New Hampshire University to offer the Bachelor of Science in Nursing and the Master of Science in Nursing through December 31, 2016, or until the professional nursing accrediting body, the Commission on Collegiate Nursing Education (CCNE) acts, whichever comes first.

This was with the condition that copies of all correspondence to/from the CCNE be forwarded to the Commission, along with an Annual Report, beginning in December 2013, that addresses program enrollments, significant curriculum changes, the relationship with the Community College System of New Hampshire, changes in faculty that includes academic discipline, degree alignment with courses taught, degrees held/institution(s) attended, and any other significant information.

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

Chair MacKay called a vote on the motion that was moved and seconded. The motion passed, with Fr. Jonathan DeFelice and Mr. Gittell abstaining.

- 7) Director Gustafson reported on Lebanon College's continuing degree-granting authority for the Associate of Arts, Associate of Science in Business, and the Associate of Science in Radiography. Lebanon College's authority expires September 30, 2012. Accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) is through December 31, 2012 with a site visit pending. Accreditation by the Joint Review Committee on Education and Radiologic Technology is through October 2013, with a site visit scheduled October 25-26, 2012. Director Gustafson indicated he plans to observe at these site visits.

Mr. Birge moved, seconded by Mr. Kahn to extend degree-granting authority to Lebanon College for the Associate of Arts, Associate of Science in Business and Associate of Science in Radiography until December 31, 2012. This time frame would align with ACICS and with the understanding that all materials to/from the ACICS and the JRCERT would be forwarded to the Commission. The motion passed without dissent.

- 8) Director Gustafson presented the Progress Report from The College of Saint Mary Magdalen for the Associate of Arts in Liberal Studies and the Bachelor of Arts in Liberal Studies. Fr. Jonathan DeFelice moved, seconded by Mr. Appleby to accept the Progress Report and retain the Commission vote of May 10, 2012 by extending degree-granting authority for the Bachelor of Arts in Liberal Studies and the Associate of Arts in Liberal Studies through June 30, 2013. A Commission site visit would be held in the spring of 2013 to assess institutional health and progress. A required Annual Report is also due by December 31 of each year addressing enrollment, curriculum, financials, faculty, accreditation status and a general overview narrative.

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.

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

- 9) Director Gustafson introduced the Progress Report from St. John International University, and Jim Craiglow presented his findings. As internal issues had arisen at the University, the Commission voted to require the St. John International University trustees engage an experienced higher education administrator/consultant to be at the University to help monitor and establish direction. The University retained Kathryn Dodge, former executive director of

this Commission, who assisted the University with a report on institutional sustainability that addressed thirteen issues/concerns. The report was received by the required date of September 1, 2012 and answered all issues/concerns. Mr. Appleby moved, seconded by Mr. Mahoney, to accept the required Progress Report and reaffirm a fall visit that would review the institution's degree-granting authority against the Commission standards, as well as the continued progress on the issues identified in the report. The motion passed, with Mr. Birge voting nay and Fr. Jonathan DeFelice and Roger Williams abstaining.

- 10) Director Gustafson presented Lesley University's Annual Report which was inadvertently missed from the May 10, 2012 meeting. Mr. Appleby moved, seconded by Mr. Birge, to accept the Annual Report for the following:

M.Ed., Technology in Education [now M.Ed. Educational Technology]

Approved site(s): Exeter High School, Exeter

M.Ed. in Curriculum and Instruction with Specialization in Literacy: Language, Reading and Writing

Approved site(s): Conant School, Concord, S.A.U. 8  
Merrimack Middle School, Merrimack, S.A.U. 26  
Woodsville High School, Woodsville, S.A.U. 23

M.Ed. in Curriculum and Instruction with Specialization in Integrated Teaching through the Arts

Approved site(s): Walnut Hill Seminar House, Raymond

C.A.G.S., Integrated Teaching through the Arts

**Until June 30, 2016**

- M.Ed. in Special Education - Approved site(s): Concord High School, Concord
- M.Ed. in Mathematics Education – no sites

The director would grant approval of sites prior to instructional delivery for all programs.

Annual reports would be due by December 31<sup>st</sup> detailing courses offered by location, faculty and number of students enrolled.

The motion passed without dissent.

- 11) Director Gustafson presented an overview of the FY 2013 budget for the Division of Higher Education.
- 12) Director Gustafson called for volunteers to serve on a committee to review statutes. Mr. Appleby, Fr. Jonathan DeFelice, and Mr. Galligan volunteered to serve on this committee.
- 13) Mr. Galligan updated the Commission on the NH College Tuition Savings Plan Advisory Commission.
- 14) On the motion of Fr. Jonathan DeFelice, seconded by Mr. Kahn, the Commission voted to accept the Private Postsecondary Career School Fee Schedule for the state fiscal year beginning July 1, 2012 and ending June 30, 2013 as follows:

<b>Annual Gross Tuition</b>	<b>Licensing Fee</b>	<b>Student Tuition Guaranty Fund</b>
<b>Original Application</b>	<b>\$3,000</b>	<b>\$1,000</b>
<b>Renewal Application</b>		
\$0-\$24,999	\$350	\$100
\$25,000-\$49,999	\$450	\$200
\$50,000-\$99,000	\$550	\$200
\$100,000-\$199,999	\$750	\$300
\$200,000-\$299,000	\$1,000	\$300
\$300,000-\$399,000	\$1,500	\$500
\$400,000-\$499,999	\$2,000	\$500
\$500,000-\$799,999	\$2,500	\$1,000
\$800,000-\$999,000	\$3,000	\$1,000
\$1,000,000-\$1,999,999	\$5,000	\$3,000
\$2,000,000 +	\$10,000	\$5,000

The motion passed without dissent. Mr. Appleby also informed the Commission that the New Hampshire Council for Professional Education was seeking legislative support to move career school licensing to the NH Department of Employment Security and then outsource the licensing function to a non-profit entity.

- 15) Director Gustafson presented highlights of the Director’s Report. These included:
- (a) Materials received from Colby-Sawyer College to/from the NEASC concerning its request to establish electronically offered certificate programs, a substantive change. The NEASC accepted this request for distance education programming to be included within the institution’s accreditation, with an effective date of April 19, 2012. The NEASC required that the self-study prepared in advance of the spring, 2015 visit, include an update on the College’s progress in assessing online student learning outcomes.
  - (b) Notification was received from the president of Hellenic American University that Triant Flouris, who served as Interim Provost, was appointed as Provost. Chris Spirou stepped aside as president, but will still be on the Board and Leonidas Koskos has been appointed interim president as the Board searches for a permanent successor.
  - (c) Meetings continue with Chester College of New England president, Robert Baines, and others to remain current on activities associated with the closing of the College. All elements of the process are proceeding as planned, including providing pathways for students and faculty, preparing academic records for storage and preservation by the State of New Hampshire, working with the Probate Court on the transfer of charitable assets and the eventual sale of the campus land and buildings.
  - (d) Out-of-state institutions continue to seek state guidelines regarding online programs even though the U.S. Department of Education suspended its rule. Discussions continue in the region and around the country regarding possible reciprocal agreements to work together in a reasonable way to regulate institutions offering online programs to protect consumers.

The meeting adjourned at 3:30 p.m.