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MINUTES OF THE MEETING OF DECEMBER 17, 2013

A regular meeting of the Higher Education Commission was held at Southern New Hampshire University, Manchester, New Hampshire at 2:00 p.m. on Tuesday, December 17, 2013. The following members were present:

Tom Galligan, Chair
Sara Jayne Steen, Vice Chair (via telephone)
Steve Appleby
Virginia Barry (via telephone)
James Birge
Sr. Paula Marie Buley
John Curran
Mark Huddleston (via telephone)
Peter Koch
Todd Leach
David Mahoney
Michele Perkins
Lindsay Whaley (via telephone)

The following members were unable to attend:

Michael Diffily
Jim Fitzgerald
Ross Gittell
Anne Huot
Scott Kalicki
Lynn Kilchenstein
Kathleen Mullin
Eli Rivera
Roger Williams

- 1) Chair Galligan called the meeting to order and welcomed everyone.
- 2) Chair Galligan opened a public hearing on the Initial Proposal of the N.H. Code of Administrative Rules, Hecdc 300, Office of Career School Licensing.

Mr. Appleby commented that under "Hecdc 312, Fees, Fines, or Both," it was unclear what "repeat violations of fines shall be grounds for suspension of license" meant.

- 3) Mr. Koch moved, seconded by Mr. Curran, to accept the minutes of October 3, 2013. The motion passed without dissent.
- 4) Mr. Leach moved, seconded by Sr. Paula Marie Buley to repeal Pos 1000, N.H. Code of Administrative Rules, Degree-Granting Postsecondary Institutions with a Physical Presence, or Place of Contact that Conduct Advising/Mentoring or Instruction in New Hampshire. The motion passed without dissent.
- 5) Director Gustafson presented the Initial Proposal of the N.H. Code of Administrative Rules, Hedc 500, Scholarships for Orphans of Veterans, previously Pos 1200. The deadline of September 1 was added, along with a death certificate verified by the U.S. Department of Veterans Affairs. Mr. Curran moved, seconded by Mr. Appleby, to adopt the Initial Proposal. The motion passed without dissent.
- 6) Director Gustafson presented Mount Washington College's Progress Report to the New England Association of Schools and Colleges and its request to align degree names and designations. Mount Washington College was required to submit its Progress Report to the New England Association of Schools and Colleges, with a site visit to be held. The Progress Report was comprehensive, but while reviewing materials, degree names and designations were not aligned. It was recommended that the Commission vote to accept the Progress Report and waive the required site visit. Also, to affirm approval through June 30, 2016 and align degree names and designations as follows:

Associate of Arts in Liberal Studies

Associate of Science

Accounting
 Business Administration
 Communications
 Criminal Justice
 Early Childhood Education – being taught out
 Graphic Design
 *Information Technology
 Medical Assistant
 Paralegal
 **Physical Therapist Assistant – terminal approval - subject to continued approval by CAPTE
 Psychology

Bachelor of Science

Accounting
 Business Administration
 Criminal Justice
 Digital Media
 ***Health Care Management
 *Information Technology
 Psychology

*Information Technology – at the review conducted in the spring of 2016, the College shall provide updates on the following:

1. Full-time personnel assigned to the program.
2. Financial sustainability of programs.
3. Production schedule for course development.
4. Stability in senior leadership.

**Associate of Science in Physical Therapist Assistant – terminal approval - subject to continued approval by the Commission on Accreditation in Physical Therapy Education (CAPTE). Approval expires Fall 2022. Copies of materials to/from the Commission on Accreditation in Physical Therapy Education must be forwarded to the Commission.

***Health Care Management – at the review conducted in the spring of 2016, the College shall provide updates on the following:

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

This was also 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.

Mr. Appleby moved, seconded by Mr. Curran, to accept the recommendation. The motion passed without dissent.

7) Director Gustafson presented the University Of New Hampshire School Of Law’s integration with the University System of New Hampshire. It was recommended that the Commission vote to adopt a resolution to affirm that it would no longer have oversight authority over the University Of New Hampshire School Of Law upon the full integration of the Law School into the University of New Hampshire of the University System of New Hampshire. Mr. Curran moved, seconded by Sr. Paula Marie Buley, to accept the recommendation. The motion passed with Mr. Huddleston and Chair Galligan abstaining.

8) Director Gustafson presented a proposal for a retention policy for Commission minutes. It was recommended that the Commission vote with respect to the retention of the minutes of Commission meetings as follows: “It is the policy of the Higher Education Commission to retain the approved minutes of its meetings in perpetuity. These may be retained electronically with appropriate redundancy or in written form. Audio tapes and associated transcriptions for such meetings shall be retained for one year following the approval of the minutes and then destroyed.”

Discussion followed with concerns expressed about controversial matters and whether the Commission could retain particular records for a period of time. It was decided that the policy would be redrafted and brought back to the Commission.

9) Director Gustafson presented highlights of the Director’s Report. These included the following:

- (a) His attendance, on November 19, 2013, at the NH Forum on the Future breakfast at the NH Institute of Politics at Saint Anselm College. A summary document, “A Strategic Economic Plan for New Hampshire” was distributed.
- (b) Update on the State Authorization Reciprocity Agreement (SARA).

- (c) Update on the new director with Commissioner Barry bringing forward the name of Ed MacKay to succeed him. Governor & Council would first nominate and then confirm.
- (d) Update on St. John International University. The November Progress Report was received, reviewed and found satisfactory. A four-person team, chaired by Paul LeBlanc, President of Southern New Hampshire University, will travel to St. John International University in the spring 2014.

10) Chair Galligan resumed the public hearing on the Initial Proposal of the N.H. Code of Administrative Rules, Hedc 300, Office of Career School Licensing.

Based on previous comments, under Hedc 312.01, the following changes were made:

- (e) Repeat administrative violations of fines shall be grounds for suspension of license.
- (f) Criminal violations shall be referred to the NH Department of Justice and shall be grounds for termination of license.

With no further comments made, Chair Galligan closed the public hearing. Mr. Curran moved, seconded by Mr. Appleby, to adopt the Initial Proposal with an amendment. The motion passed without dissent.

11) Director Gustafson was recognized and thanked for his superb leadership of the Commission. Commissioner Barry was also thanked for her participation in the hiring process, as well as Mr. Appleby, Mr. Koch, and Mr. Kalicki for working as a Steering Committee to interview candidates for the position.

The meeting adjourned at 3:00 p.m.