



Board of Trustees Student Success Committee

Thursday, June 15, 2023

NHTI - Concord's Community College, Grappone Hall 301

Attendees: Committee Chair John C. Calhoun, Committee Vice Chair Sharon D. Harris, Chancellor Mark Rubinstein (Staff Lead), Trustee Richard Ackerman, Trustee Will Cunningham, Trustee Christopher Dodge, Trustee Kimberly Eckenrode, Trustee Tricia H. Lucas, Trustee Joseph Doiron, RVCC President Alfred Williams IV, and NCC President Lucille Jordan

Regrets: Trustee Heather Burwell

Guests: Trustee Alison Stebbins, Trustee Christopher Dodge, Trustee Edwin O. Smith, Trustee Gregory C. Eastman, Chief Information Officer Barbara Spada, Trustee Deanna Juris (Dee), Trustee Donnalee M. Lozeau, Trustee Joseph Doiron, Board Chair Katharine Bogle Shields, Trustee Nick Toumpas, Trustee Sharon D. Harris, Trustee Stephen Appleby, Trustee Tiffany Eddy, NHTI President Patrick Tompkins, WMCC President Charles Lloyd, GBCC President Cheryl Lesser, Director Ann-Marie Hartshorn, Director Beth Doiron, Director Jason Bishop, WMCC Vice President of Academic Affairs Kristen Miller, Director Matt Moore, Director Sara Sawyer, Chief Operating Officer Scott Fields, Executive Director Shannon Reid, Executive Director Tim Allison

Meeting Minutes:

Committee Chair Calhoun called the meeting to order at 10:25am.

Requests for Approval:

1. Approval request for the 3/16/2023 Student Success Committee meeting minutes.
 - a. It was noted that Trustee Doiron should be listed as an attendee not a quest.
 - b. Trustee Doiron motioned to approve the minutes as amended, Trustee Dodge seconded the motion. Motion passed unanimously.
2. Program elimination request.
 - a. President Jordan moved to approve the elimination of the AS in Automotive Technology program at Manchester Community College, Trustee Lucas seconded the motion. Motion passed unanimously.
3. New program request.
 - a. President Jordan moved to approve the creation of an AS in Industrial Automation and Robotics at Lakes Region Community College, Trustee Doiron seconded the motion. Motion passed unanimously.
4. Program Elimination request.
 - a. President Jordan moved to approve the elimination of the AS in Information Technology program at White Mountains Community College, Trustee Doiron seconded the motion. Motion passed unanimously.
5. New program requests.
 - a. President Jordan moved to approve the creation of an AS in Computer Science Artificial Intelligence for Cybersecurity and an AS in Computer Science XR at Manchester Community College, Trustee Harris seconded the motion. Motion passed unanimously.



There was a discussion about the curriculum process and what the proposals go through before they end up at the Student Success Committee. President Jordan noted that proposals are heavily vetted before coming to the Student Success Committee. The packet of information accompanying each request contains a needs assessment, impact on existing programs, pathways, resources needed, sustainability, and projected enrollment.

Update Items:

1. There was a brief update regarding the eliminated certificates at NHTI - Concord's Community College. They eliminated the Information Technology - Microsoft Servers, and the Information Technology - Security certificates due to changes in curriculum. They are likely to bring the Security certificate back as a micro-credential.
2. There was a discussion about the draft revised Strategic Plan that includes Diversity, Equity, Inclusion, and Belonging as an embedded part of all the pillars as opposed to being a stand-alone pillar. They are currently working with the Institutional Research team to build metrics.
 - a. They would like to use 2023 to build a baseline and implement key performance indicators and then execute the plan from 2024 to 2026. This will be going to the full Board in July for approval.
3. The Course Access Project (CAP) group gave an update on where they were with this project and brought a panel of team members to answer any questions the Trustee had about the project. The CAP group discussed some of the challenges they have run into and how they are working to move forward in a way that won't lead to problems down the road.
 - a. It was noted that this is a complex process and some of the roadblocks were caused by not having common processes across the system. The group is working on some of those issues to build a stronger foundation to roll this out. The Tactical team for the CAP group noted that they are taking detailed notes whenever they come across a hurdle.
 - b. The CAP group will be reporting out on their progress periodically and have assured the Board they are committed to making this work, and once they build a stronger foundation of common processes and procedures throughout the system they will be able to roll it out on a larger scale.

No further business was brought forth, the meeting adjourned at 11:40am.

Respectfully submitted,

Cassandra Hoefs
Executive Assistant to the Chancellor and the Board of Trustees