

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
August 4, 2006**

A meeting of the Academic and Student Affairs Committee was held on Friday, August 4, 2006, at 9:00 a.m., at the Rhode Island Office of Higher Education in the board room.

Present: *ASAC*: Sarah Courtemanche; Brenda Dann-Messier; James DiPrete (chair); Solomon A. Solomon

URI: Jim Miller, faculty senate executive committee; Lynn Pasquerella, vice provost; Jayne Richmond, dean, University College; M. Beverly Swan, provost

RIC: Dan King, vice president for academic affairs; Mark Motte, interim assistant vice president for academic affairs; Dolores Passarelli, director, OASIS

CCRI: Ray DiPasquale, president; Nick Figueroa, assistant dean, Enrollment Services; Elizabeth Mancini, assistant dean, Enrollment Services; Dennis Moore, co-chair, mission committee; Lela Morgan, acting vice president for academic affairs; Ron Schertz, dean of student development and assessment; JoAnn Warren, co-chair, mission committee; Peter Woodberry, dean of business, science and technology

RIOHE: Nancy Carriuolo, deputy commissioner and chief academic officer; Phyllis Harnick, planning specialist; Deanna Velletri, executive assistant; Jack Warner, commissioner

Other: Kevin McCabe, research associate, Center for Labor Market Studies, Northeastern University

Absent: Miriam Coleman, Tom Rockett

1. Approval of Minutes

The minutes of the meeting of June 16, 2006, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of June 16, 2006.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Courtemanche, Dann-Messier, DiPrete, Solomon
NEAS: 0

2. Chair's Report

Chair DiPrete welcomed board members Sarah Courtemanche and Brenda Dann-Messier as new members of the Academic and Student Affairs Committee. He gave a brief overview of the agenda and welcomed Commissioner Warner to deliver his report.

3. Commissioner's Report

Commissioner Warner welcomed new board members Governor Courtemanche and Governor Dann-Messier. He expressed his gratitude for their choice to serve on the ASAC since it deals with issues that are the heart of the system of higher education and the work of the Board of Governors.

Commissioner Warner said that CCRI's revised mission statement provides sufficient guidance to lead to strategic planning for the institution. He said developmental education needs are sufficiently addressed in the phrase, "We meet the wide-ranging educational needs of our diverse student population... our dedication to all students with the ability and motivation to succeed." He noted that CCRI does not require a high school diploma for admission; he has requested that CCRI review this requirement as CCRI moves into strategic planning. He also talked about defining the value of a high school diploma and asking RIDE to address the issue.

Regarding the revised policies, Commissioner Warner said the process provided a good opportunity for the institutions to be heard on various issues. The new policy regarding data security represents the emphasis of the board and RIOHE on data quality and confidentiality.

Commissioner Warner said he is disappointed in the results reflected in the first annual reporting on JAA results. He feels, however, that with a renewed commitment the program can succeed as intended.

Chair DiPrete said that the JAA and the mission statement are critical to the entire system of public higher education in Rhode Island and to the state.

4. Approval of CCRI's Revised Mission Statement

Dennis Moore and JoAnn Warren, co-chairs of the mission committee at CCRI, reported to the ASAC on the process involved in revising CCRI's mission statement. Mr. Moore distributed a packet of information and a summary of remarks (the packet is attached to the file copy of these minutes). He said the statement was last revised in 1981. He said a 17-member committee, including students, faculty and staff, worked for 20 months eliciting feedback from the college through surveys and public forums. A Web site was established and exists now to record the process and to keep the campus community informed and involved. Ms. Warren described specific details regarding the revision process, including public forums, surveys, newsletter coverage, Opening Day activities and the Web site. Both Mr. Moore and Ms. Warren expressed their gratitude to Deputy Commissioner Carriuolo for her guidance in the final stages.

President DiPasquale expressed his gratitude for the support of the commissioner, the deputy commission, and the board. He described the process as a diverse campus coming together

over a common issue. He said the committee did an outstanding job revising the statement. He said, with the mission statement complete, CCRI can now move toward strategic planning and linking the plan to the budget.

Governor Solomon said that the quality of the statement is a reflection of the teamwork behind it. Chair DiPrete noted that a tremendous job was done.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED:

- A. THAT the Board of Governors for Higher Education (RIBGHE) accept the Community College of Rhode Island's mission statement;

FURTHERMORE, that the RIBGHE charge CCRI with using the mission statement as a basis for reviewing and revising, as necessary, their vision statement and for developing a statement of prioritized goals to be used in reviewing and revising, as necessary, existing planning documents and attendant action plans. The institution's list of prioritized goals should include goals that support the institution's vision for its future as well as goals that support the RIBGHE's systemwide goals for higher education. These documents will become a guide in assessment of the institution by the NEASC, the RIBGHE, and the institution itself. The mission statement and related planning documents will also be used as a guide in the allocation and re-allocation of resources;

FURTHERMORE, that the college's mission statement, vision statement and prioritized goals be used by the institution's various units (e.g., schools and departments) to develop their own mission statements, vision, and objectives for use in planning, including resource allocation and re-allocation. Each unit's mission, vision and objectives should be a reflection of the institution's broader mission, vision and goals. Such planning documents developed by a unit should clearly demonstrate how that particular unit is contributing to the institution's mission and attainment of future goals;

FURTHERMORE, that the institution is charged with institutionalizing a clear procedure for regularly reviewing and revising the mission and vision statements and prioritized goals as well as the planning documents upon which they are based;

- B. FURTHERMORE, that RIOHE is charged with consulting with URI, RIC and CCRI and assisting with development of each institution's vision statements, prioritized goals, and planning documents; and

FURTHERMORE, that after consultation with URI, RIC, CCRI and the systemwide consultant (NCHEMS), the Academic and Student Affairs Committee of the RIBGHE will set dates by which progress reports and later final reports on the above initiatives are due for discussion at regular meetings of the Academic and Student Affairs Committee and then with the full board, in keeping with the importance of this initiative.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Courtemanche, Dann-Messier, DiPrete, Solomon
NEAS: 0

5a. Approval of Revisions to Four RIBGHE Student Policies: Student Rights Policy (S-1), Policy on Students with Disabilities (S-3), Prevention of Alcohol and Other Drug Abuse Policy (S-4), and Interinstitutional Student Exchange: R.I. Public Institutions (S-7)

Deputy Commissioner Nancy Carriuolo said that the four student policies before us today have been updated and slightly revised, as follows:

Student Rights Policy (S-1)

This policy was first adopted by the Board of Regents on 6/11/70, was adopted by the Board of Governors on 7/2/81, and amended on 7/19/84.

The policy was reviewed and revisions were suggested by staff designated by the vice presidents for student services at the three institutions. In addition to editorial changes to simplify the language,

- The paragraph addressing harassment was altered to conform with current law.
- Reference to students being in an environment free from discrimination was added.
- Language was added to clarify that the statement of students' rights to express opinions does not alter their responsibility to meet course requirements.

Policy on Students with Disabilities (S-3)

This policy was adopted by the Board of Governors on 9/27/90 and has never been revised.

The policy was reviewed and revisions were suggested by staff designated by the vice presidents for student services at the three institutions.

This policy, originally entitled "Handicapped," has been renamed Policy on Students with Disabilities; the title change and revised language throughout the policy reflect usage that is accepted as inclusive and respectful of persons with disabilities.

The policy was revised to conform with current state and federal law and, by removing references to specific legislation or regulation, the policy will remain valid for a longer period.

The application section of the policy was substantially revised.

- The first bullet expands protection of students with disabilities by adding the prohibition of otherwise discriminating or denying students the opportunity to participate or benefit from any aid, benefit or service offered by the institution.
- The second bullet was added to reflect current law allowing a personal assistance animal or family therapy pet to accompany a student with disabilities.

- The third bullet adds that students are responsible for following institutional policies and procedures to gain disabilities services. Students' responsibility to abide by the conduct standards of the institution was added.
- The bullet promoting an attitudinal change toward persons with disabilities has been revised to reflect the current thinking about disabilities as a form of diversity that enriches the campus community.
- The current policy states that presidents must keep the commissioner informed on activities designed to promote the goals of the policy. The policy now adds that the commissioner should be informed annually.

Prevention of Alcohol and Other Drug Abuse Policy (S-4)

This policy was adopted by the Board of Governors on 6/20/91 and has never been revised.

The policy was reviewed and revisions were suggested by staff designated by the vice presidents for student services at the three institutions. The changes to this policy were primarily editorial in nature. In addition, the requirement that the policies shall be available for reference and examination at each campus was added.

Interinstitutional Student Exchange: R.I. Public Institutions (S-7)

This policy was first adopted by the Board of Regents on 3/18/76, was adopted by the Board of Governors on 7/2/81, and has not been revised.

The policy was reviewed and revisions were suggested by the vice presidents for academic affairs and their staffs at the three institutions. In addition to minor editorial changes,

- The title change was meant to distinguish this program from exchange programs with colleges or universities outside of Rhode Island's state system.
- The requirement that the number of credits awarded by this program be reported at the end of the academic year to the Board of Governors was deleted. These data are not readily available. (Deputy Commissioner Carriuolo noted, though, that these data will be requested if ever needed for the data warehouse and/or a special study.)

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education (RIBGHE) approve the suggested revisions to four RIBGHE Student Policies: Student Rights Policy (S-1), Policy on Students with Disabilities (S-3), Prevention of Alcohol and Other Drug Abuse Policy (S-4), and Interinstitutional Student Exchange: R.I. Public Institutions (S-7)

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Courtemanche, Dann-Messier, DiPrete, Solomon
NEAS: 0

5b. Approval of New Policy: Policy on Data Submission and Security of Confidential Data Housed in the RIBGHE Systemwide Data Warehouse

Deputy Commissioner Nancy Carriuolo introduced a new policy on the submission and security of data in the data warehouse. She introduced Kevin McCabe, research associate at Northeastern University's Center for Labor Market Studies, who is part of a group responsible for the collection and processing of the data submitted by the institutions. Mr. McCabe explained that the data records are stripped of personal identification information such as name and social security number and stored on a removable hard drive that is disconnected and locked away when not in use. A series of four locks secures the data in a building that has a security guard. Information maintained includes credit hours, courses taken, SAT scores, etc. All information collected is done so through the admissions process and is updated each semester. Commissioner Warner said that it is this data that is used to annually report back to the high schools, in the aggregate, on the success of their graduates. He said that he hopes the current system will eventually be able to "talk" to other systems. He said currently the Department of Labor and Training is working on adding information regarding employment and wages which will allow us to report on the employment status of students.

Mr. McCabe mentioned a study that the Center conducted with Brighton High School in Massachusetts which allowed the Center to track course-taking patterns. Commissioner Warner said that RIOHE is currently proposing with RIDE to do a similar study of all RI high schools.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education (RIBGHE) approve the Policy on Data Submission and Security of Confidential Data Housed in the RIBGHE Systemwide Data Warehouse

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Courtemanche, Dann-Messier, DiPrete, Solomon
NEAS: 0

6. Institutional Progress Reports on the Joint Admissions Agreement (JAA)

Elizabeth Mancini, assistant dean of enrollment services at CCRI, discussed the problems that CCRI encountered in administer the JAA over the past year, among them, staffing difficulties, vacancies, incorrect use of forms, and missing records. She said that with the change in leadership, President DiPasquale has made restructuring enrollment services a high priority.

Chair DiPrete said that the JAA is an important program for the people. He reminded everyone about the amount of work that went into the JAA and said that it is a program with great promise. He said there is much work to be done to get this program off the ground and that he is happy to hear about the commitment of the president and the college community.

Commissioner Warner emphasized the importance of giving students options should they choose to leave the program. He also discussed the negative implications of the common

misrepresentation of JAA students as transfer students; it is important for students at the very beginning to feel as if they belong to the senior institution.

Governor Solomon asked about the promotion, recruitment and marketing of the JAA. Deputy Commissioner Carriuolo said that a brochure, produced by the RIOHE, highlights the benefits of the JAA and copies are distributed widely. Governor Dann-Messier asked about student involvement of the college JAA advisory committee. Liz Mancini said not at this time but it could be addressed in the future. Governor Dann-Messier also asked if adult learning centers were targeted for JAA recruitment. Liz Mancini said that adult centers have not been directly targeted but have not been excluded. Commissioner Warner talked about recent conversations with Johan Uvin, the state director of adult education at RIDE, about CCRI contacting recent adult center certificate recipients regarding the JAA.

Dean Jayne Richmond distributed a summary of JAA activities at URI (a copy is attached to the file copy of these minutes). She encouraged the committee not to be discouraged by the results being reported today; she said the spirit and the intention is there, and we need to give the JAA time to be successful. Students are not afraid of transfer; they are afraid of commitment.

Dolores Passarelli said that RIC has seen excellent students enter through the JAA. She said there is a need for increased communications, more flexibility, and more eligible programs.

Governor Dann-Messier asked if we advertise via the RI Higher Education Assistance Authority (RIHEAA) since the JAA includes a reduced tuition benefit. Deputy Commissioner Carriuolo said that the RIOHE works with RIHEAA in its Preparing for College presentations where board members and staff visit local community groups and discuss the benefits of college degree attainment, including through the JAA.

7. Other Matters

Provost Swan asked if the RI system of public higher education should have a mechanism in place that allows dropouts at URI to have a chance to get an associate's degree. Commissioner Warner said that he has had this discussion with President Carothers in the past. He said he is open to further discussion on this issue. He said that the board retreat in August will host Paul Harrington, who would be beneficial to the conversation.

8. Adjournment

The meeting adjourned at 10:45 a.m.

/dv

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
June 16, 2006**

A meeting of the Academic and Student Affairs Committee was held on Friday, June 16, 2006, at 12:15 a.m., at the Rhode Island Office of Higher Education in the board room.

Present: *ASAC*: James DiPrete (chair); Thomas Rockett; Solomon A. Solomon

RIBGHE: Sarah Courtemanche; Brenda Dann-Messier

URI: Harry Amaral, director of enrollment services; Gary Boden, senior information technologist; Jim Miller, faculty senate executive committee; M. Beverly Swan, provost; Judith Swift, interim vice provost

RIC: Dan King, vice president for academic affairs; Donna Konicki, director of institutional research and planning; Gary Penfield, vice president for student affairs

CCRI: Lela Morgan, acting vice president for academic affairs; Michael Poindexter, vice president for student affairs; Ron Schertz, dean of student development and assessment; Peter Woodberry, dean of business, science and technology

RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Fallon Ferreira, student intern; Aronda Rodgers, proprietary schools and special academic programs specialist; Deanna Velletri, executive assistant; Jack Warner, commissioner

Absent: Miriam Coleman

1. Approval of Minutes

The minutes of the meeting of May 5, 2006, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of May 5, 2006.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

2. Chair's Report

Chair DiPrete welcomed members of the ASAC, members of the RIBGHE, and guest presenters. He briefly reviewed the meeting agenda before introducing Commissioner Warner.

3. Commissioner's Report

Commissioner Warner described the review and actions related to low-completion programs as one of the more sensitive tasks that a board must do and one that affects the resources and quality of an institution. He acknowledged the standards and trigger mechanism related to the board's program review policy as rigorous but reasonable.

4. Approval of a proposal from CCRI to offer the Medical Insurance Billing Specialist Certificate program at CCRI's Knight Campus

Dean Peter Woodberry summarized CCRI's proposal to offer the Medical Insurance Billing Specialist Certificate program at CCRI's Knight Campus. Chair DiPrete asked about similar offerings and Dean Woodberry responded that this program might be offered as a proprietary course in other venues. Dean Woodberry said the offering is in response to recent demand and emphasis in the field on terminology and coding.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve the proposal to offer the Medical Insurance Billing Specialist Certificate program at CCRI's Knight campus.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon
NEAS: 0

5. Approval of CCRI's proposal to offer the Associate in Science Degree in Business Administration for the Newport Campus

Dean Peter Woodberry said that the offering of the Associate in Science Degree in Business Administration for the Newport Campus is based on demand and was overlooked when CCRI first brought programs before the ASAC for approval at the Newport campus.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve CCRI's proposal to offer the Associate of Science in Business Administration on the Newport Campus.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon
NEAS: 0

6. Approval of Actions to be Taken Regarding Low-Completion Rate Programs at URI, RIC, and CCRI

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the following programs, most of which have been closed for an extended period of time, be eliminated, in keeping with the institution's administrative review and request:

At URI:	1. M.A. French	2. M.A. German
---------	----------------	----------------

At RIC: n/a

At CCRI:	1. A.A.S. Manufacturing Technology	2. A.A.S.- TS Real Estate
----------	------------------------------------	---------------------------

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon
NEAS: 0

VOTED: THAT the following programs be vetted in 2006-2007 with the appropriate faculty bodies, as recommended by the institutions, for potential elimination:

AT URI:	1. B.S. Environmental Plant Biology	4. M.S. Audiology
	2. B.S. Financial Services	5. Ph.D. Applied Mathematical Sciences
	3. B.S. Water and Soil Sciences	6. Au.D. Doctorate in Audiology

At RIC:	1. B.S. Career and Technical Education	5. M.A.T. Teaching English as a Second Language
	2. B.S. Radiologic Technology	6. CAGS School Administration
	3. M.S. Industrial Technology	7. CAGS Special Education
	4. M.Ed. Bilingual/Bicultural Education	8. M.Ed. Counseling

At CCRI: n/a

VOTED: THAT the following program be eliminated as a free-standing program, but be consolidated with another, more active program:

At URI: n/a

At RIC:	1. B.A. in Latin American Studies (consolidation as a concentration within the Spanish Major)
---------	---

At CCRI:	1. Associate in Fine Arts – Jazz Studies (Jazz Studies will become a concentration within the A.F.A in music.)
----------	--

VOTED: THAT the following programs be retained since courses in the program are required for general education, other majors, minors, and/or electives, thereby creating little or no additional cost to offer the major. The programs will continue to be monitored through the institution's regular cyclical program review process:

At URI:	1. B.A. African/African American Studies (joint with RIC)	10. B.S. Chemical & Ocean Engineering
	2. B.A. Chemistry	11. B.S. Chemistry & Chemical Oceanography
	3. B.A. Classical Studies	12. B.S. Coastal and Marine Policy and Management
	4. B.A. Comparative Literature	13. B.S. Elementary Education
	5. B.A. Latin American Studies	14. B.S. Physics/Physical Oceanography
	6. B.A. Music	15. B.S. Physics/Physical Sciences
	7. B.A. Physics/Physical Sciences	16. M.O. Oceanography
	8. B.A. Theatre	17. Ph.D. in Ocean Engineering
	9. B.S. Applied Sociology	

At RIC:	1. B.A. African/African American Studies	4. B.A. Women's Studies
	2. B.A. Art History	5. M.A. Mathematics
	3. B.A. Science (General)	

At CCRI: n/a

VOTED: THAT the following programs, which have low completion rates, be retained with the proviso that the institutions provide the resources necessary to pursue strategies for increasing enrollments and graduation rates. These programs will undergo a focused review in two years (spring of 2008), possibly with the help of an external consultant, to determine whether or not the criteria for continuation (see RIBGHE program review policy, attachment #1) have been met.

AT URI:	1. M.S. Biology/Biological Sciences	12. Ph. D. Nutrition and Food Science
	2. M.S. Chemical Engineering	13. M.S. Physics/Physical Sciences
	3. Ph.D. Civil Engineering	14. Ph.D. Physics/Physical Sciences
	4. M.A. History	15. M.S. Statistical Sciences
	5. M.S. Indust./Manufact. Engineer.	16. B.A. Italian
	6. Ph.D. Indust./Manufact. Engineer.	17. B.A. Women's Studies
	7. Ph.D. Marine Affairs	18. M.S. Mechanical Engineering
	8. M.S. Mathematics	19. Ph.D. Mechanical Engineering
	9. Ph.D. Mathematics	20. M.S. Cellular & Molecular Biology
	10. M.M. Music	21. Ph.D. Cellular & Molecular Biol.
	11. M.S. Nutrition and Food Science	22. M.S. Environmental and Natural Resources Economics

At RIC:	1. B.A. French	8. M.A. History
	2. B.A. Labor Studies	9. M.A. Psychology
	3. B.A. Physics	10. M.A.T. Music Education
	4. B.S. Clinical Laboratory Sciences	11. M.Ed. Technology Education

	5. B.S. Psychology – Chemical Dependency/Addiction Studies (review to take place in 2010)	12. M.M.Ed. Music Education
	6. M.A. Art	
	7. M.A. Biology	
At CCRI:	1. A.A.S. Therapeutic Massage	3. A.S. Computer Engineering Tech.
	2. A.F.A. Drama	

7. Presentation of Retention Data

Community College of Rhode Island

Dean Ron Schertz and Vice President Michael Poindexter presented retention, completion and persistence information to the ASAC committee. They provided handouts of their PowerPoint presentation to supplement their discussion (attached to the file copy of these minutes).

Dean Schertz said that retention and completion rates are difficult to compare at community colleges; community colleges need to look at their data differently from four-year institutions because the goal of 71 percent of community college students is to transfer, with or without a degree. Additionally, the enrollment patterns of students at CCRI are quite complex and more often than not lead to an increasing success rate three years or more after enrollment.

In summation, Dean Schertz highlighted the following:

- Fall-to-fall cohort retention rates have been rising since 1997-98 but leveled off in 2003-04.
- Women have higher retention rates and graduation rates than men but lower transfer rates.
- Minorities have lower retention rates, graduation rates and transfer rates.
- For cohort 2002, the completion rate increased from 28% to 32%, primarily due to an increase in transfer-out.
- CCRI's transfer rate is higher than all but two peers.
- The 3 year+ persistence rate remains above 50%.
- Nearly 94% of CCRI's graduates are employed, continuing their education, or a combination of both.
- Cohorts tracked for seven to nine years graduate at rates of 20 to 22%.
- CCRI's retention rate and completion rates are similar to its peer average.

Governor Dann-Messier asked if CCRI had a deliberate re-engagement program to work with students who have stopped out. Vice President Poindexter indicated that CCRI is constantly working with this population by offering various programs, advising, and a more hands-on approach. CCRI is also looking at different initiatives that can be implemented to bring students back. He mentioned that one of the challenges is that more than 50% of disadvantaged students are arriving at CCRI needing some kind of remediation in reading and/or math. Sometimes CCRI is unable to offer the courses that they need. Students become frustrated with bureaucracy and they leave. CCRI is trying to streamline some of its processes to avoid student frustration. In addition, the tele-counseling program served over 900 students in the summer program.

University of Rhode Island

Gary Boden, chief information technologist at URI, discussed retention and graduation rates at URI. A copy of his PowerPoint presentation is attached to the file copy of these minutes.

Some highlights are noted below:

- Retention of minority students drops off after the first year. Interim Vice Provost Judith Swift said that this situation might be due to the fact that the financial aid package remains the same, yet the net cost increases.
- The University is revising and improving its exit survey to be more in alignment with the NSSE survey.
- In-state students are showing progress in retention rates.
- Retention graduation rates are typical of other universities in the U.S.
- Five percent of students extend beyond six years to graduate.

Rhode Island College

Vice President King provided a handout to supplement his discussion of retention at RIC (a copy of the handout is attached to the file copy of the minutes). He introduced Donna Konicki, director of institutional research and planning.

Vice President King said that the college put together an Enrollment Management Task Force comprised of faculty, administrators, staff, alumni and students. He credits the task force with finding ways to increase minority mentoring, including revitalizing and refocusing the Latin American student club. Governor Dann-Messier asked if the African/African American population and the slightly older student population will be included as targets for revitalization. Vice President King replied that the Latin American club was targeted first because that population is the largest. Other populations will be addressed next year. He then spoke about the Freshman Advantage program which allows incoming freshmen to take courses in the summer before their first fall semester; the tuition is included in the fall tuition. Governor Dann-Messier emphasized the importance of personal relationships and advising and asked if these activities could be built into the promotion and tenure evaluation as a part of teaching. Vice President King addressed the challenges with advising and said that as RIC has adopted technical resources, personal/professional relationships with students have decreased. She also asked that the institutions collect more complete data that address minority retention, including the status of low-income, first-generation, adult, and English language learners.

Some highlights are noted below:

- Students at RIC are taking six years to graduate. Vice President King said this time period is not unusual for comprehensive state colleges.
- Many of the characteristics of the CCRI student are the same for the RIC students.
- The School of Education has created a minority student mentoring program, in which 15 minority student upper-classmen participate in a peer mentor class (free of charge) during the summer. These students will serve as mentors to other minority students and freshmen in the fall.

8. Other Matters

9. Adjournment

The meeting adjourned at 2:30 p.m.

/dv

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
May 5, 2006**

A meeting of the Academic and Student Affairs Committee was held on Friday, May 5, 2006, at 10:31 a.m., at the Rhode Island Office of Higher Education in the board room.

Present: *ASAC*: James DiPrete (chair); Thomas Rockett; Solomon A. Solomon

RIBGHE: Brenda Dann-Messier

URI: Winifred Brownell, dean, arts and sciences; Celeste Martin, vice chair, faculty senate; William McKinney, dean, college of human science and services; Nedra Reynolds, professor and department chair, College Writing Program; Michael Rice, president, faculty senate; Susan Roush, associate dean, College of Human Science and Service and professor of physical therapy; Judith Swift, interim vice provost

RIC: Roxann Johnson, budget director, administration and finance; Dan King, vice president for academic affairs; Ivy Locke, vice president, administration and finance; James McCroskery, assistant vice president for academic affairs; Jane Williams, professor and chair, nursing department;

CCRI: Lela Morgan, acting vice president for academic affairs; Ron Schertz, dean of student development and assessment; Phil Sisson, dean of arts, humanities and social sciences

RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Shannon Flood, part-time consultant and recorder; Phyllis Harnick, planning specialist; Aronda Rodgers, proprietary schools and special academic programs specialist; Carl Toft, director of internal audit; Deanna Velletri, executive assistant; Jack Warner, commissioner

Absent: Miriam Coleman

1. Approval of Minutes

The minutes of the meeting of April 7, 2006, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of April 7, 2006.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

2. Chair's Report

Chair DiPrete welcomed members of the ASAC and guest presenters. He introduced Dr. Brenda Dann-Messier, a newly-appointed member of the Board of Governors. Chair DiPrete said that Judge Caprio will soon make formal appointments of new board members to board committees.

3. Commissioner's Report

Commissioner Warner commented that Dr. Dann-Messier and he are on the Children's Crusade board.

Over 140 arts and science faculty and K-12 teachers attended the May 1st technology conference funded by the RITER grant. RIOHE was the organizer and co-sponsor.

RIOHE released the annual school-to-college report that indicates how high school students performed in the public institutions as freshmen; the findings were very similar to the findings of the last two reports. Students who meet admissions requirements at RIC and URI and followed a rigorous college preparation curricula do quite well. At URI there is a 90% retention rate in the first year, while at RIC there is an 86% retention rate in the first year. For students who just graduated from high school and went to CCRI, about 58% of students need developmental courses in either reading, writing, or mathematics. This report triggers important discussion between K-12 and higher education.

4. Approval of URI's Proposal for the Establishment of the Department of Physical Therapy

Judith Swift said that Provost Swan is in Chicago, but that she supports this proposal. William McKinney said that the physical therapy program was established in 1990 and was placed in the department of physical education and exercise science. The program has its own secretary, its own budget, and its own program director. Dr. McKinney said that this proposal is simply saying that URI is drawing a line between kinesiology and physical therapy. Chair DiPrete concluded, and Dr. McKinney agreed, that "nothing changes but the department's name."

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve the proposal for the establishment of the department of physical therapy at URI's Kingston campus.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

5. Approval of URI's Proposal for the B.A. in Writing and Rhetoric

Winifred Brownell said that writing has been offered at URI since 1892. Over the years, URI increased offerings in writing, and because of high student demand, a writing minor was added a few years ago. She said that almost all resources are already in place for the new major. In the freshman year, there will be no additional personnel costs. In the college of arts and sciences, there are 12 faculty who are age 70 or over. When these faculty retire, URI can offer replacement resources to

address opportunities and needs. The American Mathematical Society, which is located in Providence and is the premier mathematics research association in the United States, indicated that the association would accept writing interns in all divisions.

Judith Swift added that this major is relatively inexpensive to deliver. Michael Rice said that this major can attract tuition dollars, and the cost of delivery for this major is low. Nedra Reynolds said that the library costs are for four new journals that the librarian has reviewed. The cost of these journals will be covered by the library's budget.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve URI's Proposal for the B.A. in Writing and Rhetoric on the Kingston campus.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

6. General Education at CCRI, RIC, and URI

Associate Commissioner Carriuolo said that this motion is a follow-up to a January 2006 motion that revised the RIBGHE regulations, including the adoption of recent revisions to the NEASC standards.

The institutions are working on ensuring that their general education requirements align with the new NEASC standards and with the RIBGHE regulations. The institutions will share information regarding any revisions to their general education requirements with the ASAC in the fall, alert fall 2007 entering students, and put the new information into their 2007 catalogs.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT URI, RIC and CCRI will prepare a brief, bulleted plan that ensures timely completion of any necessary revisions to their general education program, in keeping with the RIBGHE's *Regulations Governing Academic Changes in Rhode Island Public Institutions of Higher Education* (p. 10) and the NEASC standard 4.17 that require that an institution "ensures that all undergraduate students complete at least the equivalent of forty semester hours in a bachelor's degree program, or the equivalent of twenty semester hours in an associate's degree program in general education." Revised general education requirements (and a discussion of any necessary curricula changes) will be presented to the Academic and Student Affairs Committee (ASAC) and later to the full board at meetings in fall 2006. Any needed revisions will also be included in any reports or self-study documents required by the NEASC in 2006-2007, published in the 2007 college and university catalogues, and made known to the entering classes of fall 2007 as their general education requirements.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

7. Approval of the Proposal to Offer the Master of Science in Nursing at Rhode Island College

Jane Williams, professor and chair of the department of nursing at RIC, said that this proposal has the support of the nursing department faculty. She said the mission is to improve health care outcomes for the people of Rhode Island by preparing expert nurses for clinical and academic practice. The specialties in acute care/critical care and public health/community leadership that would be offered at RIC are not taught at URI. She said that by 2014, RI will be 800,000 nurses short of need. RI needs more master's prepared nurses who can teach in B.A. and A.A. nursing degree programs. Three full-time and one part-time faculty additions and one full-time staff position will be added. Governor Rockett asked if RIC could add training for nurse practitioners to the program. Jane Williams said that in the future, RIC may want to add nurse practitioner training. She also added that nurses with an M.S.N. earn almost twice as much as nurses with a B.A.

Governor Rockett asked how RIC plans to fund this program. Dan King said that RIC terminated the undergraduate/graduate program in career and technical education. RIC is responsible about terminating programs with low enrollment or programs that are less than productive, and closure of low-enrolled programs provides resources for new programs.

Ivy Locke said that she has been at RIC for four months, and she has a background in auditing. She said that RIC has tracked the demand for nursing enrollment over a ten-year period. There is significant growth – a 20% increase in admitted students and a 30% increase in intended majors. In the 2005 budget, \$220,000 for three faculty positions has been earmarked for growth programs. She said that RIC is very frugal and fiscally sound.

Roxann Johnson said that 20 faculty will be retiring, and all of them are full professors. Eleven appointments of replacement faculty will be effective July 1, 2006 at lower salaries. RIC is saving \$225,000 in salaries, and savings will roll over into benefits. All 20 retiring faculty were on family plans for insurance, while some of the 11 replacements may be on individual plans. RIC will have savings on the fringe benefits side. For FY06, the governor allowed for three nursing positions (\$220,000), and the FY07 request will be for three vacancies for nursing (\$180,000 for the allowance).

Chair DiPrete asked if RIC's program will duplicate the one at URI. Jane Williams said that RIC is offering different specialties than URI offers. Chair DiPrete reiterated (to assure certainty) that any appreciable increase in the budget will be covered within the college. Dan King confirmed this statement and added that the new college mission statement lists nursing as one of the four broad areas to which RIC is committed.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve the proposal to offer the master of science in nursing at Rhode Island College.

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

8. Approval of the Proposal to Establish a School of Nursing at Rhode Island College

Dan King said that nursing is the largest single department at RIC and does not fit well into the school of arts and sciences. Nursing would be one of three professional schools: social work, education, and nursing.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education Approve the Proposal to Establish a School of Nursing at Rhode Island College

VOTE: 3 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: DiPrete, Rockett, Solomon

NEAS: 0

9. Other Matters

Governor Rockett said that he was impressed with the presentation at the last ASAC about URI 101. He asked if RIC and CCRI had similar courses. Dan King said that RIC does not require all freshmen to take such a course, but within a year, freshmen will be required to do so. Phil Sisson said that CCRI has a one-credit course that is an extension of the orientation, and a three-credit course that was approved last year. These courses are not required at this time.

Associate Commissioner Carriuolo said that RIC's vice president for student affairs has been invited to do a spotlight presentation also. The presentations are meant to give student affairs staffs an opportunity to share some of their exciting programming with the board.

10. Adjournment

The meeting adjourned at 11:49 a.m.

/sf

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
April 7, 2006**

A meeting of the Academic and Student Affairs Committee was held on Friday, April 7, 2006, at 8:35 a.m., at Rhode Island College in the board room in Roberts Hall.

- Present: ASAC: Paula Arruda (8:49 a.m.); Miriam Coleman; James DiPrete (chair); Thomas Rockett; Solomon A. Solomon;
- URI: Dean Libutti, interim associate dean, University College; Michael Rice, Faculty Senate; Jayne Richmond, dean, University College; M. Beverly Swan, provost
- RIC: Dan King, vice president for academic affairs; Gary Penfield, vice president for student affairs
- CCRI: Lela Morgan, acting vice president for academic affairs ; Michael Poindexter, vice president for student affairs
- RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Shannon Flood, assistant to the associate commissioner and recorder; Phyllis Harnick, planning specialist; Aronda Rodgers, proprietary schools and special academic programs specialist
- Gibbs: Michael Diffily, vice president for academic affairs
- Absent: José González
- Guests: Paula Duhamel, assistant director of Warwick Academy of Beauty Culture; Elynore Trait, director of the Arthur Angelo School of Cosmetology

1. Minutes

The minutes of the meeting of February 17, 2006, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of February 17, 2006.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Coleman, DiPrete, Rockett, Solomon
NEAS: 0

2. Chair's Report

Chair DiPrete welcomed the attendees and guests and said that Associate Commissioner Carriuolo will be giving the commissioner's report, since Commissioner Warner is attending a policy consortium meeting. Chair DiPrete noted that the next ASAC meeting will be held on May 5 at 10:30 a.m. at RIOHE.

3. Commissioner's Report

Associate Commissioner Carriuolo referred the attendees to a summary of "The Toolbox Revisited: Paths to Degree Completion from High School through College," which follows a national cohort of high school students from high school to bachelor's attainment in 8.5 years or less. The summary shows that in 8.5 years, 70% graduate from college. Following a rigorous high school curriculum and attaining 20 credits by the end of the first year are cited as benchmarks for success. Associate Commissioner Carriuolo also mentioned that RIOHE had a successful Title II visit with no negative citations and one commendation for alignment of Title II grants with PK-16 initiatives.

4. Approval of Change of Ownership for Warwick Academy of Beauty Culture

Elynore Trait of Arthur Angelo School said that the Regis Corporation wants to take ownership of Warwick Beauty Academy, but not make substantive changes in the administration, faculty or curriculum of the school. Chair DiPrete asked if all financials were in order, and Nancy Carriuolo said that the financials are in order and that RIOHE has received no complaints about Warwick Academy of Beauty Culture.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve Regis Corporation's application for a Certificate of Approval to purchase 100% of the stock of Warwick Academy of Beauty Culture.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Coleman, DiPrete, Rockett, Solomon
NEAS: 0

5. Approval of a Certificate Program in Office Administration from Gibbs College

Michael Diffily said that Gibbs extracted nine courses from its recently approved degree program in office administration to create this certificate. The certificate provides a transfer track; some students have suggested that the 18-month degree program was too long. Gibbs received 70 requests for employment that they could not fill because they did not have enough office administration graduates.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve the proposal from Gibbs College to offer the certificate program in office administration.

VOTE: 5 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett, Solomon

NEAS: 0

6. Approval of Rhode Island College's Revised Mission Statement

Dan King said that in 2000, NEASC noted that RIC's mission statement was not useful in defining what the college was doing. The mission statement was too long (850 words), too comprehensive, and unfamiliar to people on campus. Dan King thanked the Board for the 2005 requirement that asked the institutions to change their mission statements. The college's Mission and Goals Committee had never met in the past but had people appointed to it each year. In 2005, the committee reviewed RIC's mission statement and began the long process of revision, which involved faculty, staff, and students. The new mission statement clarifies that it is a college of opportunity with affordable access to superior higher education. The new mission statement includes a reference to continuing education.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED:

- A. THAT the Board of Governors for Higher Education (RIBGHE) accept Rhode Island College's mission statement;

FURTHERMORE, that the RIBGHE charge RIC with using the mission statement as a basis for reviewing and revising, as necessary, their vision statement and for developing a statement of prioritized goals to be used in reviewing and revising, as necessary, existing planning documents and attendant action plans. The institution's list of prioritized goals should include goals that support the institution's vision for its future as well as goals that support the RIBGHE's systemwide goals for higher education. These documents will become a guide in assessment of the institution by the NEASC, the RIBGHE, and the institution itself. The mission statement and related planning documents will also be used as a guide in the allocation and re-allocation of resources;

FURTHERMORE, that the college's mission statement, vision statement and prioritized goals be used by the institution's various units (e.g., schools and departments) to develop their own mission statements, vision, and objectives for use in planning, including resource allocation and re-allocation. Each unit's mission, vision and objectives should be a reflection of the institution's broader mission, vision and goals. Such planning documents developed by a unit should clearly demonstrate how that particular unit is contributing to the institution's mission and attainment of future goals;

FURTHERMORE, that the institution is charged with institutionalizing a clear procedure for regularly reviewing and revising the mission and vision statements and prioritized goals as well

as the planning documents upon which they are based;

- B. FURTHERMORE, that RIOHE is charged with consulting with URI, RIC and CCRI and identifying a systemwide consultant to assist with development of each institution's vision statements, prioritized goals, and planning documents; and

FURTHERMORE, that after consultation with URI, RIC, CCRI and the systemwide consultant, the Academic and Student Affairs Committee of the RIBGHE will set dates by which progress reports and later final reports on the above initiatives are due for discussion at regular meetings of the Academic and Student Affairs Committee and then with the full board, in keeping with the importance of this initiative.

VOTE: 5 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett, Solomon

NEAS: 0

7. URI Special Topic

Jayne Richmond said that work on URI 101 began 10 years ago. All incoming freshmen are required to take the course, which has its materials and coursework online. Freshmen are in learning communities. Governor Arruda asked if the course is available for transfer students. Jayne Richmond says that she encourages transfer students to take the course, but the class is not required. Dean Libutti navigated through the online advisement management system, which was built into PeopleSoft and customized for faculty and students. Students can go online and make an appointment with an advisor; URI has found that many students go online over the weekend and late at night to make appointments. A student can see appointment openings in real time, and students receive a reminder email 24 hours before their advising appointment. Advisors can create logs of when they see their advisees and record what was discussed. Advisors can also view students' transcripts and previous advising logs. Governor Rockett asked if the program is backed up; Dean Libutti said that the system is backed up every night.

8. Other Matters

Governor Rockett reminded the attendees that the next ASAC meeting will be held on May 5 at 10:30 a.m. at RIOHE.

9. Adjournment

The meeting adjourned at 9:48 a.m.

/sf

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
February 17, 2006**

A meeting of the Academic and Student Affairs Committee was held on Friday, February 17, 2006, at 12:15 p.m., at the Rhode Island Office of Higher Education in the board room.

Present: ASAC: Paula Arruda; Miriam Coleman; James DiPrete (chair); Thomas Rockett; Solomon Solomon

URI: Victor Fay-Wolfe, chair, Computer Science Department; M. Beverly Swan, provost; Judith Swift, interim vice provost

RIC: Scott Kane, associate dean of students and director of the Office of Student Life; Dan King, vice president for academic affairs; Donna Konicki, director of institutional research and planning; James McCroskery, assistant vice president for academic affairs; Gary Penfield, vice president for student affairs

CCRI: Robert Cipolla, assistant dean, advising and counseling; Michael Poindexter, vice president for student affairs; Ron Schertz, dean of student development and assessment; Phil Sisson, dean of arts, humanities and social sciences; Peter Woodberry, dean of business, science and technology

RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Phyllis Harnick, planning specialist; Deanna Velletri, executive assistant; Jack Warner, commissioner

Absent: José González

Guests:

1. Minutes

The minutes of the meeting of January 13, 2006, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of January 13, 2006.

VOTE: 5 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett, Solomon
NEAS: 0

2. Chair's Report

Chair DiPrete welcomed guests from the campuses. After welcoming Dean Peter Woodberry as Vice President Sherman's designated representative at the meeting, Chair DiPrete noted that the ASAC wished to recognize Ruth Sherman's service to CCRI as academic vice president. The committee also wished to extend it congratulations to Dr. Sherman and best wishes in her new position. He then briefly reviewed the contents of the agenda and introduced Commissioner Warner.

3. Commissioner's Report

Commissioner Warner spoke about changes in RIDE's high school graduation requirements in 2008 and the need soon for ASAC to review and approve college-ready expectations in reading, writing and mathematics. Chair DiPrete mentioned the work in 1983 of the Joint Committee on School/College Articulation. He said the work of this group was important at the time because it brought RIDE and RIOHE together on important issues such as dual enrollment.

4. Approval of a proposal from CCRI to close programs

Peter Woodberry, CCRI's dean of business, science and technology, reported that four under-enrolled associate degree programs are being brought forward for closure. In the case of process control technology and plastics technology, these programs have been repackaged as certificate programs. The machine design program is similar to the existing mechanical engineering technology program, so students are being advised to complete their program in mechanical engineering technology. Students in the mold-making technology program can participate in the existing machine processing program. Governor Solomon noted that these programs were originally created in response to an immediate demand and that they served the purpose of meeting the demands.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education (RIBGHE) approve CCRI's request to close the associate degree programs in machine design, plastics technology, mold-making, and process control.

VOTE: 5 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett, Solomon
NEAS: 0

5. Approval of the proposal to offer the Ph.D. in computer science at the University of Rhode Island's Kingston Campus

Provost Swan said that the University already has bachelor's and master's programs in computer science; most courses and all faculty are already in place to offer the doctoral program, as are equipment and space. Victor Fay-Wolfe said that the master's program in computer science at the University is flourishing and that there is a strong indication of need for a doctoral program. Commissioner Warner asked about any benefits to the economy by creating the doctoral program. Professor Fay-Wolfe said the benefits come by way of spin-off high-tech companies which produce a high demand for trained computer scientists. He added that doctoral students serve as teaching assistants for undergraduate computer science courses. Associate Commissioner Nancy Carriuolo asked Professor Fay-Wolfe to share with the ASAC information about URI's relationship with IBIS. He explained that IBIS uses computer technology to assist in forensic investigations, a field interesting to URI's students. Governor Rockett praised the University for their insight. Professor Fay-Wolfe confirmed for Chair DiPrete that Brown University is the only other in-state institution to offer this program.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Board of Governors for Higher Education approve the University of Rhode Island's Proposal to Offer the Ph.D. in Computer Science.

VOTE: 5 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett, Solomon
NEAS: 0

6. RIC's presentation on the results of the National Survey of Student Engagement (NSSE)

Scott Kane presented RIC's results after participation in the NSSE. A copy of the Power Point presentation used to present the data is attached to the file copy of these minutes. In summary, RIC students report a high level of academic challenge. RIC students are engaged significantly inside the classroom or as part of a course requirement, but report being less so outside the classroom. Freshmen appear less well prepared for studying and outside-the-classroom preparation. Freshmen also do not appear to be getting the academic support and advising they expect. RIC students are in general satisfied with the college, and, in particular, with their relationships with faculty, administrative personnel, and other students.

In response to these results, RIC has distributed a new academic advising manual to every faculty member. RIC is seeking to increase the availability of internships and co-op experiences. RIC is continuing to increase and expand upon the use of technology, Web CT, email communication, electronic classrooms, etc. RIC is seeking to enrich senior experiences such as capstone courses, as a result of the student outcome learning initiative. Also in response to NSSE results, RIC is engaging in discussions about improving the freshmen year experience and out-of-class enrichment experiences.

Acting Vice Provost Judith Swift shared her experience in surveying students regarding what they viewed to be out-of-class work. She was surprised to find that students do not consider those experiences that are experiential, outreach, or enjoyable as out-of-class work and do not report them as such. Associate Commissioner Carriuolo noted that NSSE's questions regarding out-of-classroom work may require rewording; the Indiana University Center for Postsecondary Research should be alerted when participating institutions are asked for feedback on the survey.

7. CCRI's On-line orientation

Vice President Poindexter spoke about the successful first semester of implementation of the on-line orientation option at CCRI. Dean Ron Schertz and Assistant Dean Bob Cipolla were also in attendance to present details and answer questions. Tracking devices have determined that most students who use the on-line orientation do so after 10:00 p.m. and do so multiple times. A student cannot complete the orientation unless he/she has completed the admission process and the placement testing. In addition, students are unable to register until the orientation is completed. The Web address for CCRI's on-line orientation is http://www.ccri.edu/advising/new_students/orientation.shtml.

8. Other Matters

The next meeting of the Academic and Student Affairs Committee will be held on Friday, March 24th at 8:30 a.m.

9. Adjournment

The meeting adjourned at 1:45 p.m.

/dv

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
November 18, 2005**

A meeting of the Academic and Student Affairs Committee was held on Friday, November 18, 2005, at 2:10 p.m., at Rhode Island College in the Faculty Center South Dining Room.

Present: ASAC: Paula Arruda; Miriam Coleman; James DiPrete (chair); Thomas Rockett

URI: Harry Amaral, director of enrollment services; Emily Anderson, student intern, provost office; Gary Boden, senior information technologist; James Lynch, dean of undergraduate admissions; M. Beverly Swan, provost; Judith Swift, interim vice provost

RIC: Dan King, vice president for academic affairs; Donna Konicki, director of institutional research and planning; James McCroskery, assistant vice president for academic affairs

CCRI: Christine Jenkins, associate dean of enrollment services; Maddie Josephs, assistant professor, clinical laboratory technology program; Liz Mancini, assistant dean of enrollment services; Maureen McGarry, dean of health and rehabilitative sciences; Lela Morgan, chair of allied health programs; John Panzica, enrollment services; Michael Poindexter, vice president for student affairs; Ruth Sherman, vice president for academic affairs

RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Shannon Flood, assistant to the associate commissioner and recorder; Phyllis Harnick, planning specialist; Anthony Leone, associate commissioner for external affairs; Steven McAllister, associate commissioner for finance and management; Aronda Rodgers, proprietary schools and special academic programs specialist; Jack Warner, commissioner (2:45 p.m.)

Absent: Sol Solomon, José González

Guests:

1. Minutes

The minutes of the meeting of October 7, 2005, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the minutes of the meeting of October 7, 2005.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett

NEAS: 0

2. Chair's Report

Chair DiPrete welcomed members of the ASAC. He welcomed James Lynch, the new dean of undergraduate admissions, URI; Gary Boden, senior information technologist, URI; Emily Anderson, student intern, provost office, URI; Harry Amaral, director of enrollment services, URI; James McCroskery, assistant vice president for academic affairs, RIC; Donna Konicki, director of institutional research and planning, RIC; Maureen McGarry, dean of health and rehabilitative sciences, CCRI; Lela Morgan, chair of allied health programs, CCRI; Maddie Josephs, assistant professor, clinical laboratory technology program, CCRI; Christine Jenkins, associate dean of enrollment services, CCRI, Liston Campus; Elizabeth Mancini, assistant dean of enrollment services, CCRI; and John Panzica, enrollment services.

Chair DiPrete said the committee will vote on revisions to RIBGHE regulations and a CCRI proposal to offer the A.A.S. in histotechnology at the Liston campus. Also, representatives from URI, RIC and CCRI will present their annual enrollment reports. Chair DiPrete noted that since Commissioner Warner is at a meeting with the governor, there will not be a commissioner's report today.

4. Revisions to Regulations Governing Proprietary Schools in Rhode Island

Associate Commissioner Carriuolo said that the RIBGHE regulations are used as a guide to review programs and fine-tune proposals. They are also designed to ensure programs are high quality and align with NEASC standards and Rhode Island public laws. Furthermore, the regulations should be easily understood by the institutions of higher education and by the general public. Consequently, the regulations are periodically reviewed, revised, and brought forward for approval. She noted that the revised regulations for the public institutions are being held because one college had questions about the revisions.

The revisions to the proprietary regulations were presented to the thirteen schools in Rhode Island for preview and comment. Associate Commissioner Carriuolo outlined the major revisions. The revision on page seven, number four requires that new schools submit the calculation used to arrive at a bond amount before submitting the actual bond. If the proprietary school closes, the money in the bond allows students to recover their tuition money. Therefore, RIOHE needs to know how the school projects the amount needed in the bond. The revision on page eight, letter u requires that new schools show evidence of initial collaboration to create a teach-out plan. All existing schools already have teach-out plans; this revision applies to new schools whose owners need reasonable time to meet other owners and strike an agreement.

The revision on page nine, letter v requires that new schools submit copies of their Articles of Incorporation or their Certificate of Authority, so RIOHE can be sure that the school is in good standing with the Rhode Island Secretary of State. The revision on page 17, standard 1.5e now makes explicit that an approved instructor must be present when student teacher instruction is taking place. In the past the regulations were silent on this issue, but now that it is explicit in the regulations, schools can be held accountable if they do not have approved instructors present during student teacher instruction. The revision on page 19, standard 3.5 adds third-party individuals to complaint procedure language. The previous regulations did not have language that would account for the Department of Health, for

example, as a third party. The revision on page 22 and 23, standard 7.1 adds new language that informs schools that RIOHE will be reviewing advertisements to ensure that they are factually accurate and not misleading to students. Although the practice exists, the new language adds clarity.

The revision on pages 25 to 26, letter *b* says that RIOHE will verify that the school has maintained its annual report with the Rhode Island Office of the Secretary of State. The revision on page 28, standard 9.4 was changed in response to an unusual number of complaints over the last few months. In the past, RIOHE performed announced visits, but now the commissioner or his designee may visit a school unannounced.

Governor Rockett had a question about a revision (pages five to six) which says that representatives of regionally or nationally accredited institutions are allowed to disseminate information about their programs within Rhode Island as long as they collect no fees, enroll no students, and engage in no instruction. Governor Rockett suggested clarifying “regionally or nationally accredited.” Associate Commissioner Carriuolo suggested and Governor Rockett agreed that RIOHE could add examples of the two allowable accrediting agencies that are familiar to proprietary schools. She asked Aronda Rodgers to note this change.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the revisions to the Regulations Governing Proprietary Schools in Rhode Island with the change noted above.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett

NEAS: 0

5. Revisions to Regulations Governing Institutions of Higher Education Operating in RI

With the exception of Rhode Island’s three public institutions, all other universities and colleges operating in Rhode Island must adhere to these regulations, including iMedia, Gibbs College, New England College of Finance in Boston, Assumption College, Mater Ecclesiae, and Zion Bible Institute. (As a side note, Associate Commissioner Carriuolo stated that the president of Zion is resigning in December, but the school has a plan for the chair of the board to take over temporarily, while a search is launched.)

The revision on page three, section II says that eligibility for approval is predicated on the institution’s accreditation or candidacy for accreditation by NEASC. Current regulations state that institutions must be regionally accredited to receive full approval. The institutions have five years to earn full approval per PL 16-40, so these revisions now align with current public law. The revision on page 11, section B.1.2 says that institutions must demonstrate how their missions provide a rationale in developing the plans, priorities, and allocation of resources required for the proposed program. The revision aligns with the NEASC standard that states that institutions should have clear and crisp mission statements. The revision on page 11, section C.1 says that fewer than one-half of the board may have any financial

interest in the institution, including as employees, stockholders, or corporate directors. Associate Commissioner Carriuolo spoke with Barbara Brittingham from NEASC about this revised regulation, which is necessary for Gibbs College, for example, since it has a board of directors and stockholders.

The revision on page 14, section D.4, which says that each undergraduate program should include general education plus study in a major or concentration, and the revision on page 15, D.5.1, which requires students to take at least 40 semester hours of the bachelor's degree and 20 hours in an associate's degree in general education, are linked and align with NEASC's standard 4.17. The revision on page 19, section G.2.4 requires that the institution demonstrate that students use information resources and technology as an integral part of their educations and at a level appropriate to their degrees.

Associate Commissioner Carriuolo said that these revisions were previewed and vetted with the institutions.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the revisions to the Regulations Governing Institutions of Higher Education Operating in Rhode Island.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett
NEAS: 0

6. Approval of the Proposal to Offer the A.A.S. in Histotechnology at the Community College of Rhode Island at the Liston Campus

Ruth Sherman said that CCRI is pleased to bring forward this proposal. CCRI is the biggest provider of education for the state's healthcare workforce, and CCRI would be the first community college in New England to offer this program.

Lela Morgan thanked the committee for the opportunity to present the proposal. She said that the histotechnologists in the country are scarce. Histotechnologists are important because they work in labs to cut, process and stain tissues, such as surgical tissues and autopsy tissues. These individuals need to be well-trained, graduate from an associate's degree program, take the national credentialing examination, and be licensed. Lela Morgan said that many histotechnologists are retiring, and not enough people exist to fill their positions. Traveling histotechnologists are expensive, but hospitals and facilities need to use them because of the shortage of histotechnologists. CCRI received letters of support from the President of the Rhode Island Society of Histotechnologists and from the National Society of Histotechnologists. Both letters emphasized the need for well-trained histotechnologists.

Governor Arruda asked if CCRI conducted a survey of student interest. Lela Morgan said that CCRI received calls from students who are interested in the program, and CCRI plans to recruit students in the biology department. RIC and URI graduates with biology degrees also provide a good applicant pool.

In Rhode Island, a histotechnologist's starting salary is \$35,000 to \$40,000 with sign-on bonuses. Governor Rockett asked if CCRI has electron microscopes. Lela Morgan said that the CCRI clinical lab has high-end microscopes. Chair DiPrete observed that general education was incorporated into the program.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT the Academic and Student Affairs Committee approve the Proposal to Offer the Associate in Applied Science in Histotechnology at the Liston Campus.

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, Coleman, DiPrete, Rockett
NEAS: 0

7. Enrollment Reports

Gary Boden began URI's enrollment report. He showed an overhead slide that compared fall 2005 and fall 2004 enrollments and ten-year enrollment trends. He said that there are several levels of students: undergraduates and first-professional students combined, graduate students, and degree and non-degree seeking students.

From fall 2004 to fall 2005, in terms of undergraduate students, there was an overall increase of 1.8%. There was a 4% increase in women and a 1% decrease in men, following national trends. In-state enrollment rose 4%, and out-of-state enrollment fell slightly. Minority enrollment was up 1.4%. Also, there was a 7.7% increase in the number of non-degree minority students.

From fall 2004 to fall 2005, in terms of graduate students, there was an overall increase of 3%. There was a 4% increase in women. There was a slight decline in out-of-state enrollment, while in-state enrollment increased by 7.3%. Minority degree-seeking graduate students increased by 13.4%. The number of international students fell by 33%, and Gary Boden said that this decrease is due to the difficulty of getting a visa since 2001. Non-degree graduate students increased by 15.1%, with women in the same category increasing by 24.8%. Both in-state and out-of-state non-degree graduate student figures increased, and minority non-degree seeking graduate students increased by 20%. Judith Swift said that a number of popular certificate programs account for these increases.

Governor Rockett asked which date was used to report data. Gary Boden said that the institution has been using the same date (October 15) for over 25 years to keep these data consistent. Gary Boden said that the ten-year trend shows a general increase in the number of students, which is consistent with national trends. In terms of total university enrollment, he noted more women than men (59 women to 49 men). Over the last four years, the percentage of in-state students has been about 62%.

Gary Boden also discussed minority enrollment. Students self-identify under federally defined categories: African American, native American, Hispanic, or Asian/pacific islander. Gary Boden pointed out a large percent (12%) of unreported students. There are no multiracial categories, so some students choose not to report. URI is looking into the situation of non-reporters; Gary Boden thinks that

non-reporters could add significantly to the minority student population. Also, the number of minority students has increased 2% from 8.8% in 1996 to 10.8% in 2005. (These figures do not include international students.)

Commissioner Warner noted that the freshmen cohort is smaller and asked if URI had any strategies to increase enrollment for next year. Judith Swift said that URI admissions has strategies to address these issues for the upcoming year.

James Lynch said that the information on the freshman class shows that applications are up 2%, but the caveat is the yield ratio. He said that competition for students has intensified, and admissions is competitive. Students are applying to more institutions on average (about seven to ten, as compared to four to six a few years ago). Commissioner Warner asked if URI did an analysis of the drop in transfer applications. James Lynch said that, especially with out-of-state students, URI needs to do more with outreach, but URI is doing a better job with in-state transfers. Beverly Swan said that URI cannot guarantee housing to transfer applicants, and students are reluctant to transfer to URI for that reason.

Governor Coleman asked if URI tracks students who transfer out. Judith Swift said that until last year, URI had a paper process exit survey. Now students can complete an online survey. Students have to withdraw from URI online and can do the survey at the same time. URI also wants to add "going on leave" as a second category. Governor Coleman asked if URI had historical data for the students who transfer out. Judith Swift said that there are paper records of these past students but not electronic records. Nancy Carriuolo asked how URI gets the students to complete the survey. Judith Swift said that students need to complete certain paperwork and meet with someone from URI, and the students are asked on-the-spot to go online and complete the forms. These students are not asked a year later, for example, to complete an exit survey, so filling out the survey is timely.

James Lynch said that URI surveyed students who enrolled at URI and those who did not, and URI will issue a report on the results in the coming weeks. He cited limited options in residence and scholarship and financial aid as factors that deter students from coming to URI. James Lynch said that new marketing themes, advertising through email, the new housing and dining facilities opening in January 2006, and the clubs and organizations beyond academics will interest more students in enrolling in URI. He also said that there is a new scholarship for PTK community college students in Rhode Island, Connecticut, Massachusetts, New Hampshire, and New York. Ruth Sherman said that in the first week of December there will be 40 students inducted into Phi Theta Kappa (an honors society) at CCRI. James Lynch said that he is also exploring telecounseling. The Financial Aid Leveraging Committee is exploring institutional student funds and is doing a comparative analysis of financial aid.

Harry Amaral said that there is a drop in yield in fall 2005 applicants from the prior cycle. For fall 2006, there will be a new scholarship program for students (SAT scores of 1100-1149 and ACT scores of 23/24) just below the centennial scholarship cutoff point. URI will offer \$6,000 to in-state students and \$1,000 to out-of-state students in this category. URI proposes to eliminate the lowest category of scholarships at \$5,000. URI proposes to raise the amount of centennial scholarships from \$8,000 to \$10,000, and raise the \$1,000 scholarships to \$1,500. Judith Swift said that these scholarships are based on merit, but there is a crossover between merit and need. Chair DiPrete thanked URI for the presentation.

James McCroskery presented RIC's enrollment report and said that this year's report is consistent with past reports. The headcount is basically the same with two trends. Graduate numbers are down by 200, and undergraduate numbers are up by 200. RIC's FTE increased by 2.6% this fall. There is a decline in graduate student numbers, but James McCroskery said that he hopes to increase these numbers with the masters of nursing science program. Undergraduate degree enrollment increased 4.8% this year compared to last year. Undergraduate FTE has been increasing over the past three years, and FTE increased 5.7% compared to last year. He credits the bulk of RIC's success (the steady increases from 1999 to the present) to the admissions effort. The increase in freshmen enrollment is 5.9% compared to last year, and transfer enrollments increased by 15.9% as compared to last year. He said that RIC has an online application process and has streamlined the handling of material; the acceptance process allows for a more expedited review of materials. McCroskery credits the increased transfer numbers to on-the-spot admissions.

In regard to demographics, there are seven women for every three men at RIC, and 90% of students are from Rhode Island. There is a 1% increase in minority enrollment as compared to last year. This is a positive trend, and McCroskery credits recruitment efforts for the increase. He wants to increase the diversity of the population at RIC. McCroskery talked about the other, non-reported category of students, and he agreed with URI that many students do not like the federally defined categories.

Commissioner Warner asked if RIC did an analysis of the decline in graduate enrollment. James McCroskery said that there is a regionally decreasing interest in graduate studies. He said that many graduate programs are in education. Dan King said that RIC develops programs that are more professionally relevant, and these programs are not necessarily degree programs. RIC needs to build more robust continuing education programs. Governor Rockett noted that he was critical of RIC's minority numbers last year, but he thinks RIC did a good job this year.

Michael Poindexter from CCRI said that Chris Jenkins, Liz Mancini and John Panzica are here to present the report, and he added that CCRI is searching for a new dean of enrollment services. John Panzica said that Bill LeBlanc prepared the report for the ASAC. Enrollment at the Newport campus increased from 550 to 1,151. Collegewide there was an increase of 34 full-time students. The number of full-time students under 21 increased by 12.2%, which accounts for the eleventh year of growth. 48% of students are enrolled in general studies because it provides an easier platform to transfer to four-year institutions. Enrollment at the Liston campus increased 1.4%. Minority enrollment increased from 12.3% in fall 1998 to 21.6% in fall 2005. CCRI has reduced the number of unreported students from 24.1% in fall 1998 to 13.8% in fall 2005. Commissioner Warner asked if CCRI did an analysis of the enrollment declines in Warwick and Lincoln. John Panzica said that CCRI attributes that figure to students going to the Newport campus. He added that there are over 300 new students who are attending the Newport campus.

Michael Poindexter said that the economy is an important factor in declining enrollment. 85% of CCRI students work, and education is not necessarily their priority. He said that the bad press CCRI received for the potential strike could have contributed to the enrollment declines, and the implementation and recommendations of an audit also led to bad press, which could have contributed to the enrollment declines.

Michael Poindexter said that a new committee was being formed to recommend ways to improve recruiting, marketing, and retention. CCRI needs to ensure a good recruitment year, and they need to

look at diversifying admissions personnel and admissions activities. In the spring, CCRI will launch a recruitment and marketing plan. He said CCRI needs to look at national models of retention. He also said that the new Banner system will be a major help in developing an inquiry system. CCRI is working on telecounseling and a call center, and the software and hardware will be in place at the end of November or the beginning of December. There is also a financial aid campaign.

Michael Poindexter said about 30% of the courses on the Warwick campus are developmental courses, and CCRI does not have enough courses for unprepared students. In addition, 15% of students tested below basic math. The \$1.8 million grant for recruiting and retaining students in certain health programs and the Title III program, which sends faculty around the country to collect best practices, will help retain students. CCRI also needs to strengthen the articulation program, but he said that CCRI's transfer rate is actually better than its peers. He said they need to look at the five-year trend of community college students, and they need to look at the financial aid process. Ruth Sherman said technology is where students' interests are, and there are issues with classroom space for non-credit, ESL, and GED courses.

Chair DiPrete thanked everyone for the enrollment presentations.

8. Adjournment

The meeting adjourned at 3:52 p.m.

/sf

**BOARD OF GOVERNORS FOR HIGHER EDUCATION
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF MEETING
October 7, 2005**

A meeting of the Academic and Student Affairs Committee was held on Friday, October 7, 2005, at 8:40 a.m., at the Rhode Island Office of Higher Education in the conference room.

Present: *ASAC*: Paula Arruda; James DiPrete (chair); Thomas Rockett; Sol Solomon

URI: David Byrd, director, School of Education; Celeste Martin, vice chair, Faculty Senate; Michael Rice, chair, Faculty Senate; M. Beverly Swan, provost; Judith Swift, interim vice provost

RIC: Dan King, vice president for academic affairs; James McCroskery, assistant vice president for academic affairs

CCRI: Vincent DeSanctis, associate vice president for Newport County Campus; Barbara Legg, English Department; Debra Lilli, English Department; Michael Poindexter, vice president for student affairs; Phil Sisson, dean of arts, humanities and social sciences; Ruth Sherman, vice president for academic affairs

RIOHE: Nancy Carriuolo, associate commissioner for academic and student affairs; Shannon Flood, part-time consultant and recorder; Phyllis Harnick, planning specialist; Aronda Rodgers, proprietary schools and special academic programs specialist; Deanna Velletri, executive assistant; Jack Warner, commissioner

Absent: Miriam Coleman, Jose Gonzalez

Guests:

1. Minutes

The minutes of the meeting of July 29, 2005, were unanimously approved.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT *the Academic and Student Affairs Committee approve the minutes of the meeting of July 29, 2005.*

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, DiPrete, Rockett, Solomon

NAYS: 0

2. Chair's Report

Chair DiPrete welcomed members of the ASAC. He welcomed guests David Byrd, director, School of Education, URI; Vincent DeSanctis, associate vice president for the Newport County campus, CCRI; Barbara Legg, CCRI; and Michael Rice and Celeste Martin, representatives from URI's faculty senate.

3. Commissioner's Report

Commissioner Warner said that the fourth agenda item, concerning the termination of programs with low enrollment, is the heart of what a statewide board needs to be doing in education. He said they need to examine what constitutes necessary and unnecessary duplication.

The commissioner announced that last week he went to the ribbon-cutting ceremony that officially opened the CCRI Newport campus. There was a good turnout, and the campus expands geographical access.

The commissioner welcomed David Byrd, who is active in improving the link between K-12 and higher education and who has examined the preparation of teachers and professional development of current teachers.

Commissioner Warner said that the writing outcomes have real implications in aligning the standards with K-12. He said the standards are asking, "What are the entry expectations of students in reading, writing and mathematics?" He said that a new task force of the PreK-16 Council has a new subgroup to look at under-represented populations; the executive director of the Annenberg Institute at Brown University will co-chair the task force with Nancy Carriuolo.

Chair DiPrete added that he read "What Does College Teach?" in *Atlantic Monthly*. The article highlights what is happening in post-secondary education and discusses how colleges often present their figures and successes in their own words rather than by a set of standards.

4. Program Inventory Review Process

Judith Swift from URI spoke about the AIIM Review Process, the Murphy Model of reviewing programs with low enrollment, and a review of enrollment patterns. Governor Solomon asked if URI's admissions marketing offices went to high schools and marketed these low-enrolled programs to students. Judith Swift said that URI does go to high schools, but she said that certain programs are cyclical. For example, she said that in the Sputnik era, there was a demand and desire to learn Russian, and there is no longer such a strong demand for Russian. She also said that URI's international engineering program has focuses in German, French and Spanish. Governor Solomon asked if URI planned to develop a major in Arabic. Judith Swift said that URI does offer a basic course in Arabic, but URI has to go through a careful process of assessment to get high quality faculty and realignment of their resources, in order to develop new majors.

Judith Swift said that many of the low-enrolled programs were actually suspended in 1995. The MA in Economics was suspended in 1992; the MA in Sociology in 1983; and the MS in Environmental Health in 1985. The Masters of Public Health was never implemented. The dean of arts and sciences may bring forth an MA in Humanities with small enrollments from different disciplines clustered together under this one degree. Governor Rockett asked if URI considered offering an umbrella MFA degree. Judith Swift said that URI would have to consider the duplication issue, since RIC offers a MFA in Theater.

Beverly Swan said that past program quality reviews were onerous. With the help of URI alumnus Tom Murphy, the financial and qualitative models were woven together. The AIIM (Academic Improvement and Investment Model) looked at teaching, the success of graduates, research and enrollment trends.

Chair DiPrete said that it is important to remember that institutions do not educate just for the economy. Governor Rockett said that many of the programs highlighted in blue on the URI sheet were New England Regional Programs. Beverly Swan said that the mechanical and ocean engineering programs can be abused by students in the NEBHE program. Some fourth-year students transfer to mechanical engineering. She added that URI is the number one importer of NEBHE students.

Dan King from RIC began his presentation on the list of suspended programs. Dan King said that the programs have been suspended for more than six years; one program has been suspended for sixteen years. A student, who had previously attended RIC and studied for a BA in Medieval and Renaissance Studies, returned to RIC to finish this degree. She will now be studying under a student-designed major that combines literature, history and anthropology coursework. Dan King added that there are about 15 student-designed majors a year. Dan King said that RIC is familiar with the Murphy Model. RIC hired Mr. Murphy in the middle of last year to flesh out the program review process. RIC wanted to develop an instrument to generate data characteristic to and weighted to the institution. There will be 30 reviews on a program level this year, and 16 out of these 30 programs are on the low-productivity list. Each program designates three faculty members who complete a questionnaire, and they meet with a two-person audit committee that has college-wide perspective. These five people will make suggestions for each program. They will produce a one-to-three page summary report about the program. RIC aims to have programs high in value and moderate in cost.

ON A MOTION DULY MADE AND SECONDED, IT WAS

VOTED: THAT *the Academic and Student Affairs Committee approve the institutions' requests to close the following programs:*

- At URI:
- BA in Linguistics
 - BA in Russian
 - BA and BS in Urban Affairs
 - BS in Statistical Science
 - MA in Comparative Literature
 - MA in Economics
 - MA in Educational Research
 - MA in Philosophy
 - MA in Sociology
 - Masters of Public Health
 - MS in Environmental Health
- At RIC:
- BA in Classical Studies
 - BA in Managerial Economics
 - BA in Medieval and Renaissance Studies
 - BA in Urban Affairs
 - MA in French

VOTE: 4 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Arruda, DiPrete, Rockett, Solomon
NAYS: 0

Commissioner Warner said that Tom Murphy presented his methodology to RIOHE staff members, and they were intrigued. The commissioner congratulated URI and RIC for their work. Associate Commissioner Carriuolo added that RIOHE also hired Tom Murphy to develop indicators used to determine if Rhode Island's proprietary schools are ready for growth.

Ruth Sherman spoke about CCRI's review process. She said that the review allowed CCRI to look at programs in an objective manner. The jazz and theater programs have had low enrollment, and the department chairs are looking into combining jazz and theater into one degree. CCRI is considering changing the plastics program into a certificate program, and CCRI is in the process of eliminating the machine design program. CCRI needs to speak with the industry about the need for these course offerings, and CCRI may put these courses under

lifelong learning, non-credit classes. She said that CCRI is using the program review process and having an internal quality assessment committee run on a five-year cycle. CCRI also has to align with new NEASC standards and develop a new timeline and review cycle. CCRI has a Web site, which outlines this effort.

Phil Sisson from CCRI said that there needs to be alignment with new standards, and CCRI wants a form of external validation. CCRI looked at the Murphy Model but there was a conflict with Banner. Chair DiPrete asked about the Internal Quality Assessment and Review membership committee. Phil Sisson said that there are 18 people on the committee, which is made up exclusively of faculty members. The committee meets one or two times a month.

Chair DiPrete thanked everyone for their presentations and acknowledged the work that they have done.

5. Update on Rhode Island Teacher Education Renewal (RITER)

David Byrd spoke about RITER, a \$7.5 million (over five years) grant. The Office of Higher Education, the Office of Elementary and Secondary Education, Central Falls, Pawtucket, and Newport schools are all involved as well as all Rhode Island colleges and universities that offer teacher education programs. David Byrd listed five important program objectives: increase teacher knowledge of the subject matter; increase the ability to integrate technology into instruction; increase knowledge of diverse communities; create more effective curriculum, assessment, and clinical experiences; and develop a non-traditional route to certification.

In terms of increasing teacher knowledge of the subject matter, teachers need to apply content within actual classroom settings. Elementary education and early childhood education majors have content tests. Byrd is working with ETS (Educational Testing Service) to develop a pilot testing program. In terms of clinical experiences and diversity, David Byrd spoke about the importance of going to a student's home and talking with the family. In terms of developing a non-traditional route to certification, Byrd said that intensive summer work and field experiences can allow the person seeking certification to be the teacher of record in a school district. About ten emergency certificates in math are issued each year in Rhode Island. Byrd said that secondary special education candidates need to get a certificate in secondary or elementary education first. People from business and industry could provide math and science education, but many of them do not have previous teacher education experience. It would take two years to complete the certificate program. There is intense mentoring. Chair DiPrete asked if non-traditional certificate students need to be hired before participating in the program, and David Byrd says that the districts say that they will hire them. David Byrd added that Newport is not participating in the non-traditional certificate route.

Governor Rockett said that one fourth-grade teacher may be best at teaching math and another may be best at teaching reading. He asked if the better math teacher can teach the other teacher's math section, and vice versa. David Byrd said that districts sometimes do that, but they have to be sure teachers have content knowledge. They are thinking about math specialist certificates. Literacy and math coaches have been hired in response to state testing. Chair DiPrete said that the undergraduate elementary education programs are seeking masters degrees in literacy, under a train-the-trainer model.

6. Update on CCRI Newport County Campus

Vincent DeSanctis said that there are still a few inconsequential construction projects occurring on campus. Enrollment rose to 1,220 before the drop process, and 65 faculty and staff are at the campus. People in support areas are being hired this week. CCRI Newport scheduled 165 courses, and only 16 classes were canceled. A projected total of 70% of seats were used in the classes. There are North End residents walking to school. The Navy said the new campus is hard to ignore, since they are so close. Support services, enrollment services, and student government are running smoothly. CCRI is starting the process of creating the honors program. The library and computer labs are operating and up-and-running. Vince DeSanctis said that CCRI is collaborating

with URI to offer two graduate courses in adult education at the CCRI Newport campus. CCRI is also offering two drawing courses at the Newport Art Museum.

Although there is no athletic program in Newport, students can “cross the bridge” and participate at the Lincoln or Warwick campuses. Vince DeSanctis said that a rich pool of adjuncts is available, and there is one math faculty job which will be filled in January. Governor Solomon asked if CCRI contacted Roger Williams University or Salve Regina University about using their athletic facilities. Vince DeSanctis said that in the list of priorities, athletics is low, but he again emphasized that students can go to other campuses. He said that students can use the fitness center, and that the campus is committed to the physical and mental health of its students.

7. Other Matters: Reading and Writing Expectations

Associate Commissioner Carriuolo distributed a list of dates for 2006 ASAC meetings and asked the members to review them and contact Deanna Velletri about dates that would fit their schedules. Associate Commissioner Carriuolo also spoke about the Annual Student Government Luncheon, which is scheduled for Friday, November 18th from 12 to 2 p.m. She asked if the members wanted to have the November 18th ASAC meeting at 10:30 a.m. or at 2:30 p.m. She asked the members to let Deanna Velletri know which times would work best for them.

Associate Commissioner Carriuolo thanked everyone for his/her work on the writing expectations, citing Nedra Reynolds as chair, and Barbara Legg and Deb Lilly as faculty in attendance at the ASAC meeting. The expectations are on the RIBGHE Web site. A copy of the expectations has also been sent to Achieve, Inc., an organization with national standards. Copies were also sent out to Terry Adelman, representatives at Upward Bound, Joe Costa from RIC (TRIO), Janet Durfee-Hidalgo at the governor’s office, Ken Fish and RIDE, Katherine O’Dea from Tech Collective, Rhode Island Department of Labor and Training, JoAnn Johnson from Tech Collective, Susan Hoffman, and Jerry Williams from URI Talent Development.

By October 26th, the finalized version of the reading and writing expectations will be produced, and a first draft for standards in math will be available. Governor Rockett asked how we plan to measure these standards. Associate Commissioner Carriuolo said that the next step is working with Pegggi Maki, who will look at what instruments to use as assessment tools. She will also help faculty set appropriate benchmarks for success.

Commissioner Warner said that it is a three-step process. First, everyone needs to agree on the standards (student learning outcomes). Second, everyone needs to see that the level of performance and the standards are met. Finally, everyone needs to know how to teach to the college-level expectations and integrate them into the curriculum. Nancy Carriuolo added that the assessment data should be used in a continuous feedback loop to ensure that teaching and learning over time continue to meet standards.

8. Adjournment

The meeting was adjourned at 10:30 a.m.

/sf