

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

Minutes of Meeting November 20, 2008

Board Members Present: A. Hanzalek, J. Long, J. Padilla, J. Titley, N. Whitehead, L. Wildman, L. Winkler

Guests: C. Rogers (President, AFSCME Local 1214), S. Ciecko (DHE)

Staff Present: E. Klonoski, S. Adams, G. Claffey, D. Goldsmith, C. Williams

1. Call to Order

A. Hanzalek called the meeting to order at 12:10 p.m. and introduced Carolyn Rogers, the new President of Local AFSCME 1214. Ms. Rogers is Director of Academic Services at the CTDLC.

2. Administer Oath of Office to Lisa Wildman

A. Hanzalek introduced Lisa Wildman, who was elected by the Charter Oak State College Students as the Student Representative to the BSAA. A. Hanzalek administered the Oath of Office to Ms. Wildman.

3. Approval of Minutes of Meeting of September 18, 2008

On a motion made by L. Winkler and seconded by J. Long, the Board APPROVED the Minutes of September 18, 2008.

4. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED Resolution 08-45, Conferral of Degrees.

B. Revisions to Honorary Degree Committee

A. Hanzalek reported that with the retirement of Merle Harris and the change in leadership of the College's Student Association President, new designations need to be made to the Honorary Degree Committee. This Resolution recommends that Ed

Klonoski replace Merle Harris and Susan Ives replace Kathie Read, as the new President of Charter Oak State College Student Association.

On a motion made by L. Winkler and seconded by J. Titley, the Board APPROVED Resolution 08-46, Revisions to the Honorary Degree Committee.

C. Amendment to Charter Oak State College Bylaws

S. Adams reported that the proposed revisions to the Charter Oak State College Bylaws chiefly reflect the revised job position and job title modifications for the new position of Provost, that were implemented when the Board appointed Ed Klonoski as President. Additionally, further language revisions are suggested to reflect the College's *teaching faculty* (distance learning faculty) now that the College offers online courses.

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED Resolution 08-47, Amendment to Charter Oak State College Bylaws.

D. Clarification of Mission & Scope

S. Adams reported that with Charter Oak State College's decision to move forward to offer a Master's degree, language clarification is needed in the Mission Statement. In addition, staff is recommending that language be added referencing the College's offering of courses. Staff will need NEASC's approval of a Master's degree program and these language clarifications would be important for that purpose.

On a motion made by J. Padilla and seconded by L. Winkler the Board APPROVED Resolution 08-48, Clarification of Mission and Scope.

CTDLC

E. Virtual Learning Center – Fee Revisions

D. Goldsmith reported that in July, the BSAA approved the tuition fees for the CT Virtual Learning Center. The fees were imposed because the State could no longer afford to fund the second year of the CT Virtual Learning Center. Given the low enrollments coupled with the economic downturn, staff believes it would be best to lower tuition for school districts and hopefully attract additional enrollments. The CTDLC would still cover its overhead costs and would also maintain the tuition credit that was implemented in July 2008. The revised tuition fees reflect the price differential for public and private schools.

On a motion made by L. Winkler and seconded by J. Titley, the Board APPROVED Resolution 08-49, Virtual Learning Center Fee Revisions.

BSAA

F. Amendment to BSAA Bylaws

S. Adams reported that language revisions are also required in the BSAA Bylaws in order to reflect the Board's appointment and change in job title/ description from Associate Vice President for Academic Affairs to Provost. Additional language changes being recommended to reflect that the College's faculty are now termed as *Academic Council members*.

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED Resolution 08-50, Language Changes to the BSAA Bylaws.

G. Approval of Language Changes to State Statutes

S. Adams reported that she conferred with the Attorney General's office to determine if language revisions are needed in the current State Statute in order for the College to offer a Master's degree. The Assistant Attorney General determined that language revisions are required. Therefore, the Board approval is required in order to approve staff's request for a Statute change.

E. Klonoski went on to report that at this point in time, Western Connecticut State University would not be able to partner with Charter Oak in this endeavor. Unfortunately, like other Connecticut public institutions, rescissions are causing many programs to either be put on hold or terminated. Staff has decided that because the approval processes will be lengthy, the College would continue on its own to obtain the needed approvals for a Master's degree in Organizational Management.

S. Adams reported that she would send the Board members an executive summary of the proposed Master's degree. The Department of Higher Education has requested that the College perform another needs survey to ensure that this program is warranted. Because this degree would target employees in the not-for-profit sector, S. Adams will reach out to that arena in order to provide some statistics on need. Also, staff will look to the CT Labor Department for its labor projections.

On a motion made by J. Padilla and seconded by J. Titley, the Board APPROVED Resolution 08-51, Approval of Language Changes to the State Statutes.

5. Personnel Committee Report

J. Titley reported that there are no BSAA personnel documents, but that the Board would go into Executive Session to discuss the President's evaluation.

6. Executive Session

At 12:45 p.m., on a motion made by J. Long and seconded by J. Padilla, the Board VOTED to move into Executive Session

7. Reports & Discussion Items

A. Review of COSC Strategic Plan and Dashboard

S. Adams provided an update on the strategic plan goals, reporting that in many instances the College has exceeded or met its goals, which include distance learning and matriculation goals. Staff is also expanding the *dashboard* to include additional data and to track various data on a monthly, quarterly or semester basis. Staff is gathering additional statistics that we previously were unable to document. In the future, this will help us to better clarify the make-up of the Charter Oak student.

The Board received the report.

B. Marketing Report

C. Hebert presented the elements of the media campaign for the spring semester. Staff spent time tracking the fall campaign by reviewing how dollars were allocated and the initiatives that proved successful. Print ads did not do well in the fall marketing effort, but radio and the Internet ads sent us potential applicants. Staff will assign different URLs to the various ad marketing campaigns so that we can track the number of people who come to the website via each campaign. The State of CT paycheck stuffers did very well for the College; therefore another one is planned. Staff is also negotiating online advertising on WFSB.

C. Herbert noted that special thanks go out to Jeff Sorrell and Marcia Anderson-Esson for the wonderful job that they did in promoting the College for the radio and video ads.

C. Financial Aid Report

The Board accepted the report.

D. Financial Reports

The Board accepted the report.

E. Enrollment Management Reports

The Board accepted the reports.

F. CTDLC Report

The Board accepted the report.

G. Adjunct Faculty Report

The Board accepted the report.

8. Chairman's Report

A. Hanzalek reported about the Inauguration and its events were a success. Board members were reminded that the 2009 BSAA meeting dates have changed to the **fourth Thursday**, with the exceptions of July and November. **The next meeting will be held on January 22, 2009.**

9. Executive Director's Report

E. Klonoski reported on the following:

- The October 3 Foundation fundraiser netted \$16,000 and the College received positive press around the Inauguration and Shea Lecture.
- For 2007, the national distance learning enrollment figures grew by 12%. The College's grew by 22%; which is almost double the national figure.
- Matriculations and distance learning courses remain the main revenue drivers for the College.
- The Department of Social Services (DSS) released the proposed TANF report and both the WIT and CT WAGE programs were included as positive elements.
- The College is considering holding a riverboat fundraiser on June 6 – the evening before graduation. We believe it would be a positive project and would get staff, graduates, faculty and friends together for what could be an enjoyable evening.
- The New Britain Chamber offered the College a seat on its Board.
- Oz Griebel from Hartford MetroAlliance is helping to spread the word about Charter Oak's Corporate Partnership.
- WCET is a national distance learning organization that has been working on student authentication. WCET's mission is to leverage technology to improve instruction and student learning and to increase access to quality postsecondary education. WCET has written up documents to address some of the ongoing issues that Congress is questioning in higher education. The College and the CTDLIC are participating members. Congratulations go to Diane Goldsmith who was just elected to the WCET Steering Committee for three years.

WCET just recently joined the President's Forum as part of its *Transparency by Design*, an important initiative to collect and share extensive data on student engagement and performance as well as student costs. This initiative is attempting to get ahead of the U.S. Department of Education's requirements about further documenting assessment, accountability, and transparency. This is a very successful forum which the Lumina Foundation has agreed to fund.

- The Offices of Policy and Management and Fiscal Analysis presented the State budget projections for 2010-2011. There is a significant budget shortfall for the State and there will be difficult decisions ahead for everyone. Both Charter Oak State College and the CTDLC understand the severity of the State fiscal problems. We are bracing for at least a 10% cut for the biennium budget. Next week the General Assembly will go back into session to take up additional rescissions for the FY 09 deficits.

10. Other Business

No further business.

11. Adjournment

At 2:10 p.m., on a motion made by J. Long and seconded by L. Winkler, the Board
ADJOURNED.

Secretary
November 20, 2008