

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

Minutes of Meeting November 18, 2010

Members Present: L. Winkler, E. Janney, J. Long, M. Nicastro, J. Padilla, J. Long,
T. Keating

Via phone: Nancy Whitehead

Staff: E. Klonoski, S. Adams, G. Claffey, K. Corcoran, D. Goldsmith,
D. Wilkie, L. Wilkinson (for C. Williams)

Guests: C. Rogers-Ward (President AFSCME), S. Ciecko (DHE), S. Maynes
(OPM)

1. Call to Order

L. Winkler called the meeting to order at 12:15 p.m.

2. Oath of Office for New Board Member

L. Winkler announced that Tara Keating was elected by the Charter Oak State College student body as the new Student Representative to the Board for State Academic Awards. She replaces Lisa Wildman whose term has ended. L. Winkler went on to note that Ms. Keating lives in Haddam and is a project coordinator at the CT Health and Educational Facilities (CHEFA) in Hartford. Ms. Keating assists in the coordination and administration of specially assigned programs/projects. Additionally, Ms. Keating manages Governor Rell's Connecticut Credit Union Student Loan program, provides administrative support for the Philanthropic Grants Department, and manages the renewable energy loan program. Ms. Keating is completing her Bachelor's degree with a concentration in Political Science.

L. Winkler administered the Oath of Office to Ms. Keating.

3. Approval of Minutes of September 23, 2010 Meeting

On a motion made by J. Long and seconded by M. Nicastro, the Board **APPROVED** the Minutes of September 23, 2010.

4. Approval of Minutes of Executive Session, September 23, 2010

On a motion made by J. Long and seconded by E. Janney, the Board **APPROVED** the September 23 Minutes of the Executive Session.

5. BSAA Action Items

COSC Action Items

A. **Conferral of Degrees**

On a motion made by E. Janney and seconded by M. Nicastro, the Board **APPROVED** Resolution 10-40, Conferral of Degrees.

B. **Expansion of CCAP and Prior Learning Assessment to Master's degree level**

L. Winkler reported that staff recommends that the College explore conducting prior learning assessment and credit assessments at the graduate level. Currently Charter Oak only offers both of these programs at the undergraduate level. However, once the graduate degree program is approved by the Department of Higher Education and the New England Association of Schools and Colleges (NEASC), the College would like to offer other non-traditional services at the master's level.

On a motion made by J. Long and seconded by E. Janney, the Board **APPROVED** Resolution 10-41, Expansion of CCAP and Prior Learning Assessment to the Master's degree level.

6. **Personnel Committee**

J. Long presented the Personnel Committee Report explaining that this proposal is a recreation of a previously approved and established position for an Internet Programmer II. Because there was not an acceptable pool of candidates, staff believes that by changing this position to a Programmer III and revising the job description that an enhanced pool of candidates would come forward. In the meantime, the College will contract with the CTDLC to explore whether their team can do the required work.

On a motion made by J. Padilla and seconded by E. Janney, the Board **APPROVED** Resolution 10-42, Personnel Revisions.

7. **Reports & Discussion Items**

A. **Marketing Report**

E. Klonoski highlighted the fall marketing campaign noting that the marketing staff is improving its results on web advertising and therefore has decided to reallocate \$20,000 from the radio advertisement to web online advertising.

The Board received the report.

B. **Report on New Building**

E. Klonoski announced that C. Williams continues to work with Public Works on the documents and planning /design for the new building. Currently, Public Works is crafting a land agreement with CSU (for the land transfer on CCSU's property) as well as discussing options with CCSU about our physical plant and its needs. About 90% of the work to release an RFP for the project is completed.

The Board received the report.

C. Charter Oak State College – Five Year NEASC Review

L. Winkler reported that S. Adams is completing the Five Year Interim NEASC report. The overview included in the Board report points out some of the areas that must be addressed by the Board of Trustees. Standard Three relates to the Board of Trustees and its relationship and activities with the College and Standard Nine speaks to the Financial Resources.

S. Adams reported that she would have a draft ready in June with final completion by August. This Interim Report is different than those completed in the past. NEASC now requires that the interim document include responses to all eleven standards as well as those areas that NEASC requested we address during the site visit five years ago.

S. Adams reported that she would provide the Board with a draft of Standards Nine and Thirteen for edification.

The Board received the report.

D. CTDLC Report

D. Goldsmith highlighted the eTutoring expansion as well as the new initiative around Antioch University's graduate program using the eTutoring platform. Staff is in discussions with other higher education institutions with a graduate focus. The CTDLC launched their first program for faculty who want to teach online; signed the MOU with Department of Corrections (DOC), and will be completing the online financial literacy course. Since beginning the development of the online financial literacy course for DOC, other non profits are now interested in using it. Staff met with the Davis Foundation staff and will be adding two additional schools – the University of Hartford and CCSU – around web development. Lastly, staff continues to meet with superintendents to discuss options around the virtual high school.

The Board received the report.

E. Financial Aid Reports

The Board received the report.

F. Enrollment Management Reports

S. Adams announced that the matriculated head count is at 1968, the highest it has been in the College's history. Additionally, almost all areas are showing growth and the College is on target for its Strategic Plan goals.

The Board received the reports.

G. Financial Aid Reports

The Board received the reports.

H. Adjunct Faculty Report

The Board received the report.

8. Chairman's Report

L. Winkler announced that there is a copy of a lovely note from Lisa Wildman in the Board folders.

9. Executive Director's Report

E. Klonoski announced the following:

- The matriculated headcount is historic for the College.
- The Sloane Consortium measured distance learning around the country and the College is tracking much like the national trend at 25%.
- The Program Review and Investigations Committee of the General Assembly are completing its investigation about various issues around public higher education.
- The Foundation has moved its dollars into a managed Vanguard account.
- While attending the President's Forum in D.C., Ed was interviewed by a Chronicle reporter.
- Ed met with Tony Rescigno, President of the New Haven Chamber to discuss getting involved in the chamber activities.

E. Klonoski asked that the Board consider having staff PDF the Board documents to the members as opposed to mailing. The Board would have an opportunity to review the documents via e-mail and the College would save money on postage. Hard copies would be available at the Board meeting for members and guests. The full Board package / documents would be e-mailed at the same time that they normally go out in the mail.

The Board members agreed that this is acceptable.

10. Other Business

11. Executive Session

On a motion made by J. Whitcomb and seconded by J. Padilla, the Board **VOTED** to go into Executive Session.

12. Adjournment

At 2:30 p.m., on a motion made by M. Nicastro and seconded by J. Padilla, the Board **ADJOURNED**.

Secretary
November 18, 2010