



**BOARD OF TRUSTEES  
MEETING AGENDA  
WEDNESDAY, MARCH 17, 2010  
2:15 PM**

**WELLS FARGO PLACE  
30 7<sup>TH</sup> STREET EAST  
SAINT PAUL, MN**

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**Chair's Report:** *David Olson, Chair*

- a. **Minutes of Board of Trustees Study Session of January 20, 2010** (pp. 1-5)
- b. **Minutes of Board of Trustees Meeting of January 20, 2010** (pp. 6-10)
- c. **Report and Recommendations of the Ad Hoc Committee on System Planning**  
(p. 11)

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES STUDY SESSION  
January 20, 2010**

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**Board Members Present:** Chair David Olson; Trustees Dan McElroy, Christine Rice, Duane Benson, Cheryl Dickson, James Van Houten, Louise Sundin, Jacob Englund, Ruth Grendahl, Scott Thiss, David Paskach, Clarence Hightower and Christopher Frederick.

**Board Members Absent:** Thomas Renier and Terri Thomas,

**Leadership Council Committee Co-Chairs Present:** Senior Vice Chancellor Linda Baer and President Patrick Johns.

The Minnesota State Colleges and Universities Board of Trustees held a study session on January 20, 2010 at Inver Hills Community College, 2500 E. 80<sup>th</sup> Street, Inver Grove Heights, Minnesota. Chair Olson called the meeting to order at 9:45 am.

**1. Program Inventory Management**

**Presenter:**

Dr. Manuel López, Associate Vice Chancellor of Learning, Technology and Programmatic Innovations

Dr. Joan Kuzma Costello, Provost/Vice President for Academic Affairs, Inver Hills Community College

Associate Vice Chancellor López presented on the system’s Program Inventory Management System. He started by offering an overview of the steps involved in program approval.

**Program Approval:**

A proposed new program goes through many planning and design steps at the campus level. This includes getting input on the proposal from an external advisory committee and review by internal academic standards and curriculum committees. The proposal is reviewed and approved by campus administration before it is submitted to the Office of the Chancellor for approval.

Inver Hills Community College Provost Joan Kuzma Costello used the computer networking technology program at her college as an example of the development process. She said this program began as an offering in customized training in partnership with CISCO but was later added as a for-credit offering after businesses indicated a desire for their employees to earn college credit.

The campus development and approval process included internal reviews to ensure that there was a need for the for-credit academic program and that it was in line with the college’s mission and MnSCU strategic goals. The program’s curriculum, labor market information, facility resources and faculty needs were assessed. Before the application was submitted, it went before the before the

college's internal academic council and the Metro Alliance, where proposed programs are discussed by chief academic officers in the metropolitan area to determine if there are concerns about unnecessary duplication.

There was input on the proposal from an advisory committee and an articulation agreement with Metropolitan State University was developed allowing students an opportunity to transfer credits toward a baccalaureate degree.

Once all those steps were completed, the application was submitted to the Office of the Chancellor where it reviewed, approved and added to the Inver Hills Community College program inventory.

There are ongoing reviews of programs, Provost Costello said. Programs and curriculum are assessed. There may be a need to create additional degrees, such as certificates, to enhance employment opportunities. Curriculum may need to be altered to meet the changing needs of industry. Steps are taken to keep the program up to date and relevant, she said.

Provost Costello offered two examples of program closures. Their Associate of Arts degree offered at correctional facilities will soon be closed because the correctional facilities no longer have the resources to fund higher education programs. This closure is being caused by external forces beyond the college's control, she said.

Another program that will soon be closed at Inver Hills Community College is the aviation program, Provost Costello said. Over the past few years, aviation coursework has been centralized at Minneapolis Community and Technical College to reduce unnecessary duplication and make the best use of equipment. This caused an enrollment decline at her college and that, along with the lack of updated equipment and the uncertain status of the aviation industry, are factors leading to this program closure, she said.

Trustee McElroy asked if the closure procedure is different if the program is the last of its kind in the system.

Senior Vice Chancellor Baer said the Chancellor has made it clear they need to do extra duty in reviewing closures when the program is the last of its kind in the system. She added, however, that there may be valid reasons why a program is the last of its kind. Low enrollments, low graduation rates, high program costs or a lack of demand for graduates can all lead to program closure, she said.

Senior Vice Chancellor Baer said there have probably been two to three program closures of this kind in the past five years.

Trustee McElroy said the Board may want to consider if it wants to take a role when the last program of its kind is closing.

Trustee Sundin asked if institutions need to incorporate existing national industry skill standards into programs. Senior Vice Chancellor Baer said national industry standards are used as a benchmark when applicable.

**Program Review:**

Associate Vice Chancellor López said the system has over 4,000 programs and they go through periodic institutional program reviews. Results are reported to the Office of the Chancellor and posted on the website.

He said the Office of the Chancellor reviews and approves programs, not courses. The curriculum is submitted and reviewed as part of the application process, but ongoing curriculum review is done at the institutional level.

Trustee Van Houten said it appears the Office of the Chancellor has not offered specific guidance on how the course reviews will take place and that would mean each institution is reviewing its programs using its own criteria. He asked what assurances trustees have that programs are being reviewed in a vigorous way and are quality programs.

Senior Vice Chancellor Baer said the system has defined indicators and a set of criteria which colleges and universities are to use in program review. The criteria includes: Contributions to mission and plans of the system college or university; assessment of student learner outcomes; academic program assessments; compliance with accreditation, licensure or certification requirements; input from advisory committees or other business/industry groups; and compliance with Minnesota Transfer Curriculum requirements.

Sample indicators include enrollment, transfer rates, program retention, graduation percentage, student satisfaction feedback, business-industry partnerships feedback and job placement. Also considered is feedback from key stakeholders, such as current students, advisory groups, alumni, employers and graduate schools.

Trustee Van Houten asked Senior Vice Chancellor Baer if she would agree that the indicators and criteria are vague enough that the reviews could be very vigorous on some campuses but not on others.

Senior Vice Chancellor Baer said the indicators are sound. She added that programs must meet the accreditation standards set by the Higher Learning Commission. Programs with national accreditation also have to meet the rigors of those accrediting organizations and that helps ensure quality, she said.

Trustee Paskach said program quality has been an issue with the Board in the past. He questioned if Higher Learning Commission accreditation is a satisfactory check on quality for this system. Perhaps the system should be doing annual program reviews or certifications as a way to ensure quality, he said.

Trustee Benson said curriculum is only one part of quality programs. A teacher who is skilled and a good communicator in the classroom can make a big difference in terms of learner outcomes, he said. He asked how the human factor should be factored into the determination of quality.

The evaluation of faculty is separate from the program review process, Anoka-Ramsey Community College President Johns said. Teachers are evaluated through student surveys and direct observation. Their curriculum and outlines are reviewed and learner outcomes are assessed, he said. Student enrollment levels in classes also are considered.

Trustee Paskach said he worries that the rigor of professor evaluations, as well as program review, is not equal across the system. He said the bar should be raised so this is not a concern for the Board.

President Johns said program review is more likely to be consistent across the system than the evaluation of individuals.

Trustee Dickson said the Board should ask itself what outcome it is trying to achieve. The Board should be looking to ensure students are successful, she said, and there are existing measurements that can assess that. They include certification and licensure rates, admissions to graduate schools, placement rates, employer feedback and meeting national accreditation standards. Good measurement indicators are available, and it is incumbent upon Board members to ensure those indicators are reported to them as often as possible, she said.

Chair Olson asked what would make Board members comfortable with the rigor of program review.

Trustee Hightower said he is comfortable with rigor of programs and that reviews are taking place. However, he said there is a disconnect in how that information gets back to the Board.

Trustee Van Houten said he feels it is absolutely appropriate to have system-level academic affairs people be more than an administrative agency that gathers the data and files it away. The system should have more input in terms of determining if a program is one of quality.

The Academic and Student Affairs Committee is the appropriate place for further consideration of program review, Trustee McElroy said, adding they should never become comfortable in terms of striving for quality programs.

Provost Costello's presentation on the program approval at her college was impressive, Trustee McElroy said, and there may be merit in doing more of those to learn how individual programs and courses are reviewed.

Senior Vice Chancellor Baer said she is ready to work with the Academic and Student Affairs Committee on improvements in the validation of quality programs and communication back to the Board.

The meeting adjourned at 10:50 am  
Respectfully submitted,  
Margie Takash, Recorder

# MINNESOTA STATE COLLEGES AND UNIVERSITIES

## BOARD OF TRUSTEES MEETING MINUTES

JANUARY 20, 2010

### INVER HILLS COMMUNITY COLLEGE

INVER GROVE HEIGHTS, MN

**Trustees Present:** Chair David Olson, Duane Benson, Cheryl Dickson, Jacob Englund, Christopher Frederick, Ruth Grendahl, Clarence Hightower, Dan McElroy, David Paskach, Christine Rice, Louise Sundin, Scott Thiss, Terri Thomas and James Van Houten

**Trustees Absent:** Thomas Renier

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#### 1. Call to Order

Chair David Olson called the meeting to order at 12:30 p.m. and reported that a quorum was present. Chair Olson announced that the meeting was being audio-streamed from the campus of Inver Hills Community College in Inver Grove Heights. He thanked President Cheryl Frank, the students and staff for their hospitality. Chair Olson welcomed the listeners throughout the state and on the campuses.

#### 2. Chair's Report

##### a. Minutes of Board of Trustees Study Session of November 18, 2009

The minutes of the Board of Trustees study session were approved as written.

##### b. Minutes of Board of Trustees Meeting of November 18, 2009

The minutes of the Board of Trustees retreat were approved as written.

#### 3. Consent Agenda

##### a. St. Cloud Technical College Name Change

*Trustee Christopher Frederick moved that the Board of Trustees recommends changing the name of St. Cloud Technical College to St. Cloud Technical and Community College. Trustee Christine Rice seconded and the motion carried unanimously.*

#### 4. Board Policy Decisions

There were no items on the Board Policy Decisions.

#### 5. Board Standing Committee Reports

##### a. Finance, Facilities and Technology Committee, Thomas Renier, Chair

###### (1) Finance, Facilities and Technology Update

Committee Vice Chair Clarence Hightower reported that the committee heard an update from Vice Chancellor Laura King on the activities of the Finance, Facilities and Technology divisions.

###### (2) Revenue Fund Update

Committee Vice Chair Hightower reported that the committee heard an update on the Revenue Fund. A revenue fund bond sale is tentatively scheduled for January 2011. The sale is required to accommodate the new projects.

- (3) **FY2011 Budget Outlook**  
Committee Vice Chair Hightower reported that the committee heard a report on the FY2011 Budget Outlook. There will be further discussion for budget planning. The 2011 budget will come before the Board for approval in April/May 2010.
- (4) **Update on Enterprise Technology Investment Plan**  
Committee Vice Chair Hightower reported that the committee heard an update on the Enterprise Technology Investment Plan. The system has invested in the replacement of aging technology infrastructure and hiring staff to re-engineer networks and improve campus technology infrastructure.
- (5) **FY2009 and FY2008 Audited Financial Statements**  
Committee Vice Chair Hightower reported that the committee heard a report on the FY2009 and FY2008 Audited Financial Statements. The financial statements have been audited by Kern, DeWenter, Viere, Ltd.
- (6) **Proposed Amendments to Board Policies: (First Reading)**  
Policy 5.13 Information Technology Administration  
Policy 5.14 Procurement and Contracts  
Policy 5.22 Acceptable Use of Computers and Information Technology Resources  
Policy 7.4 Financial Reporting  
Policy 7.7 Gifts and Grants Acceptance  
Committee Chair Hightower reported that the committee heard a first reading on the proposed amendments to Board Policies: Policy 5.13 Information Technology Administration; Policy 5.14 Procurement and Contracts; Policy 5.22 Acceptable Use of Computers and Information Technology Resources; Policy 7.4 Financial Reporting and Policy 7.7 Gifts and Grants Acceptance. This will be presented for a second reading and approval at the March meeting.

**b. Advancement Committee, Christine Rice, Chair**

- (1) **Advancement Update**  
Committee Chair Christine Rice reported that the committee heard an update from Associate Vice Chancellor Linda Kohl and Executive Director Maria McLemore, on the Public Affairs division and the System and Foundation Relations division.
- (2) **State and Federal Legislative Update**  
Committee Chair Rice reported that the committee heard an update on the 2010 Legislative session. The 2010 Legislative session will convene on February 4, 2010.

**c. Diversity and Multiculturalism Committee, Duane Benson, Chair**

- (1) **Diversity and Multiculturalism Division Update**  
Committee Chair Duane Benson reported that the committee heard an update from Executive Director Whitney Stewart Harris on the activities of the Diversity and Multiculturalism division.



- (2) Final Report of Male Access and Success at Minnesota State Colleges and Universities Study Group

Committee Chair Benson reported that the committee heard a report on Male Access and Success in the Minnesota State Colleges and Universities system. The report contained recommendations to enhance efforts to increase male participation in post-secondary education.

- (3) American Indian Initiative Update

Committee Chair Benson reported that the committee heard an update on the American Indian Initiative. The report provided data and information on the work being pursued by the system.

**d. Audit Committee, Scott Thiss, Chair**

- (1) **Establish the Search Process for the Executive Director of Internal Auditing Position**

Committee Chair Thiss remarked that the position of the Executive Director of Internal Auditing is unique as the position reports directly to the Board through the Chair of the Audit Committee.

*Committee Chair Thiss moved that the Board of Trustees delegates authority to the Chancellor to initiate a search process to hire a new Executive Director of Internal Auditing. The search process should culminate in identifying up to three candidates to fill this position. The Board of Trustees reserves its authority to make the final selection for filling the position. Vice Chair Ruth Grendahl seconded and the motion carried unanimously.*

- (2) Review Internal Auditing Annual Report

Committee Chair Thiss reported that the committee heard a review of the Internal Auditing Annual Report. The Audit plan approved by the Board of Trustees in September 2008 provided the foundation for the Internal Auditing activities carried out in fiscal year 2009.

**e. Human Resources Committee, Ruth Grendahl, Chair**

- (1) Human Resources Update

Committee Chair Ruth Grendahl reported that the committee heard an update from Vice Chancellor Lori Lamb on the Human Resources division.

- (2) **Appointment of Vice Chancellor for Information Technology**

*Committee Chair Grendahl moved that the Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Darrel S. Huish as the vice chancellor for information technology, effective on a date to be negotiated with the Chancellor, subject to the completion of an employment agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and condition of the Personnel Plan for Minnesota State Colleges and Universities Administrators. Trustee Christopher Frederick seconded and the motion carried unanimously.*

Mr. Huish thanked the Board for the opportunity, commenting that he looks forward to serving the students.

(3) Demographic Report for FY 2009  
Committee Chair Grendahl reported that the committee reviewed the annual demographic report. The report includes information on all 32 colleges and universities and the Office of the Chancellor.

(4) Human Resources Planning and Infrastructure  
Committee Chair Grendahl reported that the committee heard a report on the Human Resources Planning and Infrastructure. The report provided an assessment of the Human Resources business processes.

**f. Academic and Student Affairs Committee, Dan McElroy, Chair**

(1) Academic and Student Affairs Update  
Committee Chair McElroy reported that the committee heard an update from Senior Vice Chancellor Linda Baer on the activities of the Academic and Student Affairs division.

(2) Proposed Amendment to Board Policy 2.6 Intercollegiate Athletics (First Reading)  
Committee Chair McElroy reported that the committee heard a first reading of the proposed amendment to Board Policy 2.6 Intercollegiate Athletics. This will be presented for a second reading and approval at the March meeting.

(3) Proposed Amendment to Board Policy 3.30 and Proposed New Procedure 3.30.1 College Program Advisory Committee (First Reading)  
Committee Chair McElroy reported that the committee heard a first reading of the proposed amendment to Board Policy 3.30 and proposed New Procedure 3.30.1 College Program Advisory Committee. This will be presented for a second reading and approval at the March meeting.

(4) Campus Profile: South Central College  
Committee Chair McElroy reported that the committee heard a campus profile on South Central College from President Keith Stover and staff. The profile included data and general information on the students, academic programs, human resources, finance, and other data of the institution. Committee Chair McElroy thanked President Stover and his staff for an excellent report about the college.

**6. Joint Council of Student Associations**

a. Minnesota State College Student Association (MSCSA)  
Mr. Tyler Smith, President, addressed the Board of Trustees.

b. Minnesota State University Student Association (MSUSA)  
Ms. Jennifer Weil, State Chair, addressed the Board of Trustees.

**7. Minnesota State Colleges and Universities' Bargaining Units**

**8. Trustees' Reports**

Trustee Frederick reported that he attended the Minnesota State University Student Association (MSUSA) conference in November.

Trustee Cheryl Dickson reported that she participated in the commencement ceremonies at St. Cloud State University. Trustee Dan McElroy reported that he participated in the commencement ceremony at Metropolitan State University. Trustee Louise Sundin reported that she participated in the commencement ceremony at Minnesota State University Moorhead.

Trustee Jacob Englund reported that he traveled to India as part of his course study on Public and Private Enterprise.

Trustee James Van Houten reported that he participated on a panel at the University of Missouri on “The Duties of Officers and Directors for Board Chairs of Agribusiness Cooperatives.”

**9. Chancellor’s Comments**

Chancellor McCormick welcomed the Trustees, staff and constituents to the meeting. Chancellor McCormick thanked President Cheryl Frank for hosting the Board of Trustees meeting. He also welcomed newly appointed Vice Chancellor of Information Technology Darrel Huish.

Chancellor McCormick remarked that he is focused on the five goals developed by Chair Olson and the Board members. He reported that the Office of Legislative Auditor’s report on the system will soon be released. Chancellor McCormick reported that Trustee Clarence Hightower joined him in presenting the system’s budget to the Senate Higher Education Committee. He remarked that he will strongly advocate for the system budget. Chancellor McCormick thanked the presidents for their important role, as well.

Chancellor McCormick commented on the overall national economic crisis. There are major reductions in several states. It has been said that recovering to earlier levels may not show until 2013. Chancellor McCormick continued that tuition policy and pricing remain an issue in providing higher education for students everywhere. Enrollment increases are of concern across the country; student aid is flat. However, ten year grant programs have increased significantly, and the Pell grant program is expected to increase and possibly remain ahead of inflation.

Chancellor McCormick remarked that expansion of statewide data systems are increasing as federal programs depend on the ability to measure results. He commented that the Board made a wise decision with the investment made in technology. He continued that the Veterans’ program remains important and successful, as does teacher effectiveness.

**10. Requests by Individuals to Address the Board**

There were no requests to address the Board.

**11. Other Business**

There was no other business to come before the Board.

**12. Adjournment**

Chair Olson announced that the Board’s next meetings are on March 16-17, 2010. The meeting adjourned at 1:25 p.m.

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Ingeborg K. Chapin  
Secretary to the Board

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

<b>INFORMATION ITEM</b>
Report and Recommendations of the Ad Hoc Committee on System Planning

**BACKGROUND**

Trustee Dan McElroy, chair of the Ad Hoc Committee on System Planning will review the report and recommendations of the committee.

The members of the committee are listed below.

Dan McElroy, Chair  
Linda Baer  
Cecilia Cervantes  
Richard Davenport  
Christopher Frederick  
Laura King  
Kevin Kopischke  
Lori Lamb  
Carolyn Parnell  
David Paskach  
Christine Rice  
Edna Szymanski

