

**TO:** Education, Personnel and Student Life Committee

Aly Richards, Chair  
Jim Masland, Vice-Chair  
Shavonna Bent  
Janette Bombardier  
Lynn Dickinson  
Karen Luneau

**FROM:** Yasmine Ziesler, Chief Academic Officer



**RE:** EPSL Meeting on May 30, 2018

**DATE:** May 24, 2018

The EPSL Committee of the VSC Board of Trustees will meet on Wednesday, 30<sup>th</sup> at 1:00 p.m. in the Chancellor's office in Conference Room 101. Materials for the meeting are attached.

I can be reached at (802) 224-3025 if you have any questions.

Thank you.

cc: VSC Board of Trustees  
Council of Presidents  
Academic Deans  
Student Affairs Council

**Vermont State Colleges Board of Trustees  
Education, Personnel, and Student Life Committee Meeting**

**May 30, 2018**

**AGENDA**

1. Call to order
2. Approval of the March 24, 2018 minutes
3. [Policy 314: Tobacco Use Reduction and Prevention](#) Implementation Updates
4. Revision of Policy 111: Academic Data Management
5. Review of Academic Retreat
6. *Start to Finish* implementation steps for 2018-2019
7. Other business
8. Comments from the public

**MATERIALS**

1. March 24, 2018 minutes
2. Policy 111 Revision
3. Student success data
4. *Start to Finish* implementation for 2018-2019

Item 2:  
Approval of March 24, 2018 Meeting Minutes

**UNAPPROVED minutes of the VSC Board of Trustees Education, Personnel, and Student Life Committee meeting held Saturday, March 24, 2018 at Couture Room, 108, 1 Abenaki Way, Community College of Vermont, Winooski, VT**

*Note: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting.*

The VSC Board of Trustees Education, Personnel, and Student Life Committee met on Saturday March 24, 2018 at Community College, Winooski, Vermont

Committee Members present: Aly Richard (Chair), Shavonna Bent, Lynn Dickinson, and Janette Bombardier

Absent: Jim Masland, Karen Luneau

Other Trustees Present: Church Hindes, Jerry Diamond,

Presidents: Elaine Collins, Joyce Judy, Pat Moulton, Karen Scolforo

Chancellor's Office Staff:     Jeb Spaulding, Chancellor  
  Tricia Coates, Director of External & Governmental Affairs  
  Todd Daloz, Associate General Counsel  
  Kevin Conroy, Chief Information Officer  
  Sheilah Evans, System Controller & Senior Director of Financial  
  Operations  
  Steve Wisloski, Chief Financial Officer  
  Sophie Zdatny, General Counsel  
  Yasmine Ziesler, Chief Academic Officer  
  Harriet Johnson, Executive Assistant to the Chancellor

From the Colleges:     Laura Jakubowski, Director of Finance, Castleton University  
  Lisa Cline, Johnson State College, Faculty Federation President  
  Barbara Martin, Dean of Administration, Community College of Vermont  
  Beth Walsh, President, Academic Support, Johnson State College  
  Eric Sakai, Dean of Academic Technology, Community College of  
  Vermont  
  Nolan Atkins, Provost, Lyndon State College  
  Jonathan Spiro, Chief Academic Officer, Castleton University  
  Bridget Donnelly, Executive Assistant to President, Community College  
  of Vermont  
  Sharron Scott, Johnson State College,

Katie Mobley, Executive Director Academic Centers, Community College of Vermont

Allan Rodgers, Dean of Academic Affairs, Community College of Vermont

Guests: Dr. Ellen B. Grimes  
Dr. Cheyanne E. Warren

1. Call to Order

Chair Richards called the meeting to order at 9:04 a.m.

9. Approval of the December 1, 2017 minutes

**December 1, 2017 meeting minutes should reflect the following corrections. Correct spelling of EPSL, and delete second reference of Shavonna Bent attending the meeting. Trustee Dickinson moved, seconded by Trustee Bombardier. The minutes were approved unanimously.**

10. Information Updates: System Academic Retreat and Admissions Guarantee

Chair Richards gave a brief introduction followed by Chief Academic Officer Yasmine Ziesler, who provided an overview of the upcoming Academic Retreat titled: “Paths to Graduation: Supporting Student Planning, Purpose, and Persistence.”

Dr. Ziesler also provided a brief overview of the Career and College Ready Admissions Guarantee which focused on Vermont’s preK-12 public education system and guarantees general admission to all Vermont high school graduates who seek to enroll in the VSCS within one year of high school graduation that meet the criteria. The VSCS is working in partnership with the Vermont Agency of Education on this initiative.

11. Vermont Tech: [Policy 102](#) New Program Proposal for Dental Therapy

VTC President Patricia Moulton discussed their proposal for a new dental therapy program which was in response to 2016 legislation that was passed enabling dentists to hire dental therapist. Dr. Ellen Grimes and Dr. Cheyanne Warren, along with Allan Rodgers, Dean of Academic affairs, provided an overview of the proposed program which would build on the existing dental hygiene degree in order to academically and clinically prepare students to enter the new dental profession of dental therapy.

Trustee Lynn Dickinson expressed concerns about the program and had several questions including costs and training, and the interest in the program around the state. Trustee Dickinson requested additional research of the program. After further committee discussion, **Trustee Bombardier moved to recommend to the board for approval the new B.S. in Oral Health Science and M.S. in Dental Therapy program, per Policy 102, as proposed by Vermont**

**Technical College in the committee materials, seconded by Student Trustee Shavonna Bent. Trustee Dickinson abstained from the vote. The motion passed 3 to 1.**

12. [Policy 109](#) Annual Enrollment and Cost Effectiveness Review of Programs

Chair Richards provided an overview of Policy 109 on program enrollment trends within the colleges. Each college then presented their report and corresponding data as outlined in the materials provided.

13. VSC Faculty Fellow Recommendations for Awards

Northern Vermont University President Elaine Collins discussed their nominee, Dr. Hans Haverkamp.

Castleton University President Karen Scolforo discussed their nominee, Dr. Sherrill Blodget, Associate Professor of Music.

**Trustee Bombardier moved and Student Representative Bent seconded recommending to the board the resolutions awarding VSC Faculty Fellowships for Johnson State College's Dr. Hans Haverkamp and Castleton University's Dr. Sherrill Blodget. The Committee approved the motion unanimously.**

14. Honorary Doctorate awards ([Policy 107](#))

Castleton University President Karen Scolforo discussed their nominee, for Chris Bohjalian and Stephen Kiernan.

Northern Vermont University President Elaine Collins discussed their nominee, Walter Mosely for Johnson State College, and Jim Cantore for Lyndon State College.

**Trustee Dickinson moved and Trustee Bent seconded recommending to the board the resolutions awarding the following Honorary Doctorates:**

**Chris Bohjalian an honorary doctorate in Humane Letters at Castleton University's 2018 commencement.**

**Stephen Kiernan an honorary doctorate in Humane Letters at Castleton University's 2018 commencement**

**Jim Cantore an honorary doctorate in Science at Lyndon State College's 2018 commencement.**

**Walter Mosely an honorary doctorate in Human Letters at Johnson State College's 2018 commencement.**

**The Committee approved the motion unanimously.**

15. Faculty Emeritus award (Policy 204)

Northern Vermont University President Elaine Collins discussed their nominee, Dr. William Doyle.

**Trustee Dickinson moved and Trustee Bombardier seconded a motion to recommend to the board the resolution granting Faculty Emeritus Status to Johnson State College's Dr. William Doyle. The Committee approved the resolution unanimously.**

16. Follow up to Long Range Planning Committee discussion of associate degree awards

Trustee Hinds provided background of the VSC System Start to Finish initiative and options to address students leaving with debt and no degree.

Chair Richards and Dr. Ziesler discussed the 3 potential strategies outlined for consideration. 1) Annually evaluate all enrolled students who achieved 61-75 credits and award a general associate degree to all who qualify, either "automatically" (without student consent) or with an "opt-in" consent process; 2) Annually identify at-risk students who achieve 31-45 credits and provide intensive advising with potential redirection to a different degree program or credential; and 3) Develop and offer to students a 30-credit "VSC College and Career Core" Certificate, similar to CCV's existing 24-credit Workplace Skills certificate, that would be aligned with a VSC-wide common 21-credit core of associate degree-level general education requirements.

Student Representative Shavonna Bent expressed concerns as President of the Student Government Association about the automatic granting of an associate's degree and would prefer having an option for the student to apply for the degree. Trustee Diamond stated he would like to see the degree be almost automatic for student. The Committee identified strategies 2 and 3 as first priorities, and discussed the need for there to be clear measurements of progress associated with the implementation of these strategies.

17. Other Business

No other business.

18. Comments from the public

There were no comments from the public.

Chair Richards adjourned the meeting at 11:22 a.m.

**Item 4:**  
**Revision of Policy 111: Academic Data Management**





## Manual of Policy and Procedures

Title  <b>ACADEMIC DATA MANAGEMENT</b>	Number  <b>111</b>	Page  <b>1 of 8</b>
	Date  <b>6/21/18</b>	

### PURPOSE

The Vermont State Colleges (“VSC”) shall maintain a system of academic data management that allows comprehensive and timely access to data that inform college and system planning, management and decision-making. The purpose of this policy is to maintain the integrity and effectiveness of the VSC's academic data system.

### STATEMENT OF POLICY

The VSC supports transparent, student-centered access to learning opportunities at all colleges. To do so, the VSC shall maintain a single course database, student records system and official transcript. Credits earned within the VSC are not considered transfer credits. Requirements related to graduation, class-level, enrollment status, course repeat and transfer shall be standardized. The VSC shall have a common grade scheme and common standards for academic and graduation honors. The VSC shall have standard definitions related to academic standing, probation and dismissal.

To implement this policy, VSC colleges shall follow the procedures below. All college catalogs and other related documents must reflect this policy and the procedures below. These procedures are subject to change and shall be reviewed annually.

### PROCEDURES

#### **1. Maintenance of single course database**

To maintain the single course database while allowing for the natural development and change of curriculum at each college over time, on an annual basis the VSC shall review those courses defined by colleges as equivalent for the purposes of transfer and when appropriate reassign a single course number, title, and single-sentence course description.

Such system-level definitions shall not preclude individual college elaboration of course descriptions and learning objectives in college catalogs, syllabi, and other related documents.

## **2. Transcripts**

Consistent with its single course database and its vision of student-friendly academic policies and procedures, for courses taken since and including summer 2002, the VSC shall have a single official transcript format with these characteristics:

- a. Credits earned within the VSC are not considered transfer credits.
- b. All VSC courses taken and grades received shall be listed.
- c. All VSC courses count in the determination of quality points and in the determination of cumulative Grade Point Average (“GPA”).
- d. The transcript shall clearly identify the college where each course was taken, and the college from which the transcript was issued.
- e. Colleges shall maintain institutional amelioration policies, whereby students may request to remove certain grades from their GPA calculation. In all cases, grades cannot be ameliorated if they've already been included in calculations for awarding a degree. Grade history shall be removed from cumulative totals only; no courses or grades shall be deleted from the transcript.
- f. For students attempting to ameliorate grades at a different VSC college than the VSC college at which the grades were awarded:
  - amelioration requires one semester and at least 6 credits of satisfactory academic progress (2.0 GPA or better) following the semester for which amelioration is requested.
  - amelioration is allowed only once in a student's career.
  - approval must be granted by the academic dean at the home institution in consultation with the academic dean at the other institution.

## **3. Graduation requirements for undergraduate programs**

- a. Each college shall determine which courses must be taken by its matriculated students to fulfill specific degree program requirements.
- b. For a bachelor's degree 30 credits, including substantial advanced work in the major or concentration must be taken at the institution conferring the degree. For an associate's degree, at least 15 credits must be taken at the institution conferring the degree; institutions may require more than 15 credits at their institution for an associate's degrees.
- c. Students must complete major program and earn a minimum 2.0 cumulative GPA.
- d. Students must complete all other graduation requirements, as detailed in college catalogs.

#### 4. **Class level**

The class level of a student is determined system-wide for standard two and four-year programs as follows:

First Year:	0-29.9 credits
Sophomore:	30-59.9 (all students in all two-year programs remain at sophomore level after 60 credits)
Junior:	60-89.9
Senior:	90 and above

The class level of a student is determined in VTC's three-year program as follows:

First Year:	25.9 credits
Second Year:	26-51.9
Third Year:	52 and above

#### 5. **Course Repeat**

Students may repeat a course once without permission. For repeated courses the initial grade remains on record and does not count towards GPA. Only the most recent grade and credits count for GPA.

#### 6. **Transfer Credits**

- Courses taken outside of the VSC must have grades of C- or better to be accepted.
- In a sequence of inter-related courses, if the first course is passed with a grade below C-, but the second grade is C- or higher, both courses shall be accepted.
- For transfer students who hold a two-year degree, credits applied to that degree shall be accepted as transfer credit.

*Note:* See also VSC Policy 108: Transfer of Credit.

#### 7. **Full-time/Part-time and Overload Status**

Full-time, part-time and overload status per semester are defined as follows:

Undergraduate

Less than half-time:	0-5.9 credits
Half-time:	6-8.9 credits
3/4 time:	9-11.9 credits
Full-time:	12-18 credits
Overload for CCV, CSC, JSC and LSC:	over 18 credits
Overload for VTC:	over 19 credits

Graduate

Half-time: 3-5.9 ~~4.5-8.9~~ credits

Full-time: 6.9 or more credits

**7. Grade scheme**

The VSC shall have a common grade scheme and quality points at the undergraduate and graduate levels for all colleges (see below).

**8. Good standing**

Defined as 2.0 GPA, except 1.75 GPA for students with fewer than 30 earned or GPA credits, whichever is higher.

**9. Probation**

- a. Probationary status takes effect when cumulative GPA falls below “good standing” level.
- b. A student already on probation whose cumulative GPA remains below “good standing” level is subject to dismissal.
- c. Students subject to academic dismissal or who leave a college while on probation shall remain on probation upon their return.

**10. Dismissal**

- a. The following requirements apply to students dismissed from one VSC institution with respect to enrollment at another VSC institution (all are subject to institutional exception/waiver):
  - generally, students dismissed from one VSC institution for academic reasons, if admitted, may take courses at another VSC institution.
  - students must reapply to colleges from which they've been dismissed if they wish to re-enroll.
  - colleges shall maintain all other/ current processes related to dismissal.
- b. Students may be dismissed for disciplinary reasons.

**11. Auditing**

- a. The choice to audit a course must be made prior to the end of the Add/Drop period.
- b. An audited course does not count toward a student’s credit load.

**12. Academic honors**

Honors apply to full-time, matriculated undergraduate students with no incomplete or failing grades. Criteria are:

- a. GPA of 3.5-3.9: Dean’s List
- b. GPA of 4.0: President’s List

Semester honors are based on 12 or more letter graded credits per semester, with the exception that full-time nursing students at VTC are eligible for semester honors. Honors shall not be awarded if an incomplete is outstanding when grades are formally reported for the term or if grades are changed.

Part-time students may be eligible to receive semester honors, in accordance with individual college policy.

**13. Graduation honors**

Effective for the graduating classes of spring 2006, criteria for graduation honors are:

- a. Of total credits required for graduation, at least 30 graded credits for a two-year degree and 60 graded credits for a four-year degree must be earned at the VSC.
- b. Graduation honors for two and four-year programs require final, cumulative GPA as follows:
  - Cum laude: 3.5-3.6
  - Magna cum laude: 3.7-3.8
  - Summa cum laude: 3.9-4.0
- c. Graduation honors for certificate programs require final, cumulative GPA as follows:
  - Honors: 3.0-3.49
  - High Honors: 3.5 or above

*Note:* credits earned before 2002 are not used in this calculation.
- d. Students in the final two years of a “2+2” degree program may petition to receive graduation honors provided they have earned a minimum of 30 graded credits at the VSC.

**14. Transcript charge**

The colleges may charge for transcripts and shall have uniform policies for transcript, grade, and diploma holds.

**15. VSC undergraduate grading scheme**

<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
A+	4.00	Y	P
<b>A</b>	<b>4.00</b>	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
<b>B</b>	<b>3.00</b>	Y	P
B-	2.70	Y	P
C+	2.30	Y	P
<b>C</b>	<b>2.00</b>	Y	P

C-	1.70	Y	P
D+	1.30	Y	P
<b>D</b>	<b>1.00</b>	Y	P
D-	0.70	Y	P
<b>F</b>	<b>0.00</b>	N	NP

**16. VSC transcript notations for undergraduate student work receiving other than letter grades**

<i>Grade</i>	<i>Legend</i>	<i>Point Value</i>	<i>Credit Earned</i>
P	Pass	0.00	Y
NP	No Pass	0.00	N
AU	Audit	0.00	N
TR	Transfer Credit	0.00	Y
CR	Credit Granted (non-course work)	0.00	Y
I	Incomplete	0.00	N
NG	No grade has yet been submitted	0.00	N
W	Withdrawn	0.00	N

**17. Miscellaneous Undergraduate Grading Provisions**

1. Comments on Midterm Grade Reports:

Instructors shall be able to add comments to grades at midterm that will be printed on the grade report. Comments must be selected from one or more "notes" that have been set up in the system such as "please see instructor", "student never attended", "student missed midterm exam", or "poor attendance". Additions to the notes may be made upon request by a college registrar, on an ongoing basis, provided that the notes apply to situations that are encountered by a significant number of instructors at various VSC colleges as determined by the VSC registrars.

2. The Effects of Dropping or Withdrawing From a Course on Grading:

The standard VSC add/ drop period is 2 weeks for CSC, JSC, LSC and VTC; and 3 weeks for CCV. If a student drops or withdraws from a course:

- during the Add/Drop period, the course is not listed on the student's transcript; VTC may develop special "add" constraints to limit students' adding/ dropping courses beyond the first week.
  - after the Add/Drop period and up until 60% of the course is completed, the course is listed with a grade of W (there is always an ability to award a W at any point in the semester).
  - after the ninth week of classes, the student receives the earned grade determined at the end of the semester unless a special course withdrawal is granted with approval of the Academic Dean. A special course withdrawal from a course taken outside the home institution can be approved only by the Academic Dean of the institution offering the course, following consultation with the Academic Dean of the home institution.
3. Incomplete Grades (I):  
Grades of "Incomplete" automatically revert to an F at the end of the 7<sup>th</sup> week of the semester immediately following award of the I, unless otherwise determined by the instructor. Instructors have the option of assigning a default grade other than F. Courses carried through an I to the following semester do not count toward the student's credit load for tuition billing purposes or for additional credit toward graduation.
4. Credit Granted (CR) for Non-Course Work:  
Students who are granted credit on the basis of College Level Examination Program ("CLEP") examinations, military credit, lifetime experience portfolios, AP courses or other similar circumstances (as determined by the institution where the student is matriculated) shall receive a CR in the grade field. CR distinguishes the credit from TR, which is used for credits that are transferred in from another college or university.

Students who demonstrate success in meeting the learning objectives of an existing course at an institution via a "Course Challenge" or "Challenge by Exam" (as determined by the institution where the student is matriculated) shall have the course recorded as institutional credit with a CR in the grade field.

5. Not Graded (NG):  
Where a student's grade is submitted after the deadline for grades, or where the instructor is permitting a student to continue the course into the next semester (such as with a thesis), a student shall receive an NG for the course until such time as the final grade is submitted.

Coursework carried into a second semester with a grade of NG does not count towards a student's credit load for tuition billing purposes or for additional credit toward graduation in the second semester.

**18. VSC Graduate Grading Scheme**

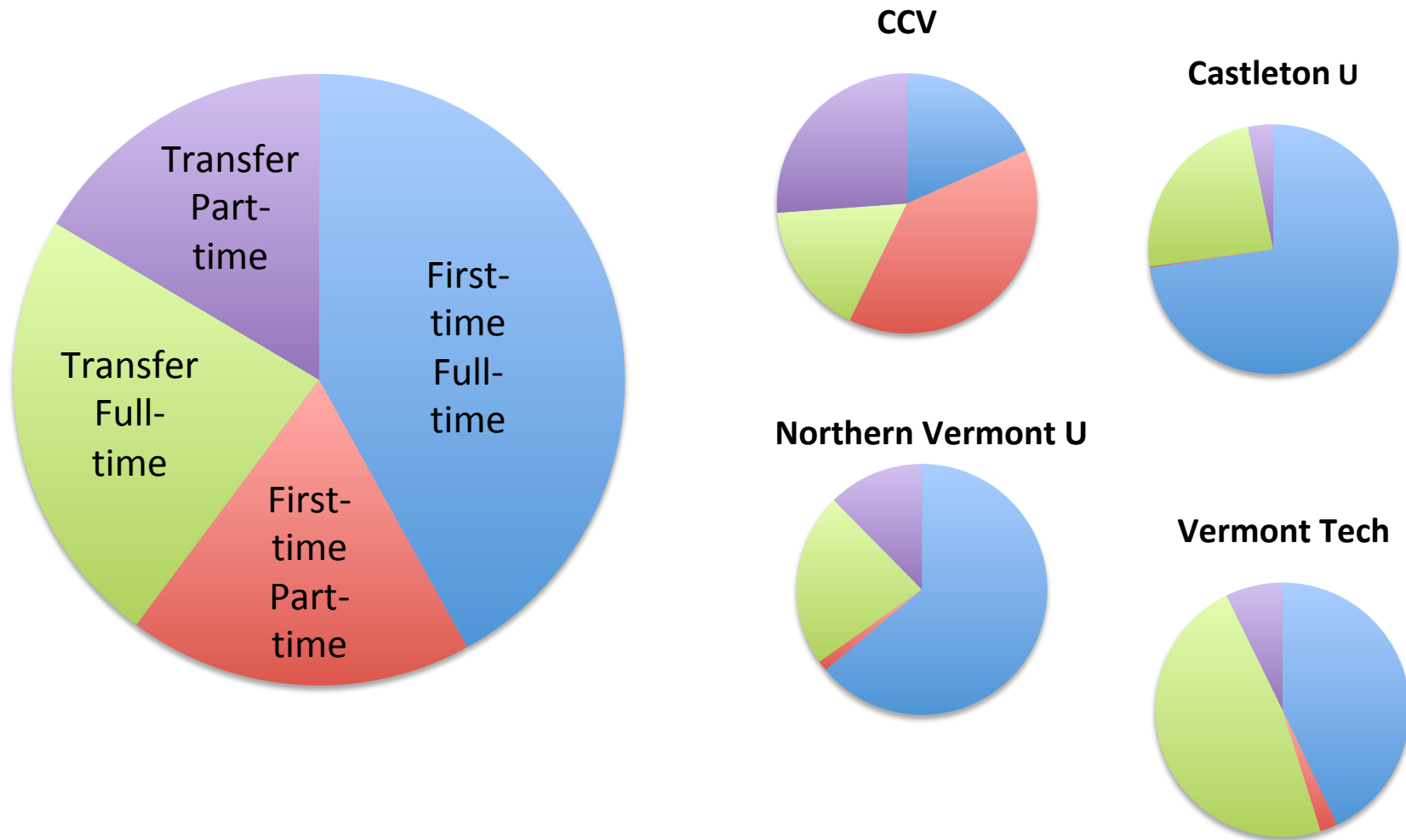
<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
<b>A</b>	<b>4.00</b>	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
<b>B</b>	<b>3.00</b>	Y	P
B-	2.70	Y	P
<b>C+</b>	<b>2.30</b>	Y	NP
<b>F</b>	<b>0.00</b>	N	NP

Signed by: \_\_\_\_\_  
Jeb Spaulding, Chancellor

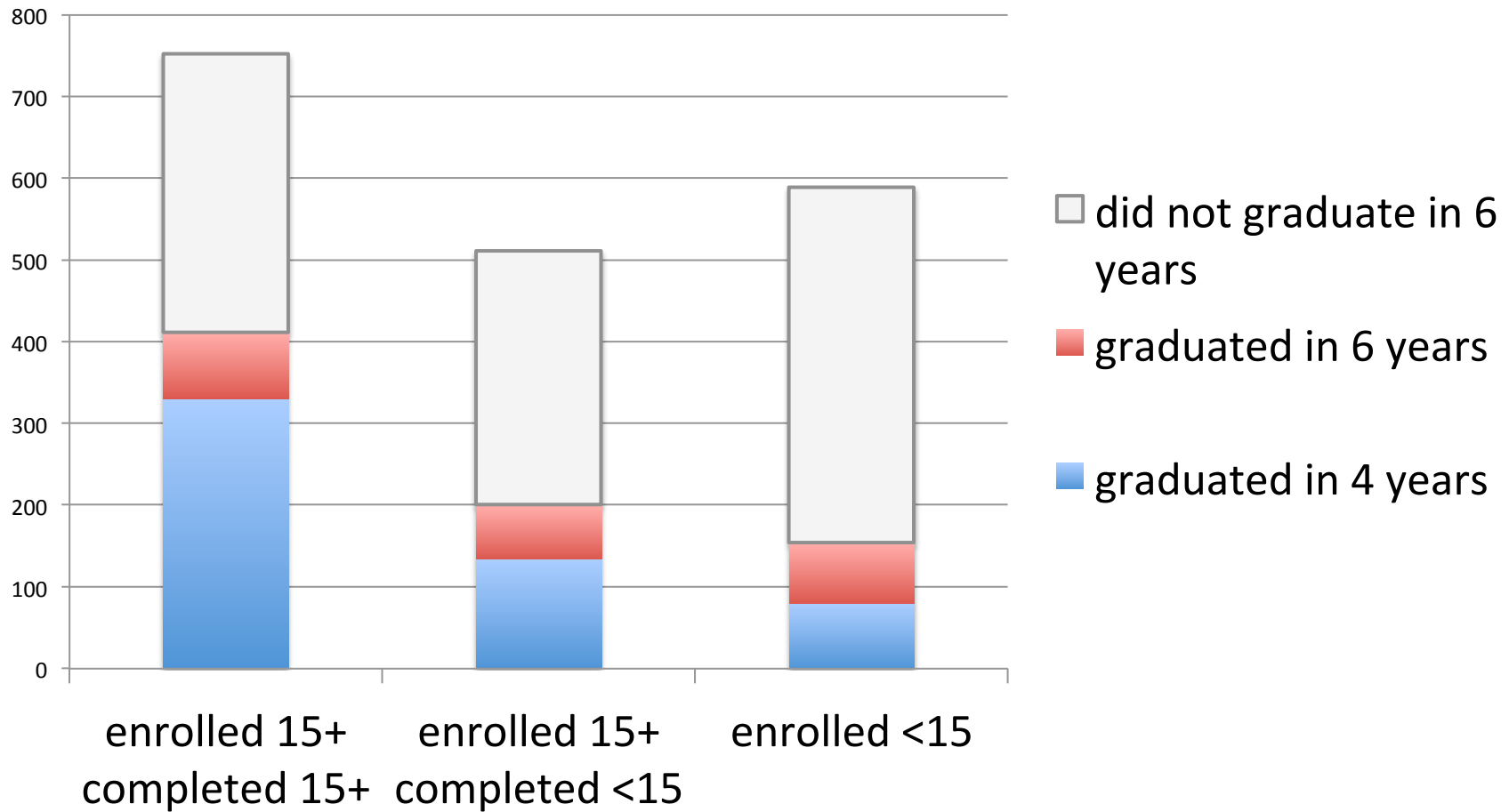


Item 5:  
Review of Academic Retreat

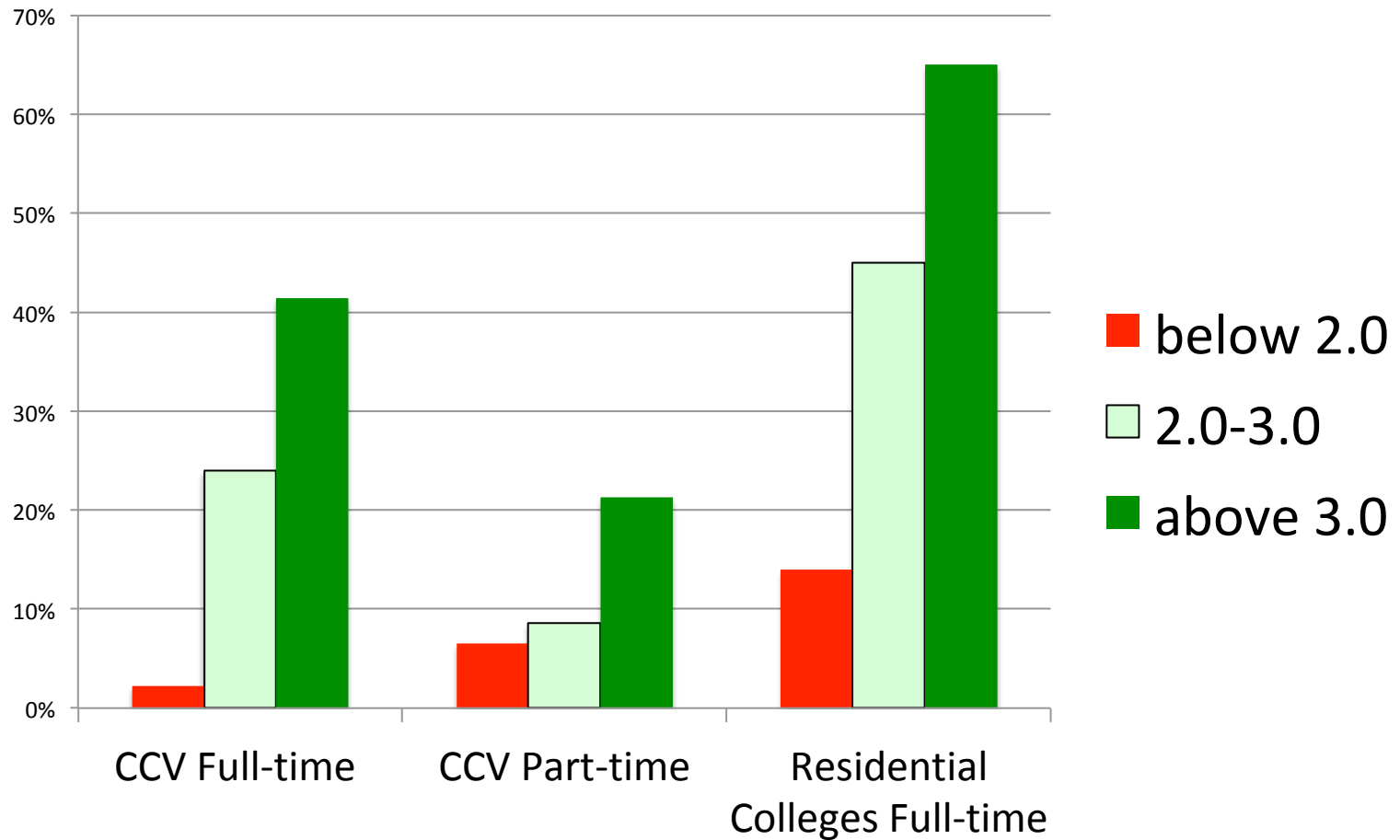
# All Students Entering the VSCS in 2009-2010



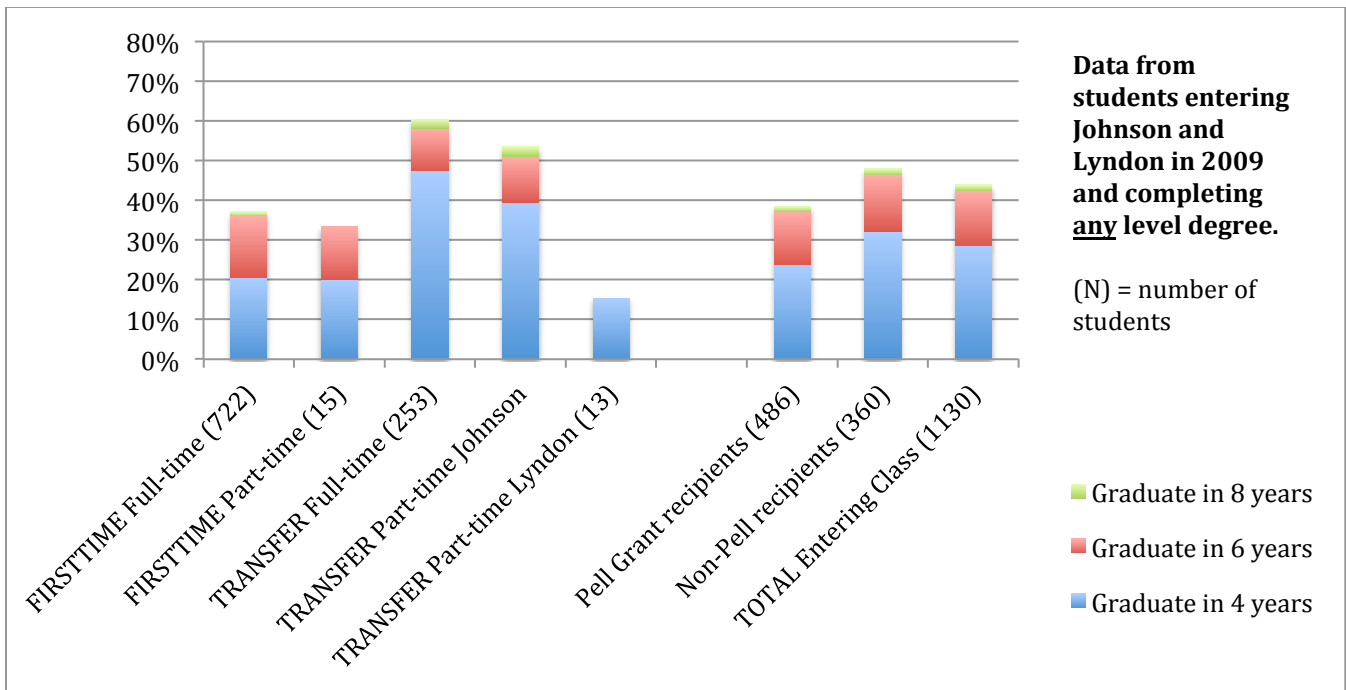
# First-Semester Enrollment and Graduation Outcomes



# 6-Year Graduation Rate by First-Semester GPA

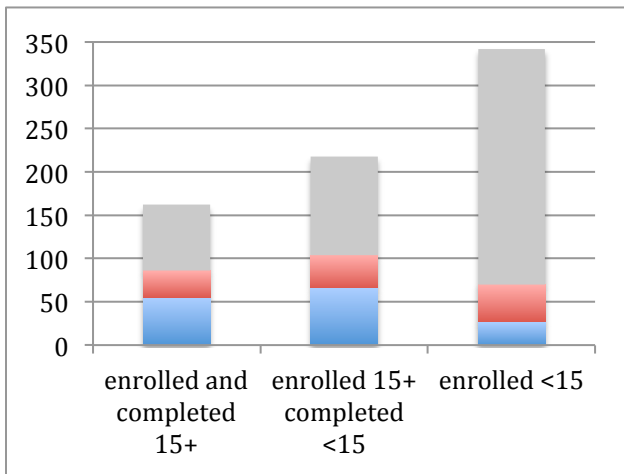


# Northern Vermont University

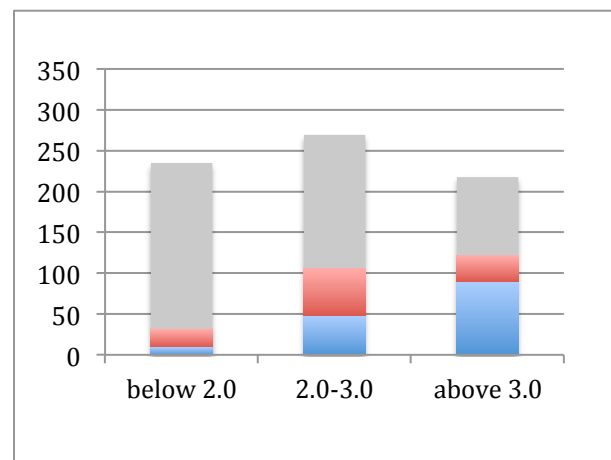


## A Closer Look at First-Time Full-Time Students

**First-semester credits enrolled and completed**

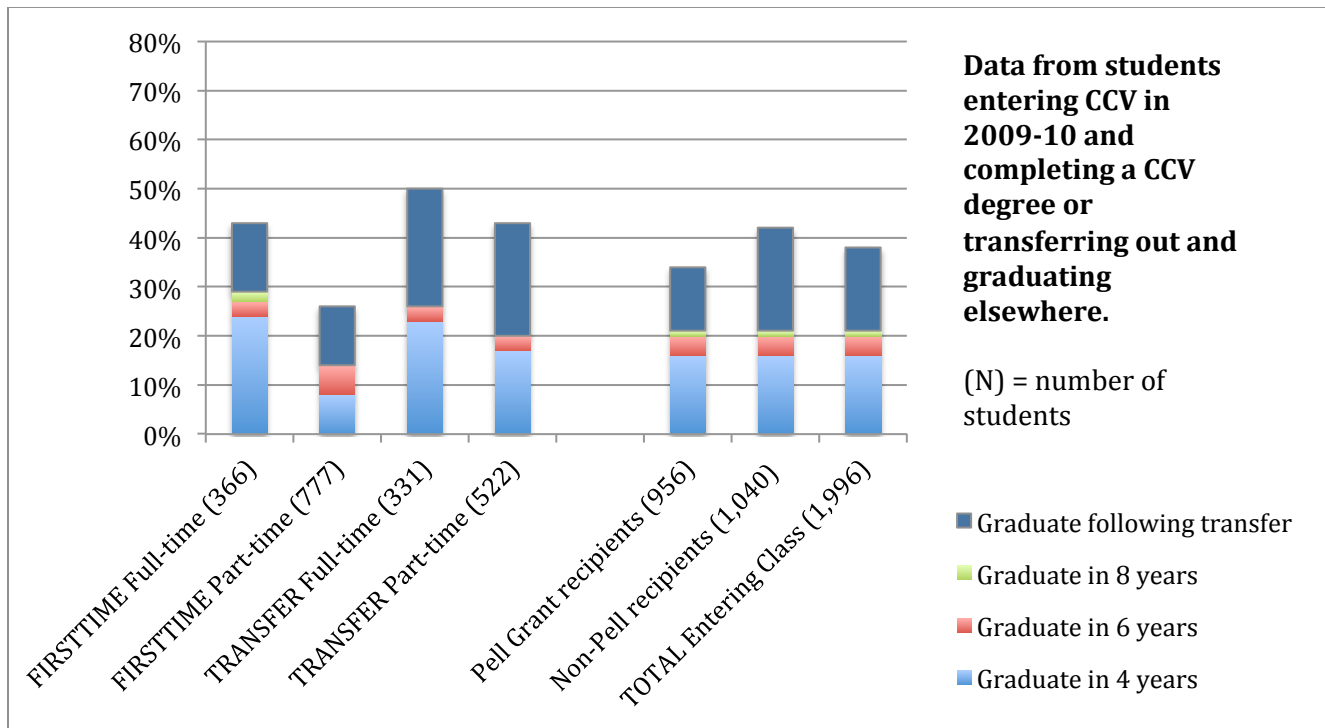


**First-semester GPA**



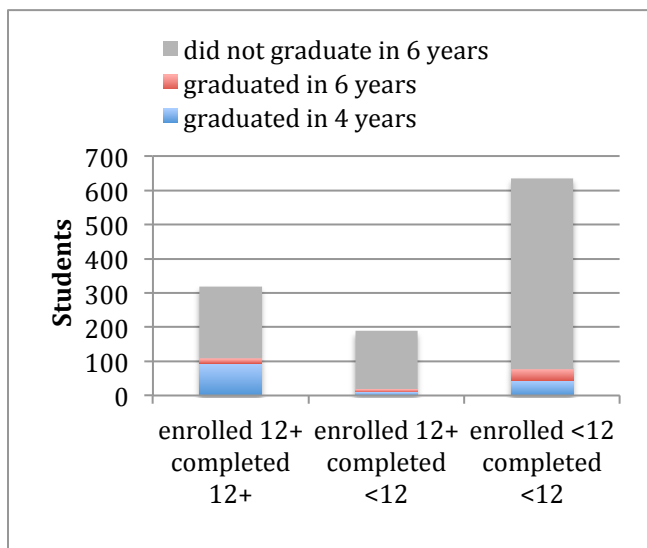
- Graduated with any level degree in 4 years
- Graduated with any level degree in 6 years
- Did not graduate with any degree at the college in 6 years

# Community College of Vermont

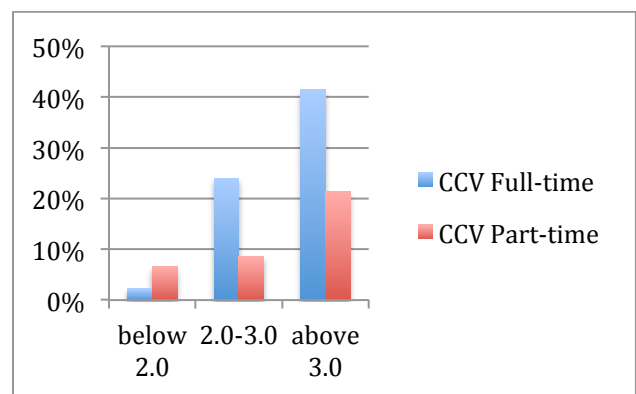


## A Closer Look: CCV First-Time (Full-time and Part-time) Students

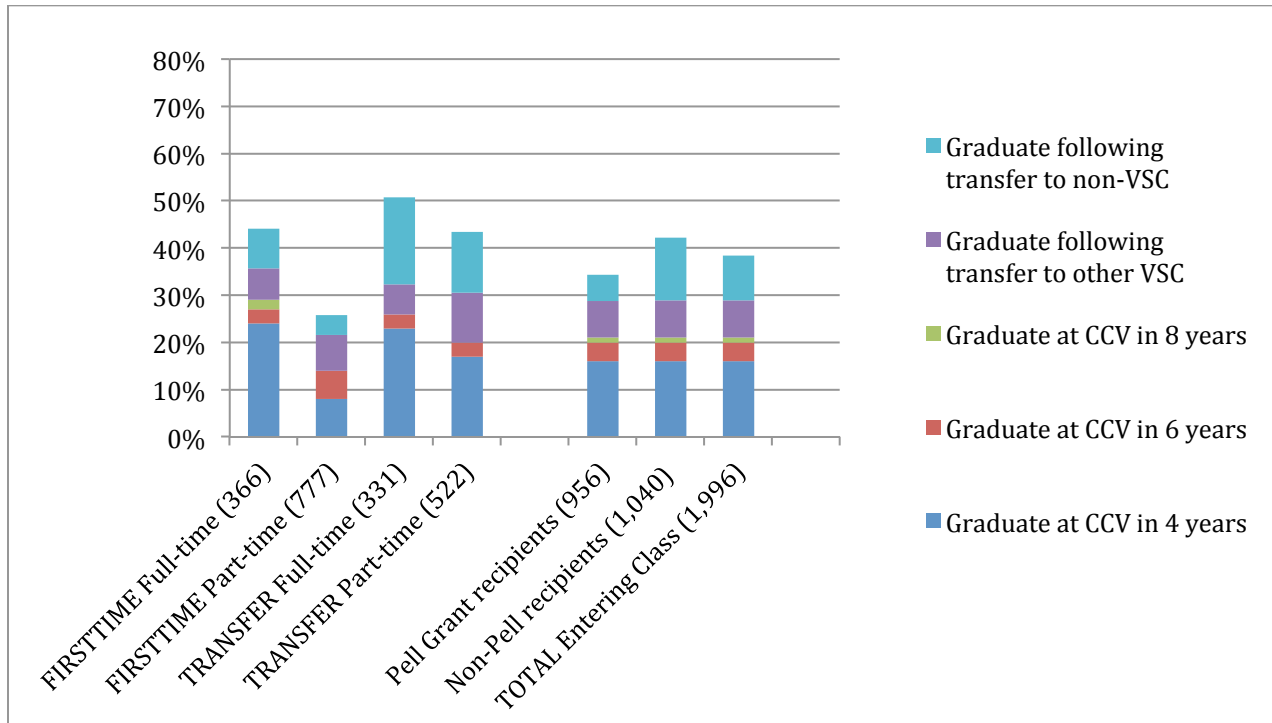
### First-semester credits enrolled and completed



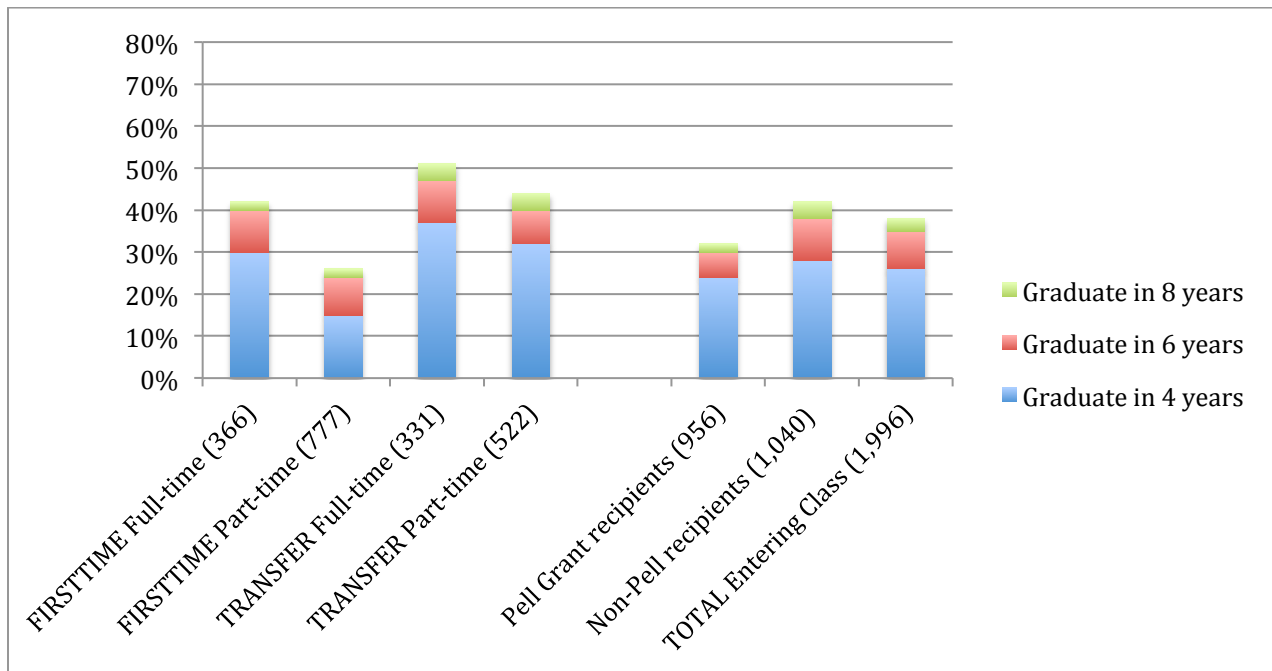
### 6-Year Graduation Rate by First Semester GPA



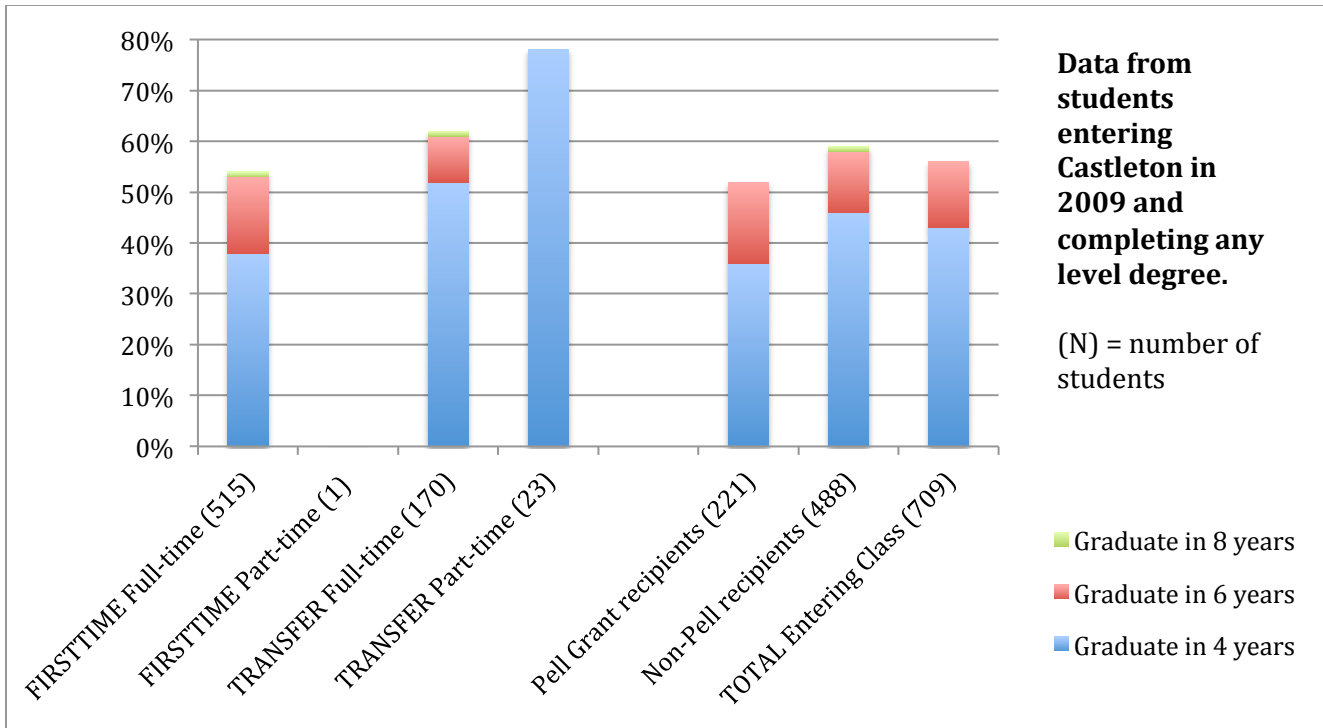
## Completion by CCV Students Starting in 2009-10



## Time to Degree (at CCV or transfer institution)

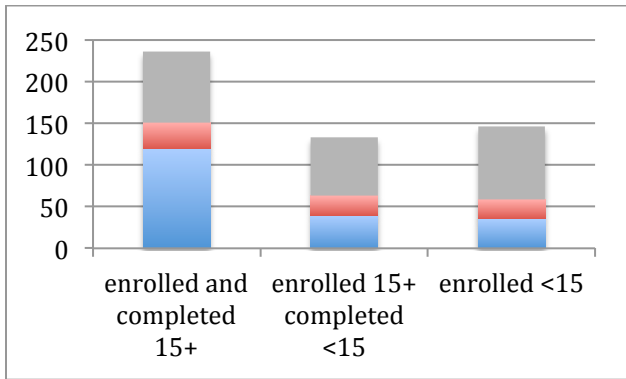


# Castleton University

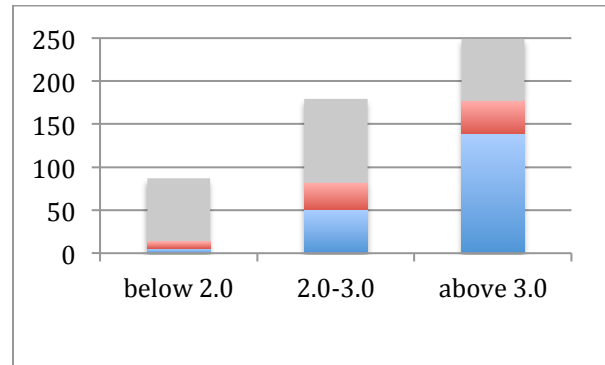


## A Closer Look at First-Time Full-Time Students

First-semester credits enrolled and completed



First-semester GPA



- Graduated with any level degree in 4 years
- Graduated with any level degree in 6 years
- Did not graduate with any degree at the college in 6 years



**Item 6:**

*Start to Finish* implementation steps for 2018-2019



## ***Start to Finish* Implementation Plan and Timeline**

### **Goals**

To achieve measurable progress on VSCS priorities, in September, 2017 the Chancellor and Board endorsed ***Start to Finish***, an initiative to align and advance efforts across the system to increase

- academic success and retention in the first year,
- on-time completion of a VSCS degree or other credential of value, and
- progression within the system to further learning.

### **2017-2018 Accomplishments**

November 2017: a system-wide team of faculty and staff representing all institutions attended a [New England Momentum convening](#) to discuss strategies that significantly increase student retention and graduation.

Spring, 2018: system institutional research developed new detailed outcomes data developed to support first-year student advising strategies. VSC Academic Deans Council and the EPSL committee of data and potential interventions for students leaving with debt and no degree.

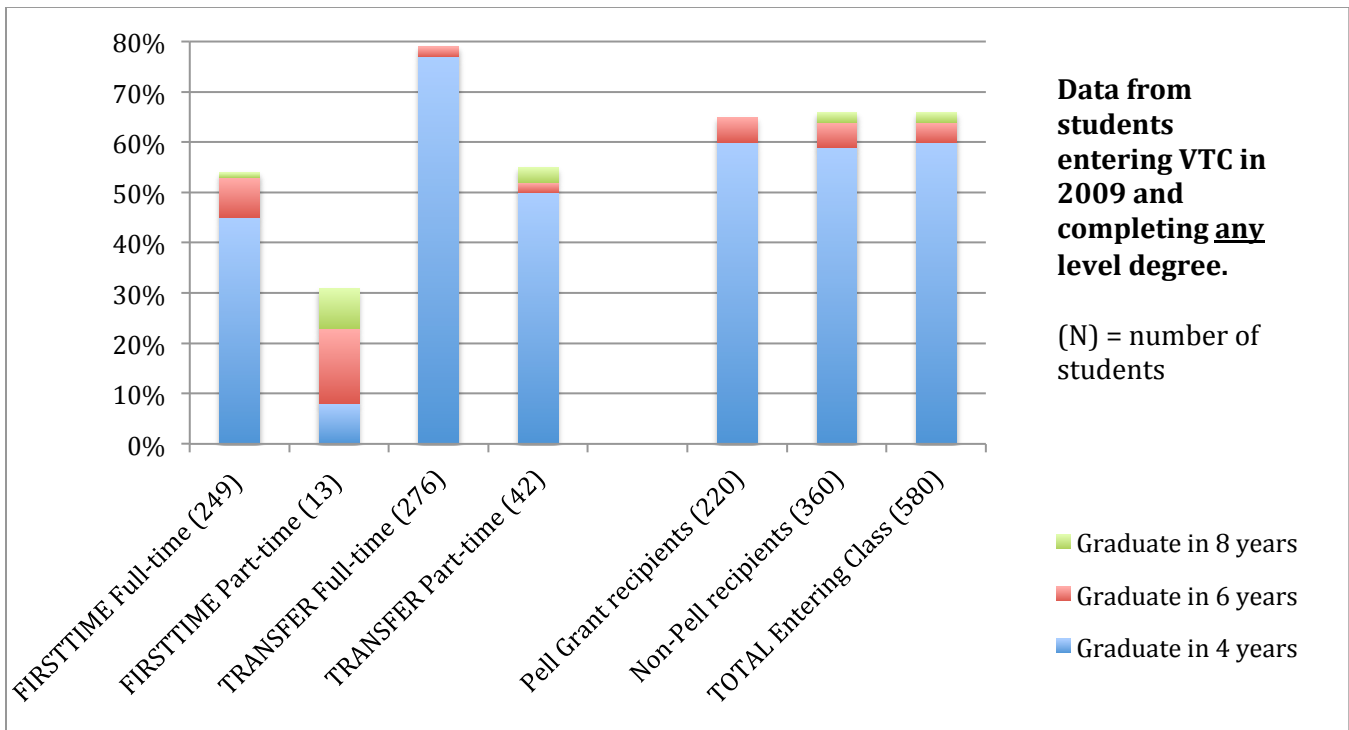
May 23, 2018: the system academic retreat, *Paths to Graduation: Supporting Student Planning, Purpose, and Persistence*, with keynote speaker Dr. Dhanfu Elston, Complete College America’s Vice President for Strategy, engages attendees in discussions of nationally-recognized [student messaging, academic program mapping, and proactive advising](#) strategies, as well as issues of cross-college advising and use of technology tools to support student connection and retention.

### **2018-2019 Action Steps**

<b><i>Action</i></b>	<b><i>Who</i></b>	<b><i>When</i></b>
Launch “start to finish” awareness campaign about importance of enrollment intensity and credit completion (15+ credits for full-time students; year-round goal for part-time students).	Individual college leads for new student orientation and advising	Summer/Fall 2018

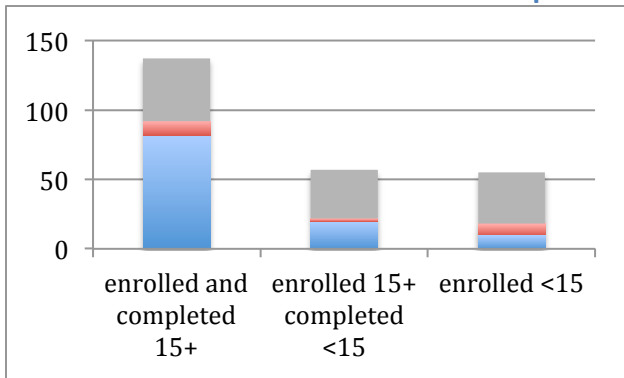
Develop and implement reporting tools for colleges to support targeted advising based on students' credit completion, GPA, and/or other identified milestones after each of first four semesters.	System institutional research office and Academic Deans Council	December 2018/ January 2019 for initial implementation
Create advising resource of all embedded and stand-alone certificate and associate degree options available across the system, to be used for possible redirection of at-risk students.	Academic Deans Council	Fall 2018
Implement common VSC framework for general education at the associate degree level in student degree program planning tools.	Registrars and Academic Deans Councils	Fall 2018-Spring 2019

# Vermont Tech

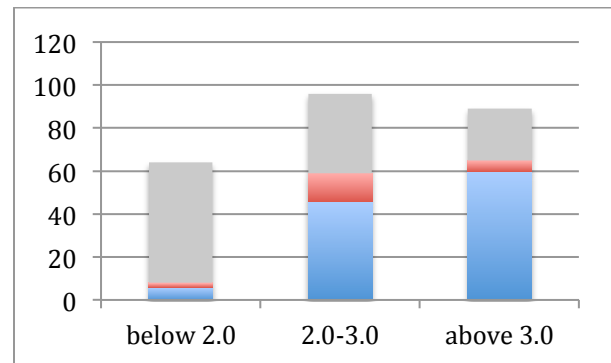


## A Closer Look at First-Time Full-Time Students

First-semester credits enrolled and completed



First-semester GPA



- Graduated with any level degree in 4 years
- Graduated with any level degree in 6 years
- Did not graduate with any degree at the college in 6 years