

TO: Education, Personnel, and Student Life Committee

Jim Masland, Chair
Karen Luneau, Vice Chair
Janette Bombardier
Megan Cluver
Ryan Cooney
Mary Moran

FROM: Yasmine Ziesler, Chief Academic Officer

RE: EPSL Meeting on October 29, 2020

DATE: October 26, 2020



The EPSL Committee of the Board of Trustees is scheduled to meet on Thursday, October 29th from 9:30am to 10:30am by Zoom.

The meeting will include regular business before the committee, including approval of programs up for review in the coming year under the board's [Policy 101](#) Program Review and Continuous Improvement Process (PReCIP). Given the substantial efforts by faculty this past spring to transition to remote delivery and the additional efforts anticipated through the summer, at EPSL's June 1, 2020 meeting the CAOs recommended a temporary pause of program assessment work until the fall semester was fully underway. That work will now be resuming with a limited number of final program self-study reports to be reviewed for the 2020 cycle and a streamlined self-study process for selected programs for the 2021 cycle. A status report on 2020 cycle programs and a list of programs to be reviewed in the 2021 cycle is attached in the materials.

The other action item before EPSL is approval of proposed revisions to [Policy 208](#) on Criminal Background Checks. The remainder of the meeting will be devoted to the committee's discussion of plans to be presented by Presidents Collins and Spiro to address low-enrolled and duplicative academic programs.

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

Thank you.

Cc: VSC Board of Trustees
Council of Presidents
Chief Academic Officers
Student Affairs Council

HR Council

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

October 29, 2020

AGENDA

1. Call to order
2. Approval of June 1, 2020 Meeting Minutes
3. Policy 101 “PReCIP” Program Reviews
 - a. Status update for 2020 programs
 - b. Approval of 2021 Review Cycle plans
4. Approval of revisions to Policy 208 Criminal Background Checks
5. Report of plans to address low-enrolled programs at Northern Vermont University and Castleton
6. Other business
7. Comments from the public

MATERIALS

1. June 1, 2020 minutes
2. Policy 101 “PReCIP” Programs for 2020 and 2021
3. Policy 208 Criminal Background Checks
4. Summary of Proposed Actions on Low-Enrolled Programs at Castleton and Northern Vermont University

Minutes of the VSCS Board of Trustees Education, Personnel, and Student Life Committee informational meeting held Monday June 1, 2020 at 11:10 a.m. via Zoom - UNAPPROVED

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

The VSCS Board of Trustees Education, Personnel, and Student Life Committee met on Monday, June 1, 2020 via Zoom.

Committee Members present: Jim Masland (Chair), Karen Luneau (Vice Chair), Janette Bombardier (11:27 am), Megan Cluver, Ryan Cooney, Peg Flory

Other Trustees Present: Lynn Dickinson, Church Hindes, David Silverman

Presidents: Elaine Collins, Joyce Judy, Pat Moulton, Jonathan Spiro (Interim)

Chancellor's Office Staff: Donny Bazluke, Network/Security Analyst
Todd Daloz, Interim General Counsel
Jen Porrier, Administrative Director
Meg Walz, Program Manager, Library Coordinator
Sophie Zdatny, Interim Chancellor
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Nolan Atkins, Provost, Northern Vermont University
Sarah Chambers, Coordinator of Instructional Technology, Castleton University
Jonathan Davis, Dean of Students, Northern Vermont University
Jason Enser, Dean of Student Affairs, Vermont Technical College
Michael Fox, Dean of Enrollment & Marketing, Northern Vermont University
Ana Gaillat, Academic Dean, Vermont Technical College
Kate Gold, Chapter Chair, VSCUP, Northern Vermont University
Laura Jakubowski, Chief Budget & Finance Officer, Castleton University
Karen Madden, Director of Academic Support Services, Northern Vermont University
Sandra Noyes, President, VSC Staff Federation, Northern Vermont University
Linda Olson, VP Education AFT-VT, Castleton University
Maurice Ouimet, Dean of Enrollment, Castleton University
Dennis Proulx, Dean of Students, Castleton University
Michael Stevens, Director of Facilities, Northern Vermont

University
Debby Stewart, Academic Dean, Community College of Vermont
Beth Walsh, President, VSCUP, Northern Vermont
University

1. Call to Order

Chair Masland called the meeting to order at 11:18 a.m.

2. Approval of February 3, 2020 and December 2, 2019 Meeting Minutes

Trustee Flory moved and Trustee Luneau seconded the approval of the February 3, 2020 and December 2, 2019 minutes. The minutes were approved unanimously.

3. Report on Policy 101 “PreCIP” program reviews for 2019 and status update for 2020

Chief Academic Officer Yasmine Ziesler provided a review of Policy 101 describing it as a continuous improvement process for all VSC academic programs. This year the VSC invited an external evaluator, Dr. Mamta Saxena, to provide feedback on the assessment plans. Based on the feedback and recommendations from the evaluator, the Chief Academic Officers group began planning to make further revisions to the report guidelines and to retain the services of Dr. Saxena to provide feedback on the 2020 cycle of program reports as well as prospective training for the 2021 cycle. While work has been paused due to the focusing of efforts on responses to the pandemic, Dr. Ziesler plans to share an updated plan for the 2020 and 2021 cycles with EPSL in the fall.

4. Report on Policy 109 Program Enrollment and Cost Effectiveness Reviews

Dr. Ziesler explained that this Policy governs how the colleges review enrollments in their academic programs and how that affects their decisions around staffing and program design configuration, which were identified in the notes attached to the report in the materials packet.

5. VSC Faculty Fellow Nomination

Northern Vermont University President Elaine Collins shared that Dr. Greg Petrics, VSC Faculty Fellow nominee, is a faculty member who is truly enthusiastic about his mathematics discipline. He uses technology in a creative way to enhance the student experience and creates and designs his own materials for inclusive instruction. Dr. Ziesler noted that the rapid changes brought about by COVID-19 delayed the nomination of a second faculty fellow, which is provided for in the Faculty Contract. She anticipated bringing another candidate before the Committee in the fall for a spring fellowship.

Trustee Flory moved and Trustee Cluver seconded the motion to recommend to the Board the approval of Dr. Greg Petrics as VSCS Faculty Fellow. The motion was approved unanimously.

6. Approval of Classroom Recording Policy

Dr. Ziesler explained that this policy has been under development since January, and now, in response to increased need for video-recording for Fall 2020, the System is preparing to adopt new software that will integrate with our learning management system (Canvas) and provide editing, close-captioning, cloud-based storage, and access control functionality. The purpose of the policy is to define appropriate procedures for capturing, sharing, and protecting classroom recordings. Interim General Counsel Todd Daloz reiterated that the Board may need to amend this policy in the future as this software rolls out and we gain more experience with classroom recording. He added that the format of the draft policy will be updated before the Board reviews the final draft.

Trustee Luneau moved and Trustee Masland seconded the motion to recommend Policy 667-1 for approval by the Board of Trustees. The motion was approved unanimously.

7. COVID-19 response update and planning for fall, including possible Executive Session

Dr. Ziesler introduced Vermont Technical College Dean of Students Jason Enser who shared that Vermont Tech has established a reopening task force creating a plan to safely reopen campus in fall 2020. Member institutions are considering and planning for different iterations of program delivery for the fall. The VSC is in regular communication with other institutions and the Governor's office.

Castleton University Dean of Students Dennis Proulx shared that CU is planning to hold summer conferences with residential participants, per the latest state guidelines, and will use that experience to help plan for the students' return in fall. Northern Vermont University Dean of Students Jonathan Davis stated that NVU is asking students to come prepared with a personal evacuation plan that they agree to adhere to in the event decisions need to be made due to a spike in cases of COVID-19. NVU will also likely be hosting two residential summer camps later in the summer.

Community College of Vermont President Joyce Judy shared that CCV will providing an extensive variety of classes this fall both "on ground" and remotely. Each institution is discussing many different options for instruction and residential life and will continue to do so as the summer progresses and the Deans get guidance from the Department of Health and the Governor's Office. Board Chair Church Hindes requested an additional update on COVID-19 planning at the next scheduled board meeting in June.

8. Update on anticipated policy and procedural changes in response to Title IX regulations changes

Mr. Daloz shared that he anticipates bringing forward changes to Policies 311 and possibly 311A, with the assistance of outside counsel, in early August to ensure that VSC is compliant with the new Title IX regulations which go into effect August 14, 2020.

9. Other Business

There was no other business.

10. Comments from the public

There were no comments from the public.

Chair Masland adjourned the meeting at 12:30 p.m.

UNAPPROVED

VSC PReCIP 2020
PROGRAMS UNDER REVIEW
October 2020 Program Review Status Update

Engineering Technology: All programs externally accredited and exempt from PReCIP review.

VTC: AAS Architectural Engineering Technology*
AE Civil & Environmental Technology*
AE Electrical Engineering Technology (2-year)*
AE Electrical Engineering Technology (3-year)*
AE Mechanical Engineering Technology (2-year)*
AE Mechanical Engineering Technology (3-year)*
BS Architectural & Building Engineering Technology*
BS Electromechanical Engineering Technology*
BS Electrical Engineering Technology*

Fine Arts: All program reviews suspended.

CU: BA Art
NVU-J: BA Art
BA and BFA Media Arts
BFA Studio Art
MFA Studio Art
AA/BFA Fine Woodworking and Furniture Design
NVU-L: BFA Animation/Illustration
AA/BA/BFA Graphic Design (formerly Visual Communications)
AA Visual Arts

General Education Learning outcomes and assessment strategies for all programs to be reviewed as part of development of single system general education program core.

All institutions, including VSC graduation standards as implemented at each

Liberal and General Studies

CCV: AA Liberal Studies Program self-study completed and pending final review.
CU: AA General Studies
NVU-J and -OL: BA Interdisciplinary Studies Program self-study completed and pending final review.
NVU-OL: BA Professional Studies
NVU-J: AA General Studies Program self-study completed and pending final review.
NVU-L: AA General Studies
BA Liberal Studies
MA Liberal Studies

Music, Performing Arts and Theater All program reviews suspended except as noted.

CU: BA Music Program self-study completed and pending final review.
BA Music Education*
MA Music Education*
BA Theater Arts Program self-study completed and pending final review.
NVU-J: AA Technical Theater
BA Music
BA Music Education*
BA Theater & Drama
BA Musical Theater
NVU-L: AS/BS Music Business & Industry

Philosophy

CU: BA Philosophy Program recommended for closure under Policy 109.

10/26/2020

VSC PreCIP

2021 Review Cycle

Selected Programs for Review

*Note: all programs identified with an asterisk are externally accredited.

Allied Health

VTC BS Dental Hygiene*

VTC AS Respiratory Therapy*

Business Review all programs

CCV AS Professional Studies

CCV AS Accounting

CCV AS Business

CU: AS Business Administration, BS

Business (Admin, Management, Marketing)

CU: BS Resort & Hospitality Management

CU: MBA

NVU: AS & BS Business Administration,

BS Accounting

VTC Business: AS & BS Business, BS

Applied Business Management, AS & BS

Entrepreneurship

Education Review highlighted programs

CCV AA Early Childhood Education

CU BS Health Education*

CU BS Multidisciplinary Studies*

CU Elementary Education Licensure*

CU Elementary Education Licensure:

Special Education*

CU Secondary Education Licensure*

CU MS Athletic Leadership

CU MA Education: Curriculum &
Instruction/Applied Behavioral Analysis*

CU MA Education: Curriculum &
Instruction*

CU MA Education: Special Education*

CU MA Education: Mathematics*

CU MA Educational Leadership*

CU MA Music Education*

JSC BA Childhood Education*

JSC BA Teacher Licensure endorsements*

JSC BS Health Sciences, Physical Education
track*

JSC MA Education*

LSC AS Special Education*

LSC BS Elementary Education

LSC MEd Education

Health sciences, exercise science, and sports medicine Review all programs except *

CU BS Health Science

CU BS Exercise Science

JSC BS Health Sciences

LSC BS Exercise Science*

LSC BS Sports Leadership

Mathematics Postpone reviews

CU BA Mathematics

JSC BS Mathematics

LSC BA Mathematics

Nursing

CU BS Nursing*

CU RN to BS Nursing*

VTC BSN Nursing*

VTC ADN, RN Nursing*



Manual of Policy and Procedures

Title	Number	Page
CRIMINAL BACKGROUND CHECK POLICY	208	1 of 2
	Date	11/16/2020

Deleted: 7/29/16

PURPOSE

It is the purpose of this policy to require criminal background checks on all new full-time employees and certain part-time employees to protect vulnerable persons and others who work for, enroll in, or attend programs through the Vermont State Colleges and to protect the integrity of the Vermont State Colleges financial operations.

POLICY

The Chancellor shall develop procedures to implement a system of criminal background checks that at minimum addresses the following:

A. Uniform Employment Applications

A uniform employment application shall be used for the Chancellor's office and each member College. It shall not inquire into an applicant's criminal record history. The form shall specify that providing false information on the form is grounds for immediate termination. The Chancellor's Office and the member Colleges may inquire about a prospective employee's criminal history record during an interview or once the prospective employee has been deemed otherwise qualified for the position.

B. Persons Covered

To the extent permitted by law, criminal background checks, including but not limited to those provided by online services, shall be conducted on all persons to whom an offer of full-time employment has been made. In addition, fingerprint-supported criminal background checks may be conducted on all persons, including student employees, to whom an offer of employment has been made where the terms and conditions of employment contemplate regular access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated. Existing employees who seek different employment within the Vermont State Colleges system need not undergo new criminal background checks if one had been performed

Deleted: fingerprint-supported

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Deleted: part-time

upon initial hiring or thereafter. However, the results of the prior check may be weighed by the hiring authority if relevant and material to the position under consideration. For existing employees who have not undergone any prior criminal background check within the Vermont State Colleges system, one must be performed if the employee is offered a new position that would otherwise require such a check (e.g. moving from a part-time to a full-time job, moving from a part-time job in the financial aid office to a part-time job in a day care center or residence hall).

C. Processing of Criminal Background Checks

Processing of criminal background checks shall be performed at each member College through its own hiring officials.

D. Conditional Offers of Employment

Due to the length of time necessary to process criminal background checks, applicants for employment who are subject to such checks under this policy shall be offered employment, and be permitted to be employed, conditioned upon the subsequent results not revealing any disqualifying criminal history.

E. Disqualifying Criminal Record History

The hiring authority at the Chancellor's office and at each member College shall make an individualized determination of whether a conditional employee's criminal record history warrants a revocation of the offer of employment. The decision shall weigh the severity of the criminal offense, the relationship between the offense and the duties of the position in question, the age of the offender at the time of the offense, the remoteness in time of the offense, and evidence of remorse and rehabilitation. However, in each employment matter where the criminal background check reveals the existence of a criminal record, the Chancellor and General Counsel shall be notified before any final employment decision is made.

F. Costs of the Criminal Background Checks

The applicants for employment shall pay the costs of the criminal background checks. However, in the case of hiring for the Chancellor's office, the Chancellor or designee, and in the case of a member College, the President or designee, may agree to cover the costs of the check in cases of demonstrated hardship.

G. Confidentiality of Criminal Background Check Information

Information obtained in the context of criminal background checks shall be kept confidential in accordance with any applicable state or federal law and in accordance with any user agreement entered into between the Vermont State Colleges and the Vermont Crime Information Center.

H. Time-sensitive Background Checks

Notwithstanding the above provisions, the member Colleges are permitted to use an online service to perform an expedited background check, without fingerprints, at the member College's expense, when a time-sensitive background check needs to be performed on persons, such as camp counselors and volunteers, who have access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated and there is insufficient time in which to obtain a fingerprint supported background check. A person undergoing an expedited background check under this provision shall not be considered an "existing employee" and shall not, therefore, be exempted from undergoing a fingerprint-supported background check as set forth in Section B.

- I. Any activity or expense related to federal grants or contracts must comply with 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in addition to the provisions above. The above shall be read to be consistent with federal requirements and to the extent any inconsistencies appear, the federal requirements shall prevail.

Signed by: ~~Sophie Zdatny,~~
Chancellor

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Date	Version	Revision	Approved By
04/202006	1.0	Adopted	VSCS Board of Trustees
07/21/2010	2.0	Updated	VSCS Board of Trustees
07/29/2016	3.0	Updated	VSCS Board of Trustees
11/16/2020	3.0	Updated (proposed)	VSCS Board of Trustees

Update to EPSL on Low-Enrolled Programs at Castleton and NVU 10-29-2020

Castleton Policy-109 Identified Programs and Proposed Actions:

Degree	Title	Proposed Action	Comment	Degrees, Minors, Concentrations to be closed
Masters	Accounting	Teach out and close	Changed to a concentration in the MBA	MS in Accounting
Bachelors	Philosophy	Teach out and close	Retain a target of 4 courses per semester to service other majors, general education, and electives.	BA.PHI PHI minor
Bachelors	Nursing: RN to BSN	Teach out and close	Collaborating with VTC to address this niche	BS.NUR.RN
Bachelors	Spanish for Business	Teach out and close	Explore offering/accessing Spanish language instruction online VSC-wide.	BA.SPA,BUS
Bachelors	Spanish Language and Literature	Teach out and close	Explore offering/accessing Spanish language instruction online VSC-wide.	BA.SPA SPA Minor
Bachelors	Economics: major by contract	Teach out and close	Retain Micro and Macro Economics courses (ECO 2040 & 2050) in the schedule to service the Business major.	BA.SSC.ECO ECO minor
Bachelors	Geology	Teach out and close	Teach out is in process.	BS.GEY
Bachelors	Geography: major by contract	Teach out and close	Eliminate 1-2 courses per year from the schedule; the remaining courses support other majors and teacher licensure programs.	BA.SSC.GEO GEO minor
Bachelors	Women and Gender Studies	Teach out and close		BA.WGS WGS minor

NVU Policy 109-Identified Programs and Proposed Actions:

Music Education	J	Teach out and close
Sustainability Studies	L	Teach out and close
Biology	J	Teach out and close
Journalism	J	Teach out and close

Broadcast and Digital Journalism	L	<ol style="list-style-type: none"> 1. Transition portions of this program to the new Digital Communication program 2. Share courses with the CU Media and Communications program
Cinema Production	L	<ol style="list-style-type: none"> 1. Transition portions of this program to the new Digital Communication program 2. Share courses with the CU Media and Communications program

NVU Policy 109-Identified Programs Proposed for Collaborations and Exploration with CU, with update on plans to EPSL in February:

Program	Campus
Accounting	J and L
English	J and L
Environmental Science	J and L
Math	J and L
Global Studies	L
Anthropology and Sociology	J
History	J
Political Science	J