

**TO:** Education, Personnel, and Student Life Committee  
Megan Cluver, Chair  
Karen Luneau, Vice Chair  
Janette Bombardier  
Ryan Cooney  
Dylan Giambatista  
Shirley Jefferson  
Mary Moran

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



**RE:** EPSL Meeting on December 6, 2021

**DATE:** December 1, 2021

The EPSL Committee of the Board of Trustees is scheduled to meet on Monday, December 6th from 10:30am to 12:00pm by Zoom.

The agenda includes one item for action: a request from Northern Vermont University to relinquish the FCC licenses for its two campus radio stations. A similar request was brought to the committee by Castleton in [January of 2019](#) and ultimately [approved by the Board](#).

Also on the agenda is a brief presentation led by Provost Nolan Atkins on the Learning and Working Committee Program. Continuing its focused oversight of academic transformation work, the committee will receive an update on the work of the student experience and academic operations teams and review next steps for faculty governance review of the optimized program array.

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**

**December 6<sup>th</sup>, 2021**

**AGENDA**

1. Call to order
2. Approval of October 15th, 2021 meeting minutes
3. Presentation on NVU Learning and Working Community program
4. Relinquishment of Northern Vermont University FCC licenses
5. Update on Student Experience and Academic Operations Transformation Projects
6. Next steps for curriculum development and governance review of optimized program array
7. Comments from the public

**MATERIALS**

1. October 15th, 2021 minutes
2. Student Experience and Academic Operations Transformation Projects Update

## MEETING MATERIALS

Item 1:           October 15, 2021 Meeting Minutes

Item 2:           Student Experience & Academic Operations Transformation Projects Update

ITEM 1:  
October 15, 2021 Meeting Minutes

**Minutes of the VSCS Board of Trustees' Education, Personnel, and Student Life Committee hybrid meeting held Friday October 15, 2021 at 1:00 p.m. via Zoom and at the Office of the Chancellor, 575 Stone Cutters Way, Montpelier - 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 Friday, October 15, 2021 via Zoom.

Committee Members present: Megan Cluver (Chair), Karen Luneau (Vice Chair), Ryan Cooney, Dylan Giambatista, Shirley Jefferson, Mary Moran

Absent: Janette Bombardier

Other Trustees Present: Lynn Dickinson

Presidents: Joyce Judy, John Mills, Pat Moulton, Jonathan Spiro

Chancellor's Office Staff: Donny Bazluke, Network/Security Analyst  
Kellie Campbell, Chief Information Officer  
Wilson Garland, Director of Transformation  
Katherine Levasseur, Director of Governmental & External Relations  
Katrina Meigs, System Director of HR & Benefits Administration  
Jen Porrier, Administrative Director  
Kathryn Santiago, Assistant General Counsel & System Investigator  
Sharron Scott, Chief Financial/Operating Officer  
Patty Turley, General Counsel  
Meg Walz, Director, Project Management  
Sophie Zdatny, Chancellor  
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Mary Brodsky, Executive Director Human Resources, Diversity, Equity, and Inclusion, Community College of Vermont  
Sarah Chambers, Coordinator of Instructional Technology, Castleton University  
Ana Gaillat, Dean of Academic Affairs, Vermont Technical College  
Tom Mauhs-Pugh, Provost, Castleton University  
Beth Walsh, President, VSCUP, Northern Vermont University

1. Call to Order

Chair Cluver called the meeting to order at 1:01 p.m.

2. Approval of August 19, 2021 Meeting Minutes

**Trustee Cooney moved and Trustee Moran seconded the motion to approve the August 19, 2021 meeting minutes. The motion was approved unanimously.**

3. Chancellor's Update

Chancellor Zdatny shared an update with the Committee surrounding the ongoing work with transformation, including the launch of the fourth project team, the establishment of the name for the new university, the continuing work on the program array and continued work on the mission and vision. Looking ahead there will be work on branding identity, continued work on mission and vision, and further work on the program array.

4. COVID-19 update

General Counsel Patty Turley shared that the VSC anticipates being covered by the imminent OSHA rules implementing the President's federal vaccine mandate for private employers with more than 100 employees. The mandate will be applicable to VSC employees via Vermont's Occupational Safety and Health Administration. Final details should be available soon. It is anticipated the mandate will require all VSC employees to be vaccinated (including employees working remotely) and those with approved religious and medical exemptions will be required to test weekly. System Director of HR and Benefits Katrina Meigs discussed the work being done in preparation for the anticipated mandate, and the complexities of creating tracking mechanisms for collecting the proof of vaccinations, testing results, and exemption records for employees.

President Joyce Judy advised the Committee that students attending the Community College of Vermont for on-the-ground classes in the Spring 2022 semester will be required to be vaccinated or have an approved health or religious exemption.

5. Program array optimization update

Chief Academic Officer Yasmine Ziesler presented an update on the Academic Program Portfolio, which can be found [here](#) on pages 18-25. The current status shows 69 programs have met the optimization goals and 22 programs remain pending. The committee discussed the status and outstanding issues for each of the pending programs.

6. Other Business

There was no other business.

7. Comments from the public

Beth Walsh asked whether CCV faculty and staff would be covered by the pending federal vaccine mandate. CCV President Joyce Judy confirmed that, as the Vermont State Colleges is a single employer, this would include CCV. Ms. Walsh then [raised concerns](#) relating to the rate of pay being offered to non-bargaining unit NVU Online instructors, alleging that the failure to compensate these employees at the same legacy rate as bargaining unit members is a violation of VSC Policy 206, *Teaching Assignments for Administrative Personnel*.

Chair Cluver adjourned the meeting at 2:10 p.m.

UNAPPROVED

ITEM 2:  
Student Experience & Academic Operations Transformation Projects  
Update



# Academic Operations & Student Experience Transformation Projects

Education, Personnel, and Student Life Committee  
December 6, 2021

# Discovery Stage

*What is our evidence for what is currently working and what's not?*

*What are best practices within the VSC and nationally?*

*What design principles align with Vermont State University's mission and vision?*

<b>Student Experience</b>	<b>Academic Operations</b>
Admissions/Enrollment Marketing Operations Financial Aid Registrar Student/Residence Life Athletics	Academic Programs Advising Libraries Career Services Teaching & Learning Innovation General Education

# Strategic Questions from Discovery

***What is our definition of campus and location?***

***What students are we designing our projects/activities to serve?***

***Which projects do we prioritize for launch to ensure we are delivering on the promise of Vermont State University's mission from day 1?***

# Sample Design Principles: *Advising*

Deliver “**Student First**” services that are consistent, accessible, and equitable to all student populations regardless of location or learning modality.

Use a consistent advising syllabus focused on “**Purpose First**” goal-setting and degree planning with defined student learning outcomes for items such as relationships, goals, and engagement.

Employ a “**Digital First**” approach to academic forms, and other processes related to advising.

Design transformational advising interactions to foster **meaningful professional relationships** (such as career exploration, academic pursuits, etc.).

Design transactional advising processes that will have **student self-sufficiency** as a driving principle (how to monitor progress, use technology, complete forms, etc.).

# Sample Design Principles: *Admissions, Registrar, Fin. Aid*

Admissions events (campus and virtual) tied to mission/vision and enrollment goals.

Student academic records should...support other connected student support systems.

“One stop” communication strategy should carry over to digital environments.

Forms must be uniform, digitized, and mobile friendly.

To support student course planning and registration, we strongly recommend moving to a simplified term structure and that the course schedule building process move from a term-to-term activity to one that supports increased planning and analysis.

# High-Priority Academic Operations Projects

## **VSU Common Course Schedule Time Block**

Proposal sent to all faculty assemblies with request for approval vote at December meetings.

## **VSU Academic Organization Structure** *(schools-departments-programs)*

First draft proposal based on Labor Task Force work sent to all faculty assemblies for December meetings with request for feedback.

## **Program Array *and* VSU General Education**

Planning for Spring and Summer work being finalized by faculty assembly and curriculum committee leaders.

# Program Array Next Steps

## Discovery: Optimization

By Feb. 1 for most “yellow” programs: complete optimization

(singular programs and courses, new delivery modalities, applied learning)

By May 1 for all optimized programs: admissions-level info confirmed by all faculty

## Final Design Details & Faculty Governance Review

VSU Degree Programs  
VSU General Education

## For VSU Launch:

4-year Degree Maps  
Catalog & Policies  
2023-24 Course Schedule  
Course Syllabi/Outlines  
Instructional Design for Delivery Modalities

# Academic Program Array Timeline Goals

## **By beginning of Spring 2022 semester:**

Finalize plan for review of optimized program summaries by all faculty with interest in each program across all institutions.

## **By end of Spring 2022 semester:**

All optimized programs to be confirmed by faculty for admissions and marketing.  
Faculty governance review of VSU General Education vision and draft design.

## **By end of Summer 2022:**

Programs complete all curriculum design details needed for governance review and catalog.  
VSU General Education curriculum design completed.

## **By end of Fall 2022:**

Complete faculty governance review of all programs with full details.  
Complete faculty governance review of VSU General Education program.