COMMUNITY COLLEGE OF VERMONT
VERMONT STATE UNIVERSITY

VERMONT
— STATE COLLEGES SYSTEM —

OFFICE OF THE CHANCELLOR
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TO: Education, Personnel, and Student Life Committee
Megan Cluver, Chair
Karen Luneau, Vice Chair
Betsey Bloomer
Janette Bombardier
Shirley Jefferson
Jim Masland
Perry Ragouzis

FROM: Yasmine Ziesler, Special Assistant to the Chancellor

RE: EPSL Meeting on May 20, 2024

DATE: May 16, 2024

The EPSL Committee of the Board of Trustees is scheduled to meet on Monday, May 20th at 1:00 pm by Zoom.

I.   General information for EPSL committee meetings

The EPSL committee has seven members. The quorum to start the meeting and to take any action is four members of the committee.

Please do not abstain from voting on minutes, even if you missed the meeting. You should review the draft minutes and may rely on those who were present to speak out about any inaccuracies or corrections. Our recommendation is that you should exercise your vote, even if you were not present. A vote to approve the minutes is *not* an indication that you were an eyewitness, but rather indicates your confidence in the process that produced the minutes. Robert's Rules of Order Newly Revised, 12th edition says:

> *It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval.* 41:11.

If you abstain from voting on minutes, it may lead to a quorum problem.

II.   Overview of the agenda

Continuing the committee's focus on VTSU's efforts to develop the student experience, the committee will hear updates on VTSU's new student government model, student activities, and learning technologies.

<u>There is one action item</u>, approval of changes to Policy 101: Program Review and Continuous Improvement Process (PReCIP) as discussed during the March 11, 2024 meeting and outlined in the April 19th, 2024 advance memo to the committee and liaisons. The memo, redlined, and clean version of the proposed policy updates are all included in the materials packet.

The committee will also have an initial discussion of Policy 109: Annual Enrollment and Cost Effectiveness Review of Existing Academic Programs, including plans and timeline to establish new metrics specific to CCV and VTSU for the coming year.

The final, informational item on the agenda and in the materials packet is an update on the work to establish CCV-VTSU transfer pathways.

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

May 20th, 2024

AGENDA

1. Call to order
2. Comments from the public
3. Action item: approval of March 11, 2024 meeting minutes
4. VTSU student experience update: student government, student activities, and learning technologies
5. Action item: recommendation to approve updates to VSC Policy 101, Program Review & Continuous Improvement Process
6. Discussion item: VSC Policy 109, Annual Enrollment and Cost Effectiveness Review of Existing Academic Programs
7. Information item: CCV-VTSU Transfer Pathways
8. Other business

MATERIALS

1. March 11, 2024 Minutes
2. VTSU student activities update
3. VTSU learning technologies update
4. VSC Policy 101 advance memo and proposed revisions
5. VSC Policy 109 overview
6. CCV-VTSU Transfer Pathways

ITEM 1:

March 11, 2024 Minutes

Minutes of the VSCS Board of Trustees' Education, Personnel, and Student Life Committee meeting held Monday March 11, 2024 at 1:00 p.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, March 11, 2024 via Zoom.

Committee Members present: Megan Cluver (Chair), Betsy Bloomer, Shirley Jefferson, Jim Masland (1:27 p.m.), Perry Ragouzis

Absent: Janette Bombardier, Karen Luneau

Other Trustees present: Lynn Dickinson

Committee Liaisons: Janet Bennion, VTSU Faculty Liaison to EPSL Committee
Hilary Linehan, VTSU Staff Liaison to EPSL Committee
Katherine Penberthy, CCV Faculty Liaison to EPSL Committee
Erin Wetherell, CCV Staff Liaison to EPSL Committee

Presidents: David Bergh, Joyce Judy

Chancellor's Office Staff: Beth Mauch, Chancellor
Jen Porrier, Administrative Director
Yasmine Ziesler, Special Assistant to the Chancellor

Shared Services: Donny Bazluke, Network/Security Analyst
Kellie Campbell, Chief Information Officer
Sarah Chambers, Director of Learning Technologies
Wilson Garland, Director of Transformation Projects
Sarah Potter, Chief Human Resources Officer
Kathryn Santiago, Associate General Counsel
Sharron Scott, Chief Financial/Operations Officer
Patty Turley, General Counsel
Meg Walz, Director, Project Management

From the Colleges: Nolan Atkins, Provost, VTSU
Kelley Beckwith, Vice President of Student Success, VTSU
Mary Brodsky, Dean of People and Culture, CCV
Jennifer Jones, AVP of Academic Support & Educational Opportunity Programs, VTSU
Sara Kinerson, AVP of Advising & Career Development, VTSU
Debby Stewart, Dean of Academic Affairs, CCV

Sarah Truckle, Vice President of Business Operations, VTSU
Tiffany Walker, Senior Director of Workforce Education, CCV
Heather Weinstein, Dean of Strategic Initiatives & Student Affairs, CCV

1. Call to Order

Chair Cluver called the meeting to order at 1:03 p.m.

2. Comments from the Public

There were no comments from the public.

3. Approval of January 8, 2024 Meeting Minutes

Chair Cluver reminded the committee that Robert's Rules of Order, which guides parliamentary procedure in public meetings, does not necessitate the need to abstain from voting on minutes, even if the meeting was not attended personally, as this could lead to quorum issues.

Trustee Bloomer moved and Trustee Jefferson seconded the motion to approve the January 8, 2024 meeting minutes. The motion was approved unanimously.

4. CCV Student Success update

Heather Weinstein, CCV's Dean of Students, provided a focused update on student success efforts and student advancement data being tracked at CCV. That presentation can be found here on pages 10-21.

5. Development of VTSU student experience in career services, academic support, and advising

Chair Cluver asked Kelley Beckwith, VTSU VP for Student Success, to provide an update on the development of the VTSU student experience in the areas of career services, academic support, and advising, including action items based on student feedback. That presentation can be found here on pages 23-43.

6. Recommended updates to VSC Policy 101 (Program Review & Continuous Improvement Process)

Yasmine Ziesler, special assistant to the Chancellor, provided a preliminary overview of the anticipated updates to VSC Policy 101. Dr. Ziesler stated the goal is to bring a final revised policy for the committee's consideration and recommendation to the full board in May. These updates are recommended by the chief academic officers, given the new system configuration and continued work on CCV-VTSU transfer pathways and shared general education requirements. Dr. Ziesler reviewed the proposed updates, which can be found here on pages 45-54 and includes updated language reflecting the new system. The committee asked for a redlined version of VSC Policy 101 changes for review at the next meeting.

7. Workforce Development update

CCV Senior Director of Workforce Development, Tiffany Walker, provided an update on the most recent and anticipated future work on workforce development efforts at CCV. That presentation can be found here on pages 56-80.
VP of Business Operations at VTSU, Sarah Truckle, and Director of Transformation Projects, Wilson Garland, gave an overview of workforce development efforts at VTSU. That presentation can be found here on pages 81-92.

8. VSC Faculty Fellow nominations

Chair Cluver stated that the committee received recommendations for two faculty with significant accomplishments in teaching, scholarship, and service to serve as VSC Faculty Fellows for the upcoming year. They have been nominated and supported by their colleagues. Nomination materials and draft resolutions for Dr. Anne Slonaker and Dr. Michael Talbott can be found here on pages 94-103. VTSU President David Bergh reiterated the excellency of both candidates and outlined the commitment by Dr. Slonaker to the field of literacy studies that has helped informed programs at VTSU, and stated Dr. Talbott is an engaging and innovative instructor who has a leadership role in faculty governance.

Trustee Bloomer moved and Trustee Ragouzis seconded the motion to recommend to the Board the approval of the resolutions awarding VSC Faculty Fellowships to Dr. Anne Slonaker and Dr. Michael Talbott. The motion was approved unanimously.

9. Other Business

Chair Cluver inquired into the status of hiring for the VTSU nursing program. Provost Atkins shared that the search is active and ongoing. Candidates for the first round of interviews have been identified and those interviews will commence this week.

Chair Cluver adjourned the meeting at 3:06 p.m.

ITEM 2:

VTSU student activities update

Board of Trustees Education, Personnel & Student Life Committee
Kelley Beckwith, VP of Student Success
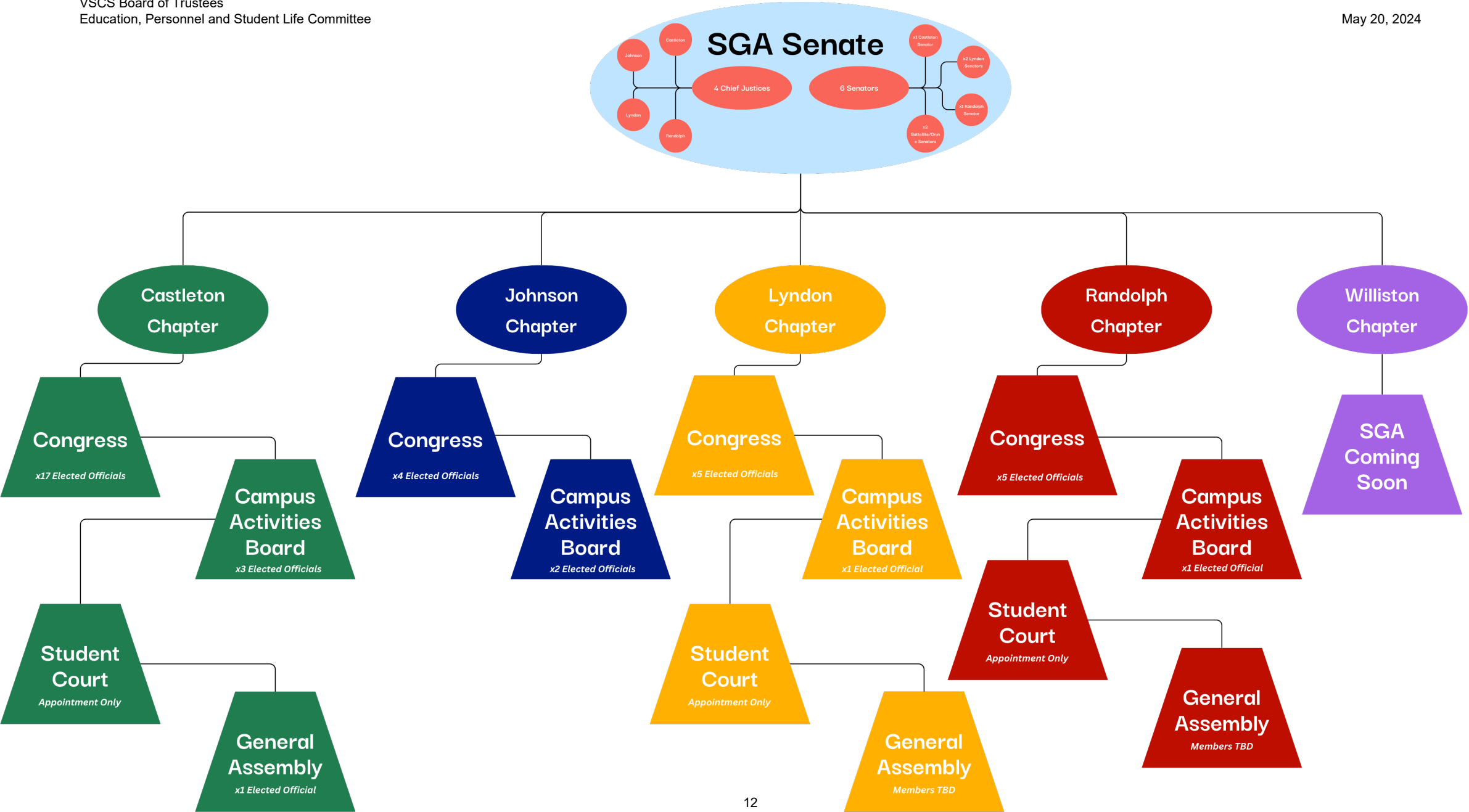**May 20, 2024**

Agenda

A. **Student Government Association**

     1. **VTSU SGA Constitution**
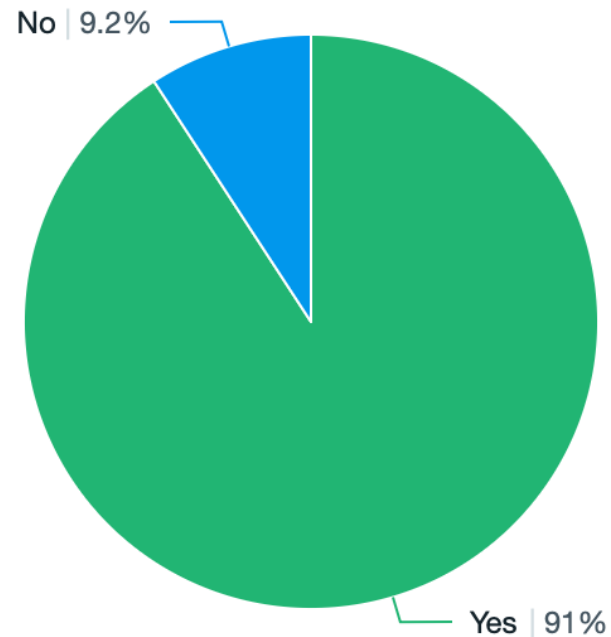
     2. **Spring Elections**

B. **Student Activities**

     1. **Campus Activities**

     2. **Student Clubs**

     3. **Student-Athlete Council**

     4. **Intramurals**

     5. **Club Sports**

Student Government Association

Vermont State University

Question to approve the new constitution

Shall the new SGA Constitution be adopted by the students of Vermont State University?

No | 9.2%

Yes | 91%

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Votes by VTSU Campus/Learning Site

Campus/Site	Percent of Votes	Percent of Spring 2024 Enrollment
Castleton	64.0	38.3
Johnson	15.0	9.4
Lyndon	10.0	8.1
Randolph	7.2	7.1
Satellite/Online	2.2	27.0
Williston	0.6	10.1

Student Activities

Vermont State University

CAMPUS ACTIVITIES

Campus	# of Programs/ Events	# of attendees
Castleton	35	4,500
Johnson	89	675
Lyndon	48	800
Randolph	120	2,682
Williston	25	350
VTSU	317	9,007

Johnson

Randolph

18

STUDENT CLUBS

Campus	# of Student Clubs
Castleton	58
Johnson	15
Lyndon	15
Randolph	25
Williston	10
VTSU	123

Castleton

Lyndon

STUDENT-ATHLETE COUNCIL

- Formed Spring 2024

- Two varsity student-athletes from each varsity program

- Monthly in-person meetings:
  o Identify local community/student-athlete initiatives on each campus
  o Share what is working and teammate accomplishments off the field
  o Discuss concerns

INTRAMURALS

Campus	# of Intramural Sports	# of participants
Castleton	3	90
Johnson	6	100
Lyndon	2	20
Randolph	5	80
VTSU	16	290

CLUB SPORTS

Campus	# of Club Sports	# of Participants
Castleton	14	275
Johnson	7	60
Lyndon	2	20
Randolph	2	25
VTSU	25	380

FitnessOnDemand™ is now available to all students, faculty, and staff, providing access to world-class fitness programming on-demand—regardless of location!

Hundreds of fitness classes using the iOS and Android apps are available
to fit various schedules and goals.

150+ community members signed up since April 15!

Questions?

Vermont State University

ITEM 3:

VTSU learning technologies update

BOARD OF TRUSTEES: EPSL

LEARNING TECHNOLOGIES STUDENT EXPERIENCE

DR. SARAH CHAMBERS, DIRECTOR OF LEARNING TECHNOLOGIES

JEN GARRETT-OSTERMILLER, DIRECTOR OF THE CENTER FOR TEACHING & LEARNING INNOVATION

MAY 20, 2024

Classroom Technology

Classroom Technology Improvements

Improving microphones

Touchscreen monitors

TV screens on wall – T3 grant

31

Classroom Technology Implications

- Better access for remote students.

- Better connection-building for faculty-students.

- Student devices bring more cameras into the classroom.

- Device equity and access.

Canvas Templates

Why Templates?

Consistency & predictability: sense of institutional belonging, reduced student anxiety, reduced extraneous cognitive load.

Digital accessibility.

Vermont State University

VTSU Canvas Template Pilot (2023)

80% of students in the pilot believed it would be helpful if most university courses used a similar Canvas design.

Vermont State University

General Template

Voluntary adoption.

Clean and simple for ease of use.

Allows for 100% academic freedom in content and assessment decisions.

VTSU Faculty - Canvas Template (Spring 2024)

May 20, 2024

Vermont State University

Course Description

[Enter the description of the course]

Helpful Resources

- Course Syllabus
- Contact Me
- Student Resources
- Class Question & Answer Board

Course Content

Week 1	Week 6
[enter brief topic title]	[enter brief topic title]
[enter dates here]	[enter dates here]
Week 2	Week 7
[enter brief topic title]	[enter brief topic title]

Week 1 - Introduction

Week 1

Overview

[Enter description of content being covered]

Learning Objectives

Upon completion of this weekly unit, you will:

- [Objective/Outcome #1]
- [Objective/Outcome #2]
- [Objective/Outcome #3]

Reading

- [Book-Chapters-Pages]
- [Book-Chapters-Pages]
- [Book-Chapters-Pages]

Other Resources

- [Website, Videos, Etc.]
- [Website, Videos, Etc.]
- [Website, Videos, Etc.]

Assignments

Please use the following link to access and review the requirements for this week's assessments: ASSIGNMENTS

Vermont State University

VTSU Online Template

Mandatory adoption for any faculty teaching under the Online contract.

More comprehensive than the general template, given the modality.

Canvas Templates: Observations & Implications

Students appreciate the layout and confirm the research about consistency.

Saves time when building new classes; takes extra time when rebuilding an existing class.

Instructional designer (through workforce grant) has been essential for online template adoption.

Vermont State University

Educational Apps

About Apps

Active learning can be enhanced by educational technology.

The pedagogical goals should drive the choice of tool.

The CTLI supports faculty with the "why" and IT Learning Technologies supports faculty with the "how."
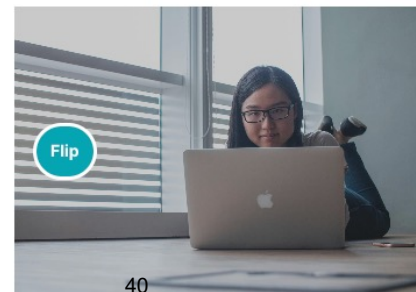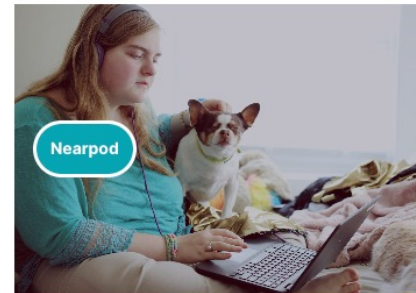
Educational Apps: Observations & Implications

Canvas-App integration increases functionality (e.g., passback to gradebook).

Limited licenses for paid tools are maxed out, demonstrating demand.

Some tools work well with Open Educational Resources (e.g., Perusall).

Vermont State University
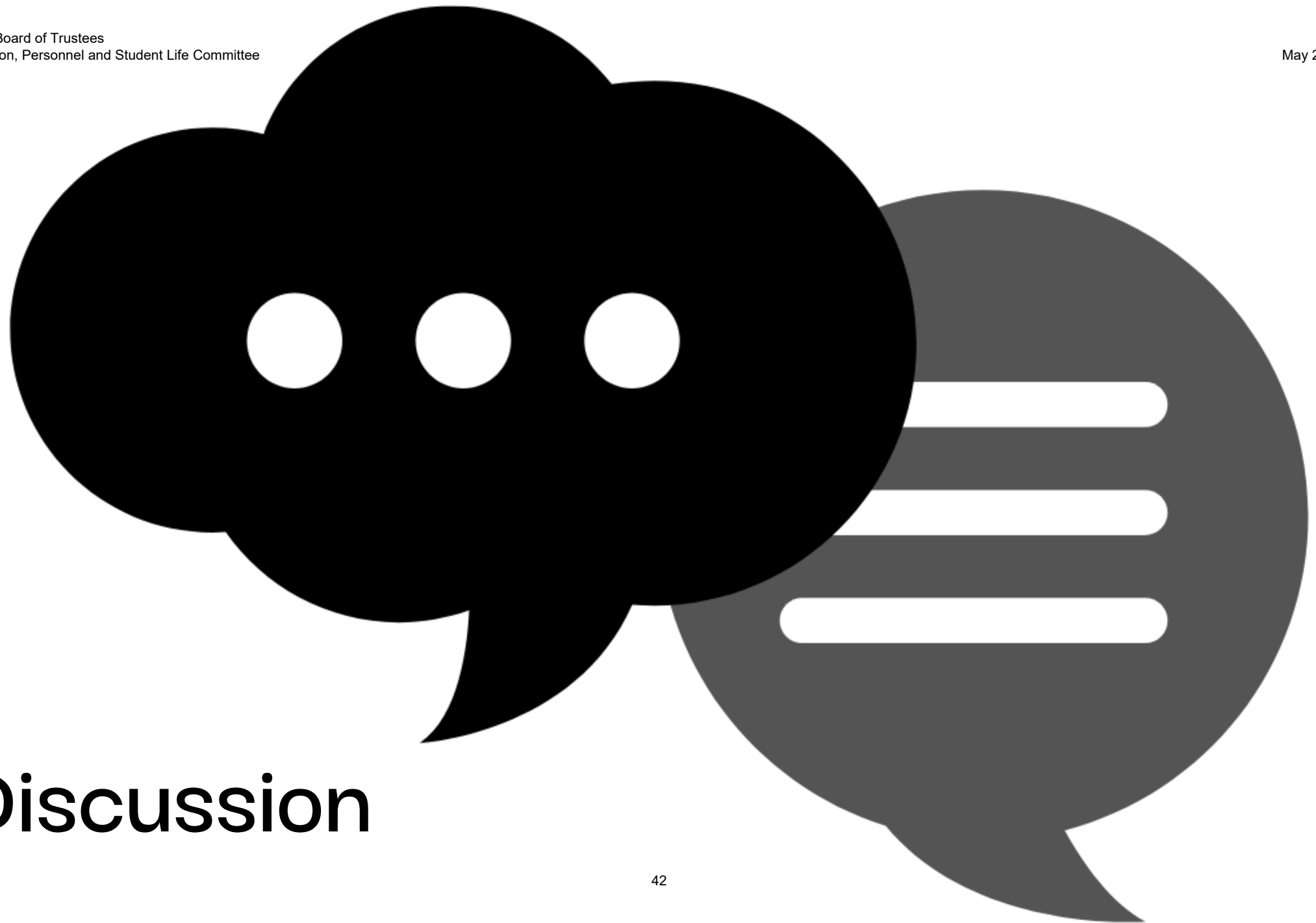
Discussion

ITEM 4:

VSC Policy 101 advance memo and proposed revisions

TO: Education, Personnel, and Student Life Committee
Megan Cluver, Chair
Karen Luneau, Vice Chair
Betsey Bloomer
Janette Bombardier
Shirley Jefferson
Jim Masland
Perry Ragouzis

FROM: Yasmine Ziesler, Special Assistant to the Chancellor

RE: VSC academic policies overview

DATE: April 19, 2024

As follow-up to the committee's March 11, 2024 discussion of updates to VSC Policy 101, this memo includes a brief overview of related VSC policies governing academic programs and a summary of the proposed updates to Policy 101 to be presented to EPSL for consideration at its upcoming May 20, 2024 meeting. As supplemental information, please see this recent article by Barbara Brittingham and James Page, **The Role of Governing Boards in Ensuring Educational Quality**, from the latest issue of AGB's *Trusteeship* magazine.

As Brittingham and Page note, "educational quality stands relative to mission." The VSC's mission, together with the specific missions of the Community College of Vermont and Vermont State University, provide the overall context for the VSC Board's policies and its evaluation of its programs. For your reference, these mission statements are as follows:

> *For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered, and accessible education, fully integrating professional, liberal, and career study, consistent with student aspirations and regional and state needs.*
> *https://www.vsc.edu/system-facts/mission-vision/*

> *The Community College of Vermont supports and challenges all students in meeting their educational goals through an abiding commitment to access, affordability, and student success. https://ccv.edu/about/learn-about-ccv/*

> *Vermont State University prepares all students for meaningful work and responsible citizenship by fostering their intellectual, personal, and creative growth in an accessible, caring, and inclusive community. As Vermont's regional public university, our technological, professional, and liberal arts programs engage with partners throughout Vermont and beyond to provide students with rich real-world learning while meeting the needs of our communities and the state. https://vermontstate.edu/about/mission-history-values/*

I.   Overview of VSC policies governing academic programs

There are three primary board policies guiding academic program oversight at the VSC.

Policy 101: Program Review and Continuous Improvement Process
Policy 101 defines board standards for high-quality programs and directs a process at the college and system level to ensure continuous quality improvement. This process results in recommendations for each program on a five-year cycle that are provided to EPSL for discussion. The policy identifies six standards, namely that programs:

1. assist in meeting regional, state, and/or student needs;
2. integrate liberal, professional, and career study;
3. maintain currency;
4. achieve defined student learning outcomes as demonstrated through valid and reliable assessment processes;
5. utilize effective strategies for continuous improvement; and
6. help students prepare for life after graduation.

Policy 102: Approval of New Degrees and Majors
Policy 102 directs a process for new program development that ensures alignment with the mission of the VSC, encourages system collaboration in planning, and supports flexible, nimble program development. EPSL reviews each new program proposal after it has undergone consultation and endorsement by the Chancellor and Council of Presidents and determines whether to recommend a new program proposal for board approval. The initial review process includes specific planning questions related to regional market needs, enrollment projections, impacts on existing enrollment and programs, alignment of curriculum and delivery models with the needs of target student populations, program fit and anticipated benefits to the institutional mission, and scope of investment and ongoing institutional commitment to sustain the program.[1]

Policy 109: Annual Enrollment and Cost Effectiveness Review
Policy 109 directs Presidents to review enrollment and cost data for all programs on an annual basis, and with the Chancellor to provide summary reports to EPSL, including information on any programs identified for closure. EPSL reviews these reports and determines whether to recommend any actions to the board. The existing policy contains a single definition of presumed minimum program size of 5 or more graduates and 25 or more enrolled students annually.

II.   Proposed updates to Policy 101 for EPSL review

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[1] For complete details, see the Policy 102 evaluation rubric at https://www.vsc.edu/wp-content/uploads/2019/07/Policy-102-System-Evaluation-Rubric-for-New-Programs.pdf.

As presented at the March 11, 2024 EPSL meeting,[2] the proposed updates to Policy 101 will keep the existing policy and process goals in place, including the current board standards for program quality, but streamline the policy's procedures consistent with past implementation in practice and the new context of a transformed system with two distinct institutions. There are two recommended substantive changes to the policy. The first change is to include Title IV-eligible certificate programs for review; under the existing policy, only associate, baccalaureate, and graduate degree programs are to be reviewed. The second change, which is reflected in step 5 under Schedule and Process for Review, is to specify a distinct template for the review of general education programs that incorporates assessment of the shared VSC general education categories and graduation standards.

An annotated draft of the proposed policy revisions for EPSL's consideration at the May 20, 2024 meeting is attached to this memo.

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

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[2] See https://www.vsc.edu/wp-content/uploads/2024/03/3-11-24-EPSL-materials-final.pdf pp. 45-52.

Manual of Policy and Procedures

Title	Number
PROGRAM REVIEW AND CONTINUOUS IMPROVEMENT PROCESS	**101**
	Date
	2/21/13

Purpose

Consistent with its mission, the Vermont State Colleges system (VSC) is dedicated to providing academic programs that are of high quality and remain current. Towards that end, the VSC Board of Trustees adopts this policy in order to ensure that VSC ~~colleges~~ institutions regularly engage in practices designed to foster the continuous improvement of programs. Through the procedures outlined in this policy, faculty involved in delivering VSC academic programs periodically, systematically, and collaboratively review evidence regarding their effectiveness in achieving desired student learning outcomes, and commit to making the changes needed to ensure continuous program improvement.

Thus the Board of Trustees charges the colleges with, and establishes guidelines for, the regular review and continuous improvement of academic programs. This policy applies to Title IV-eligible certificates, associate, baccalaureate, and graduate degree programs. Generally, four to six disciplines will be reviewed annually, establishing a five-year review cycle for all programs.

> **Commented [YZ1]:** This is a substantive addition to the policy to reflect expansion in certificate offerings.

In adopting this policy, the Board affirms that the responsibility for program improvement rests ultimately with the ~~college~~ institution President, who may at his/her discretion utilize additional procedures in order to improve the quality of one or more academic programs.

This policy is designed to complement Policy 109: Annual Enrollment Review.

Academic Program Review: Policy and Procedures

Standards

The VSC Board of Trustees has adopted the following standards for high-quality programs. The purpose of Academic Program Review will be to determine the extent to which degree programs:

1. assist in meeting regional, state, and/or student needs;
2. integrate liberal, professional, and career study;
3. maintain currency;
4. achieve defined student learning outcomes as demonstrated through valid and reliable assessment processes;
5. utilize effective strategies for continuous improvement; and
6. help students prepare for life after graduation.

Schedule and Process~~es~~ for Review

1. In ~~December~~ the spring of each year, the Council of Presidents (COP) will recommend to the Board of Trustees' Education, Personnel, and Student Life Committee (EPSL) the programs/disciplines to be reviewed during the following year, how these programs should be clustered for review, and the report template and data metrics to be used. COP or its

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designees will also provide an orientation for program report lead writers.

2. During the report-writing year, program report leads will assemble information; draft report and future 5-year improvement plan; gather feedback from program faculty and external partners; and finalize the PReCIP report for review by the institution Chief Academic Officer (CAO) and approval by the President.

3. In the fall following the completion of the report, the institution CAOs will work together to convene program cluster review committees to review reports. The VSC will assess programs clustered by discipline on a system-wide bases to determine (1) how well they meet the Board's standards for high-quality programs (listed above), (2) how the programs might be strengthened by specific improvement measures, and (3) if and how collaboration across colleges might benefit the programs and their students. New programs in their first three years are ordinarily exempt form review, although a president may choose to have new programs reviewed. Review committees will summarize the results and improvement recommendations to COP; COP will report the results of the process to EPSL.

4. Programs that are nationally accredited as well as those approved by the State of Vermont's Results Oriented Program Approval (ROPA) process are required, as a condition of continued accreditation, regularly to engage in program outcome assessment and continuous improvement processes. For this reason, these programs will be exempt from completing a separate PReCIP report in step 2 above. CAOs will direct program cluster review committees to include the self-studies and/or follow-up reports received from accrediting associations in their consideration and summary report to COP and EPSL.

5. General education programs will complete PReCIP reports following a specific template that incorporates assessment of shared VSC general education categories and graduation standards.

> **Commented [YZ2]:** This is a substantive addition to the policy which reflects the recent work to establish shared VSC general education categories and ongoing work by a joint CCV-VTSU working group.

6. Each year EPSL will review the summary results and recommendations from COP and report on its review to the Board.

7. Each year following completion of a PReCIP report, programs will implement annual activities per the approved continuous improvement plan. Records of and data collected through these activities will serve as the primary sources of information to be used for the preparation of the next 5-year PReCIP report.

Three Approaches to Review
The VSC Board of Trustees provides colleges and their programs three ways to meet the Board's standards for regular review and continuous improvement of academic programs. Option 1 involves preparing a program "self-study" document with ten specific components. Option 2 permits representatives of VSC programs in a given discipline cluster to work together to design a customized approach to the self-study. Option 3 is provided for programs that are nationally accredited or approved through Vermont's Results Oriented Program Approval (ROPA) process.

VSC will assess programs clustered by discipline on a system-wide basis to determine (1) how

> **Commented [ZYL3]:** The proposed "Schedule and Process" steps added above represents a streamlined version of the remainder of the existing policy below. The existing policy details three separate approaches, one of which has never been utilized (Option 2) since the policy was adopted, and one of which (Option 3) is incorporated above in paragraph 4.

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well they meet the Board's standards for high-quality programs (listed above), (2) how the programs might be strengthened by specific program improvement measures, and (3) if and how collaboration across colleges might benefit the programs and their students. New programs in their first three years are ordinarily exempt from review, although a president may choose to have new programs reviewed.

In the spring semester of the year when a program is scheduled for PReCIP review, the Academic Dean will meet with senior majors, using a structured interview protocol, and will prepare a written report of this interview, which shall be submitted to the program head and to the President.

Option 1 and Option 2: Preparatory phase
VSC requires all programs not formally accredited by a national accrediting association to participate periodically in one of the Academic Program Review processes detailed below.

1) In May of each year, normally in conjunction with the VSC Academic Retreat, faculty from programs scheduled for review in the following year will be invited to attend a special meeting to launch the Academic Program Review process. At this meeting:
   a) The VSC chief academic officer will explain:
      i) the Academic Program Review process, including the option to add custom-designed questions;
      ii) the recommended timeline and campus process for preparing a program self-study;
      iii) data that will be generated by VSC as well as those that are to be collected by the program/college; and
      iv) resources that are available to assist those involved in program review and program assessment processes.
   b) Programs in each cluster will determine whether they want to design a customized approach to the self-study. If all programs in a cluster choose to pursue the customized approach, representatives of those programs must collaboratively decide how they will organize to conduct this process and the deadlines they will set for their work. (See description of Option 2 starting on the bottom of page 3.)

   c) Each cluster of programs, meeting with the academic dean who has been assigned to chair the review committee for that cluster, will discuss and generate ideas for potential outside members of review committees.

Option 1: The standard system-wide review process
1) During the year of the review, each program shall prepare a self-study that contains the following components:
   a) a brief description of the program;
   b) an analysis of curricular coherence and currency as well as pedagogical development;
   c) an analysis of educational outcomes based on clearly defined student learning outcomes for the major and a comprehensive program assessment plan;
   d) a description of regular processes designed to ensure continuous improvement of the program;
   e) a description of the program's efforts to help prepare students for life after graduation;
   f) longitudinal enrollment, retention, and graduation data, and a description of strategies to

3

improve retention and graduation rates as well as, if appropriate, any plans to increase enrollment;
g) a review of job placement and/or continuing education trends among recent graduates;
h) commentary on the Academic Dean's report of his/her meeting with senior majors;
i) an analysis of program strengths and weaknesses; and
j) a plan that details program improvement strategies and any other anticipated changes.

2. By June 30th, the Presidents shall submit to the Chancellor the self-study that has been prepared for each program under Option 1 review.

3. By June 30th, the Council of Academic Deans (CAD) will establish committees to review the program self-studies. Generally, each committee will consist of five to eight individuals, including VSC faculty and administrators and at least two members external to the VSC.

4. Before September 30th, each committee will meet to review self-studies and by November 1st, submit an analysis of the self-studies to the Chancellor, college Presidents, and program heads. These reports will include recommendations for strengthening programs and any recommendations for program collaboration across colleges.

5. A program may comment on the review committee report in writing to the Chancellor.

6. Prior to the December EPSL meeting, COP will review all committee reports, along with any written comments submitted by programs. At this time, COP will also prepare a brief written response to the program committee report regarding how successfully programs under review employ continuous improvement strategies to meet the Board of Trustees' standards for high quality programs, as well as how these continuous improvement strategies meet the specific college's needs, and inter-program collaboration.

At the December EPS Committee meeting, the CAD, COP and EPSL Committee members will discuss the continuous improvement strategies recommended for the programs under review. EPSL Committee members will acknowledge the reports and written responses of COP and will submit them to the Board of Trustees.

Commented [ZYL4]: Note: detailed requirements for the self-study will be established annually via the report template (see paragraph 1. under "**Schedule and Process for Review** above).

Commented [ZYL5]: Note: VSC-external perspectives (e.g. from employers and faculty directing competitor programs) will also be included in self-studies per the directions in the report template established annually by COP.

4

Option 2: Self-designed review process
Programs pursuing Option 2 must by November 1st, collectively submit to CAD a plan that specifies how, through a customized process and report template, each program in the cluster will be reviewed to ensure that it is of high quality and remains current.

1) Besides its unique elements, the plan for the customized process must include the following elements:
   a) a system-wide review committee process,
   b) recommendations regarding the proposed outside membership of the review committee,
   c) guidelines for individual program self-studies that include but are not limited to:
      i) an analysis of educational outcomes based on clearly defined student learning outcomes for the major and a comprehensive program assessment plan,
      ii) commentary on the Academic Dean's report of his/her meeting with senior majors,
      iii) an analysis of program strengths and weaknesses, and
      iv) a plan that details program improvement strategies and any other anticipated changes.

2) By December 1st, CAD will submit to the COP any plans for a customized review that it would endorse.

3) By January 2nd, the VSC chief academic officer will inform the programs that have submitted a plan for review under Option 2 whether that plan was approved by COP, whether COP determined that additions or changes to the plan are required, or whether COP was unwilling to approve the customized review proposed.

3) By June 30th, the Presidents shall submit to the Chancellor the self-study that has been prepared for each program under Option 2 review.

4) By June 30th, CAD will establish committees to review the program self-studies. Generally, each committee will consist of five to eight individuals, including VSC faculty and administrators and at least two members external to the VSC.

5) Before September 30th, each committee will meet to review self-studies and by November 1st, submit an analysis of the self-studies to the Chancellor, college Presidents, and program heads. These reports will include recommendations for strengthening programs and any recommendations for program collaboration across colleges.

6) A program may comment on the review committee report in writing to the Chancellor

7) Prior to the December EPSL meeting, COP will review all committee reports, along with any written comments submitted by programs. At this time, COP will also prepare a brief written response to the program committee members regarding how successfully programs under review employ continuous improvement strategies to meet the Board of Trustees' standards for high quality programs, as well as how those continuous improvement strategies meet the specific college's needs, and inter-program collaboration.

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8) Before the December Board of Trustees meeting, EPSL will review all committee reports and the written responses of COP.

9) At the December EPSL Committee meeting, CAD, COP and EPSL Committee members will have an opportunity to discuss the continuous improvement strategies recommended for the programs under review.

Option 3: Process and timeline for accredited programs
Programs that are nationally accredited as well as those approved by the State of Vermont's Results Oriented Program Approval (ROPA) process are required, as a condition of continued accreditation, regularly to engage in program outcome assessment and continuous improvement processes. Accredited programs that have undergone accreditation reviews since the last PReCIP review are reviewed by COP and by EPSL through procedures detailed below. An accredited program that has not undergone an accreditation review since the last PReCIP review must prepare a self-study under the procedures of either Option 1 or Option 2 above.

1) By June 30th, Presidents of colleges with accredited or ROPA-approved programs scheduled for review shall submit to the Chancellor all reports pertaining to these programs that have been received from accrediting associations — or, in the case of ROPA-approved programs, from the Vermont Department of Education—since the last VSC review. Program self-studies prepared for accreditation reviews need not be submitted to the Chancellor.

2) In the year during which an accredited program is scheduled for PReCIP review, the Academic Dean will meet with senior majors, using a structured interview protocol, and will prepare a written report of this interview, which shall be submitted to the program head and to the President.

3) Documents received from the accrediting association as well as the dean's report on an interview with senior majors shall be conveyed to the Chancellor under a memo from the President, which may clarify or respond to conclusions addressed in these documents.

4) COP will review all accreditation and ROPA-related reports prior to their submission to EPSL, and will report to the program review committees how successfully accredited programs under review employ continuous improvement strategies to meet Board of Trustees' standards for high-quality programs.

5) In December before the Board of Trustees meeting, EPSL will review all accreditation reports and the related recommendations of COP, and will submit a resolution to the full Board of Trustees regarding the status of continuous improvement efforts in accredited programs under review.

Commented [ZYL6]: See paragraph 4. in revised process above incorporating all programs with external accreditation.

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Manual of Policy and Procedures

Title	Number **101**	Page **1 of 3**
PROGRAM REVIEW AND CONTINUOUS IMPROVEMENT PROCESS		
	Date <mark>June 11, 2024</mark>	

Purpose

Consistent with its mission, the Vermont State Colleges system (VSC) is dedicated to providing academic programs that are of high quality and remain current. Towards that end, the VSC Board of Trustees adopts this policy in order to ensure that VSC institutions regularly engage in practices designed to foster the continuous improvement of programs. Through the procedures outlined in this policy, faculty involved in delivering VSC academic programs periodically, systematically, and collaboratively review evidence regarding their effectiveness in achieving desired student learning outcomes and commit to making the changes needed to ensure continuous program improvement.

Thus the Board of Trustees charges the colleges with, and establishes guidelines for, the regular review and continuous improvement of academic programs. This policy applies to Title IV-eligible certificates, associate, baccalaureate, and graduate degree programs. Generally, four to six disciplines will be reviewed annually, establishing a five-year review cycle for all programs.

In adopting this policy, the Board affirms that the responsibility for program improvement rests ultimately with the institution President, who may at his/her discretion utilize additional procedures in order to improve the quality of one or more academic programs.

This policy is designed to complement Policy 109: Annual Enrollment Review.

Academic Program Review: Policy and Procedures

Standards
The VSC Board of Trustees has adopted the following standards for high-quality programs. The purpose of Academic Program Review will be to determine the extent to which degree programs:
1. assist in meeting regional, state, and/or student needs;
2. integrate liberal, professional, and career study;
3. maintain currency;
4. achieve defined student learning outcomes as demonstrated through valid and reliable assessment processes;
5. utilize effective strategies for continuous improvement; and

6. help students prepare for life after graduation.

Schedule and Process for Review

1. In the spring of each year, the Council of Presidents (COP) will recommend to the Board of Trustees' Education, Personnel, and Student Life Committee (EPSL) the programs/disciplines to be reviewed during the following year, how these programs should be clustered for review, and the report template and data metrics to be used. COP or its designees will also provide an orientation for program report lead writers.

2. During the report-writing year, program report leads will assemble information; draft report and future 5-year improvement plan; gather feedback from program faculty and external partners; and finalize the PReCIP report for review by the institution Chief Academic Officer (CAO) and approval by the President.

3. In the fall following the completion of the report, the institution CAOs will work together to convene program cluster review committees to review reports. The VSC will assess programs clustered by discipline on a system-wide bases to determine (1) how well they meet the Board's standards for high-quality programs (listed above), (2) how the programs might be strengthened by specific improvement measures, and (3) if and how collaboration across colleges might benefit the programs and their students. New programs in their first three years are ordinarily exempt form review, although a president may choose to have new programs reviewed. Review committees will summarize the results and improvement recommendations to COP; COP will report the results of the process to EPSL.

4. Programs that are nationally accredited as well as those approved by the State of Vermont's Results Oriented Program Approval (ROPA) process are required, as a condition of continued accreditation, regularly to engage in program outcome assessment and continuous improvement processes. For this reason, these programs will be exempt from completing a separate PReCIP report in step 2 above. CAOs will direct program cluster review committees to include the self-studies and/or follow-up reports received from accrediting associations in their consideration and summary report to COP and EPSL.

5. General education programs will complete PReCIP reports following a specific template that incorporates assessment of shared VSC general education categories and graduation standards.

6. Each year EPSL will review the summary results and recommendations from COP and report on its review to the Board.

7. Each year following completion of a PReCIP report, programs will implement annual activities per the approved continuous improvement plan. Records of and data collected through these activities will serve as the primary sources of information to be used for the preparation of the next 5-year PReCIP report.

Signed by:

_____,
Chancellor

Date	Version	Revision	Approved By
3-22-02	Review and Approval of Existing Academic Programs	Adopted	VSCS Board of Trustees
2-21-2013	Program Review and Continuous Improvement Process	Revised	VSCS Board of Trustees
<mark>6-11-2024</mark>	Program Review and Continuous Improvement Process	Revised	VSCS Board of Trustees

ITEM 5:

VSC Policy 109 overview

Preliminary Review of Policy 109:

Annual Enrollment And Cost Effectiveness Review Of Existing Academic Programs

EPSL May 20, 2024

Academic program cost is *primarily* driven by class size
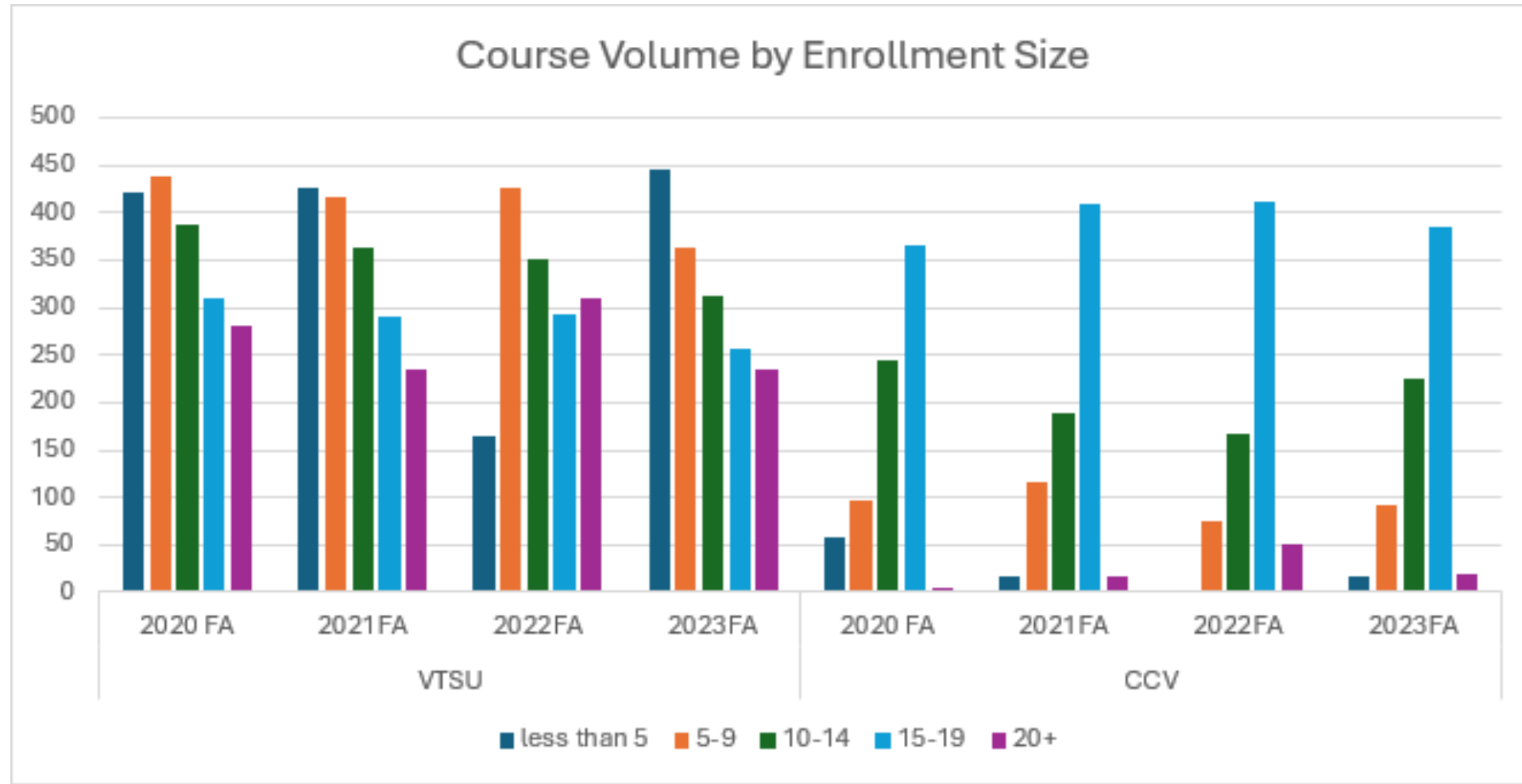
Note: courses with less than 5 students are typically independent studies, tutorials, internships, practicums, or applied music lessons, which don't incur the same instructional expense. Fall 2022 data shows a rough one-time estimate of regular course sections.

Policy 109 Annual Process & Timeline

Fall 2024:

Annual program array data review by institution

By December:

President's summary report of data review and actions planned

January 2025 EPSL meeting:

Review summary reports and chancellor recommendations

See the full policy at https://www.vsc.edu/wp-content/uploads/2019/04/Policy-109-Revisions-3-23-19.pdf.
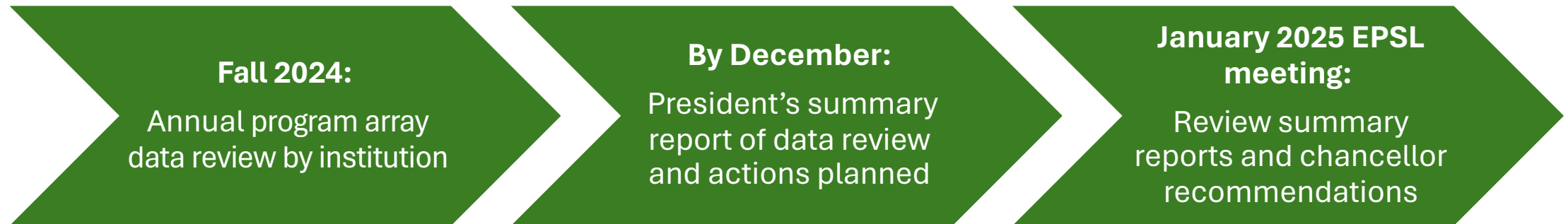
VTSU Has Significant Work Underway: Optimization Timeline

VTSU Opt. 2.0 Metrics

- Enrollment
- Student-Faculty Ratio
- Fiscal Analysis (gross and net revenue)
- VT workforce demand

2021-2022: Original optimization proposals for VTSU, based on rpkGROUP analysis

2022-2023: review and adoption of VTSU optimized curriculum.

Fall 2023: Opt. 2.0 recommendations, buyouts

Spring 2024: Work completed for some programs

Work in process for additional programs through Summer 2024

Fall 2024: Some program changes implemented (ex. psychology)

Review and decisions on additional Opt. 2.0 work

Spring 2025: Opt. 2.0 additional implementation for 2025-26 catalog

Fall 2025: Additional Opt. 2.0 program changes go into effect

Restarting Policy 109 Annual Reviews, Aligned with VTSU Optimization 2.0

Policy 109

Summer 2024:

- *Draft 109 Metrics specific to CCV and VTSU*

Fall 2024:

- *VTSU includes Policy 109 Metrics in review of Opt. 2.0*
- *CCV implements specific Policy 109 metrics for review*

Fall 2025:

- *Policy 109 Data Review*

Fall 2023:

Opt. 2.0 recommendations, buyouts

Some program changes implemented (ex. psychology)

Review and decisions on additional Opt. 2.0 work

Fall 2025:

Additional Opt. 2.0 Program changes go into effect

Spring 2024: work completed for some programs

Work in process for additional programs through Summer 2024

Spring 2025: Opt. 2.0 implementation for 2025-26 catalog
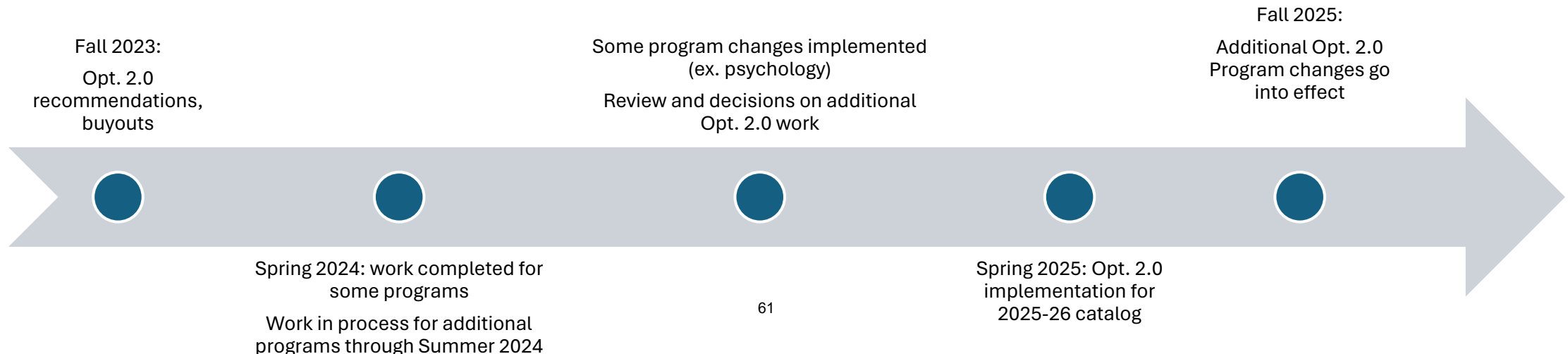
ITEM 6:

CCV-VTSU Transfer Pathways

VTSU-CCV Pathways Agreements Status Report

Agreement	Status	Notes
CCV Liberal Studies AA to VTSU Interdisciplinary Studies BA	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Liberal Studies AA Studies w/ Specialization in Global Studies to Interdisciplinary Studies BA	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Early Childhood ED AA to VTSU Early Ed Online (0-PreK licensure)	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Behavioral Science AS to VTSU Psychological Science BS	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Business AS to VTSU Business Administration BS	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Accounting to VTSU Business Administration BS w/ Accounting concentration	Final Approval	Agreement for 23-24 catalog, verify update to 24-25
CCV Health Science AS to VTSU Health Science BS with concentrations in Pre-Allied Health Studies or Pre-Athletic Training	Pending Final Approval & VTSU Catalog Publication	24-25 catalog
CCV Health Science AS to VTSU Health Science BS with concentration in Health & Wellness Coaching	Pending Final Approval & VTSU Catalog Publication	24-25 catalog
CCV Allied Health Prep Certificate to VTSU Radiologic Science AS	Pending Final Approval & VTSU Catalog Publication	24-25 catalog, verify no changes
CCV Allied Health Prep Certificate to VTSU Dental Hygiene BS	Pending Final Approval & VTSU Catalog Publication	24-25 catalog, verify no changes
CCV Allied Health Prep Certificate to VTSU Respiratory Therapy AS	Pending Final Approval & VTSU Catalog Publication	24-25 catalog, verify no changes
CCV Liberal Studies AA to VTSU Inclusive Childhood Education BA	In Progress	Waiting for final wording to send to CCV, 24-25 catalog
CCV STEM certificate to VTSU Engineering Programs: Architectural Engineering Technology AAS/BS, Electrical Engineering Technology AE/BS, Electromechanical Engineering Technology w/concentrations in Electrical or Mechanical	In Progress	Waiting for VTSU Department approval to send to CCV, 24-25 catalog
CCV Behavioral Science AS to VTSU Criminal Justice BA	In Progress	CCV working with VTSU faculty
CCV Behavioral Science AS to VTSU Criminal Justice-Restorative Justice BA	In Progress	CCV working with VTSU faculty
CCV Behavioral Science AS to VTSU Social Work BSW	In Progress	CCV working with VTSU faculty
CCV Design and Media Studies AA to VTSU Animation & Illustration and Graphic Design	In Progress	CCV working with VTSU faculty
CCV Allied Health Prep Certificate to VTSU Nursing LPN, ASN, and BSN programs.	Pending Final Approval & VTSU Catalog Publication	24-25 catalog, verify no changes