



## CT BOARD OF REGENTS FOR HIGHER EDUCATION

### ACADEMIC & STUDENT AFFAIRS COMMITTEE

Meeting – September 4, 2020  
9:30 a.m. – via video conference

#### MINUTES

Regents Present: Aviva Budd, Merle Harris, Holly Howery, Colena Sesanker

Regents Absent: Naomi Cohen

Staff Present: Jane Gates, Kevin Corcoran, Bill Gammell, Pam Heleen, Ken Klucznik, Pat Ryiz

Other Attendees: Elizabeth Allen (TRCC), Kem Barfield (TRCC), Meghan Brahm (SCSU), David Dauwalder (CCSU), Douglas Dorsey (MCC), Marianne Fallon (CCSU), Jill Flanigan (MxCC); Teresa Foley (ACC), Stephen Hegedus (SCSU), Michele Howard-Swann (ACC), Sharale Mathis (MxCC), Fatma Salman (MCC)

The meeting was called to order at 9:30 a.m. by Chair Merle Harris.

Chair Harris welcomed the Regents, participants, and guests to the first meeting of the Academic and Student Affairs Committee for the 2020-2021 academic year. She thanked everyone for all the work they are doing to get the academic year started at this very difficult time. She noted that from what she observed throughout the country that there are no right answers. We must do our best and remain flexible during these trying times.

Chair Harris noted that Regent Cohen was not in attendance because she had knee surgery, but she is doing well. Chair Harris introduced Pam Heleen the new Associate Director of Board Affairs replacing Erin Fitzgerald who retired.

1. Approval of Minutes
  - a. June 5, 2020

**On a motion by A. Budd and seconded by H. Howery, a vote was taken and the minutes from the June 5, 2020 BOR ASA Committee meeting were approved.**

b. July 20, 2020 – Joint Meeting of BOR HR/Administration and ASA Committees  
Chair Harris noted that the BOR Academic and Student Affairs Committee and the BOR Human Resources/Administration Committee held a joint meeting on July 20, 2020 to discuss changes to Title IX by the federal government. The deadline to implement the policy changes was August 15, 2020.

**On a motion by H. Howery and seconded by A. Budd, a vote was taken and the minutes from the July 20, 2020 Joint BOR ASA Committee and the Human Resources/Administration Committee meeting were approved.**

2. Consent Items

a. Discontinuations

- i. Computer Maintenance Technology – C2 Certificate – Manchester CC
- ii. Criminal Justice – Homeland Security - C2 Certificate – Manchester CC

**On a motion by A. Budd and seconded by H. Howery, a vote was taken and the consent items were approved.**

3. Action Items

a. Accreditation of a Licensed Program

- i. Registered Medical Assistant – AS – Asnuntuck CC

Chair Harris introduced the Action Items by stating that BOR Members have a fiduciary responsibility to CSCU. Over the next two BOR Meetings, the members will be addressing serious fiscal concerns due to COVID-19. The BOR will be looking very carefully at the new programs. There should be a need for new programs and the programs should add no cost in terms of additional resources.

**Chair Harris called for a motion to approve the accreditation of the Asnuntuck CC Registered Medical Assistant AS Program. The motion was moved by H. Howery and seconded by A. Budd.**

Provost Gates introduced the Asnuntuck CC Registered Medical Assistant (RMA) program and noted that the program name was incorrect in the program documentation. The correct title of the program is the Registered Medical Assistant program. She noted that this program prepares students to sit for the American Medical Technologists (AMT) national and international certification exams. There are no curricular changes to the program.

Dr. Teresa Foley, Interim Dean of Academic Affairs, and, Professor Michele Howard-Swan, Program Coordinator for Allied Health, presented the program for Asnuntuck CC. Dean Foley reiterated that the correct title of the program is Registered Medical Assistant. She noted that this program was moved from Continuing Education to Academic programs in 2016 and 2017. There has been steady enrollment in the RMA Certificate and AS degree programs and she anticipates steady enrollment for the next three years. 100% of ACC students have passed the AMT exam and 95% of graduates are employed in the field or have externships at doctor's offices or medical facilities. Chair Harris noted that the program enrollments don't show an increase in enrollments from the non-credit program to the credit program. Professor Howard-Swan noted that the Fall 2020 enrollment has 35 new students.

**Chair Harris called for a vote to approve the accreditation of the Asnuntuck CC Registered Medical Assistant AS degree. A vote was taken to approve the**

**accreditation of the Asnuntuck CC Registered Medical Assistant AS degree and the vote was unanimous.**

b. Modifications

i. Business Administration – AS - Manchester CC [Modification of Instructional Modality]

**Chair Harris called for a motion to approve the modification of the Manchester CC AS in Business Administration Program. The motion was moved by A. Budd and seconded by H. Howery.**

Dr. Fatma Salman, Interim Dean of Academic and Student Affairs, and, Douglas Dorsey, Associate Professor, Social Science, Business and Professional Careers, Manchester CC, presented the program. There was discussion on whether there is one modification to the program, the addition of an online modality to the traditional modality, or two, the addition of the online modality and the addition of an accelerated option to take courses in eight-week segments. A discussion ensued on the differences among the online modality, the traditional two-year program, and the eight-week accelerated courses. Professor Dorsey noted that the online program is completely online and the students in the accelerated eight-week courses meet in person one night per week. He noted that the courses and learning outcomes in both modalities, the traditional and online, including the eight-week courses are exactly the same. As a result of the discussion, Chair Harris agreed to encompass both changes, the addition of an online modality and the eight-week accelerated format in the approval of the program modifications.

**Chair Harris called for a vote to approve the modifications to the Manchester CC AS in Business Administration including the addition of an online modality and the eight-week accelerated course format. A vote was taken to approve the two modifications to the Manchester CC AS in Business Administration and the vote was unanimous.**

ii. Health Information Management (On Ground) – AS – Middlesex CC [Significant Modification of Courses/Course Substitutions and Change in Program Title]

a) **Includes:** Health Information Management (On Ground) – Certificate – Middlesex CC [Significant Modification of Courses/Course Substitutions and Change in Program Title]

**Chair Harris called for a motion to approve the modifications to the Middlesex CC on ground Health Information Management AS and C2 Certificate degrees. The motion was moved by A. Budd and seconded by H. Howery.**

Dr. Sharale Mathis, Dean of Academic and Student Affairs, and, Professor Jill Flanigan, Program Coordinator for the Health Information Management (HIM) Program presented these programs for Middlesex CC (MxCC) which is seeking the following changes to its on ground AS in Health Information Management (Parent Program) and its on ground Health Information Management Certificate:

- 1) Course outcomes and course descriptions as a result of changes in curriculum competency standards of its accreditation body, the Commission on Accreditation for Health Informatics and Information Management Association (CAHIIM);
- 2) New course number changes for HIM courses utilized by other community colleges. CAHIIM requires transfer-credit for HIM program courses only from CAHIIM-accredited institutions and unique course numbers will facilitate this;

- 3) The program name change from Health Information Management to Health Information Technology-Data Management (for the AS Degree);
  - a) The program name change from Health Information Management Certificate to Clinical Coding Certificate (for the C2 Certificate);
- 4) A CIP code change to 51.0707 Health Information Management/Medical Records Technology Technician;
  - a) A CIP code change to 51.0713 Medical Insurance Coding Specialist/Coder; and,

5) Restructuring the program entry course with consideration of Guided Pathways.

In addition to the changes listed above, Dean Mathis noted that Middlesex CC is the only accredited Health Information Management program in the state and has a strong transfer partnership with Charter Oak State College. Since Middlesex became a member of NC-SARA, it can now actively recruit students from outside of CT and has seen a 10% increase in enrollment. Professor Flanigan defined the Health Information Management profession as a combination of business, science and information technology and noted that HIM jobs are cross listed as healthcare and computer occupations.

Questions from the Committee included:

1) *Budget – Chair Harris noted that this is a complicated budget because it encompasses various programs that use the same faculty.* Response: Professor Flanigan noted that Middlesex CC mapped their non-credit courses to the certificate to the AS degree and merged some credit courses with non-credit courses. She stated that the HIM faculty support programs other than the HIM programs discussed here.

*What is a realistic budget?* Response: MxCC has 20 students in the non-credit program; 35 new students in the certificate/degree program; and, 25 students continuing from last year. It took MxCC a while for to get accreditations and that delayed program growth. Now that the certificate and degree programs have accreditations, MxCC has three times the inquiries into the program. NC SARA will also help enrollments as there is no online enrollment cap and MxCC's is the only approved certification program in New England.

2) *Certification Exam – Are there different exams for different specialties?* Response: Yes. Students in the AS degree take the certification exam for the Registered Health Information Technician and students in the certificate program take the certification exam for the Certified Coding Specialist.

*Does the certification exam for degree students focus on data?* Response: Yes. The certifying body did not change the content of the exam and the accrediting body changed the curriculum and core competencies. The two don't match at this point; but, the exam is based on core competencies which won't negatively affect students' performance on the exam.

There was an extended discussion on the budget question in general. The current Pro Forma Budget form is confusing and hard to understand. Provost Gates noted that CFO Ben Barnes is working on a new budget template that all institutions will use. Chair Harris will speak offline with Provost Gates on the proposed new pro forma budget template.

**Chair Harris called for a vote to approve the modifications to the Middlesex CC on ground Health Information Management AS and C2 Certificate degrees. A vote was taken to approve the modifications to the Middlesex CC on ground Health**

**Information Management AS and C2 Certificate degrees and the vote was unanimous.**

iii. Health Information Management (Online) – AS – Middlesex CC [Significant Modification of Courses/Course Substitutions and Change in Program Title/Offering Alternate Modality]

a) **Includes:** Health Information Management (Online) – Certificate – Middlesex CC [Significant Modification of Courses/Course Substitutions and Change in Program Title/Offering Alternate Modality]

The modifications to these two programs include the changes listed above: 1) to 5) and the addition of an alternate online modality.

**Chair Harris called for a motion to approve the Middlesex CC online Health Information Management AS and C2 Certificate degrees. On a motion by A. Budd and seconded by H. Howery a vote was taken to approve the Middlesex CC online Health Information Management AS and C2 Certificate degrees and the vote was unanimous.**

After the four Middlesex CC Health Information Management programs were approved, Regent Budd noted that Northwestern CT CC's HIM program was not accredited and therefore students were not eligible for professional certification. Professor Flanigan noted that the HIM program was added at three campuses and Middlesex CC was the only institution that pursued accreditation for its HIM programs. Chair Harris said that the BOR ASA Committee should look into this issue. Students need to be able to take the certification exam and get jobs in the HIM profession.

c. Replication of a College of Technology (COT) Program

i. Technology Studies: Data Science Option – AS – Three Rivers CC

**Chair Harris called for a motion to approve the Three Rivers CC replication of the College of Technology program Technology Studies: Data Science Option AS degree. The motion was moved by H. Howery and seconded by A. Budd.**

Dr. Kem Barfield, Interim Dean of Academic and Student Affairs, and, Professor Elizabeth Allen, Mathematics, presented the program. Dean Barfield noted that Data Science is a rapidly growing field which applies to many industries. Three Rivers CC is geographically positioned close to military, defense industry and business centers all of which employ data scientists. The program already has a program coordinator and uses existing courses. Enrollment projections are for 45 students by Year 3. Professor Allen noted that this program is a replication of Northwestern CT CC's AS in Data Science with some differences between the two programs that have been approved by the College of Technology.

**Chair Harris called for a vote to approve the Three Rivers CC replication of the College of Technology program Technology Studies: Data Science Option AS degree. A vote was taken to approve the Three Rivers CC replication of the College of Technology program Technology Studies: Data Science Option AS degree and the vote was unanimous.**

d. New Programs

i. Applied Behavior Analysis – MS – Southern CT State University

**Chair Harris called for a motion to approve the new proposed MS in Applied Behavior Analysis at Southern CT State University. The motion was moved by H. Howery and seconded by A. Budd.**

Dr. Stephen Hegedus, Dean, College of Education and Dr. Meghan Brahm, Dept. of Special Education, presented the proposed new program for Southern CT State University. Provost Gates noted that there is another Applied Behavior Analysis MS program at Western CT State University; but, the WCSU program is entirely online. The SCSU program is on ground. Dean Hegedus noted that there is an error in the agenda. The name of the program is Applied Behavior Analysis, not, Applied Behavioral Analysis as noted in the agenda. Dean Hegedus said that this program is the product of several years of strategic planning between the SCSU Office of the Provost and the College of Education. There is a great need for BCBA licensed personnel and consultants in CT and the US. He noted that he hosts a quarterly School Superintendents Consortium of the greater New Haven region and the members have expressed the need for BCBA licensed personnel and consultants. Graduates have multiple opportunities for employment. There is no need for additional faculty and resources. Presently, 30 potential students have expressed interest in the program, more than projected in the budget. Dr. Brahm stated that since the onset of COVID-19, the need for certified behavior analysts has moved from a shortage to a crisis. Dr. Brahm also noted that she has been approached by three large behavior analytics companies, with staffs of over 100 employees each, looking to partner with SCSU to enable their employees to get MS degrees in Applied Behavior Analysis.

Questions from the Committee centered on:

- a) *Is this a MS in Special Education with a certification in Behavior Analysis?* Response: This is a MS in Behavior Analysis housed in the Dept. of Special Education. *How does the certification fit in with the MS degree?* Response: The certificate is built into the MS degree program. Students must finish the MS degree to get the certificate.
- b) *Are businesses starting to use Applied Behavior Analysts?* Response: In business, these positions are Organizational Behavior Analysts (OBAs). SCSU added a three-credit Organizational Behavior Analysis course with supervision of personnel.
- c) *Is it possible to expand the degree to offer more courses in Organizational Behavior Analysis?* Response: Yes. There is a need for OBAs.
- d) *How are Applied Behavior Analysts different from psychologists and psychiatrists?* Response: The Applied Behavior Analysis field is very small but rapidly growing. Applied Behavior Analysis seesaws between psychology and education. It's the study of the psychology of learning. In educational settings, ABAs handle behavioral interventions in schools.

**Chair Harris called for a vote to approve the new Southern CT State University MS degree in Applied Behavior Analysis. A vote was taken to approve the new Southern CT State University MS degree in Applied Behavior Analysis and the vote was unanimous.**

After the vote was taken, Chair Harris reiterated that WCSU has an online MS in Applied Behavior Analysis. She asked if SCSU was considering an online MS in Applied

Behavior Analysis and what the institution would need to do to implement an online program. Dean Hegedus replied that the online MS program would need to get approved by the BOR and reaccredited by the Association of Applied Behavior Analysis. He stated that SCSU has no plans to create an online program in Applied Behavior Analysis.

ii. Civil Engineering – MS – Central CT State University

Dr. David Dauwalder, Provost & VP for Academic Affairs, stated that Central CT State University is withdrawing its application for the new MS in Civil Engineering program.

Chair Harris reiterated the comments she made earlier in the meeting. The CSCU system is facing major budgetary issues this year. One issue is the additional costs related to new programs. The issues are not with the quality of new programs, but, rather, when additional new faculty must be hired at the onset of a new program. Institutions considering launching new programs must look at the fiscal stability of similar programs in the state.

4. Informational Items

- a. NECHE – Acceptance Letter – Housatonic CC Student Loan Repayment Rates
- b. Below Threshold
  - i. Addiction Counseling - Post-Master's Certificate - Southern CT State University

**On a motion by A. Budd and seconded by H. Howery, the Committee voted unanimously to adjourn the meeting of the BOR Academic and Student Affairs Committee at 10:44 a.m.**