

Board for State Academic Awards
Charter Oak State College
Connecticut Distance Learning Consortium

**BSAA Meeting
March 24, 2011
Minutes of Meeting**

Present: L. Winkler, E. Janney, T. Keating, J. Long, M. Nicastro, J. Whitcomb

Staff: Ed Klonoski, S. Adams, G. Claffey, K. Corcoran, Diane Goldsmith, D. Wilkie, L. Wilkinson

Via Conference Call

1. Call to Order

L. Winkler called the meeting to order at 12:10 p.m. announcing that K. Richards is unable to attend because she is attending a meeting in New Jersey. L. Winkler appointed J. Long as Acting Secretary as J. Padillia is unable to make the meeting.

L. Winkler requested approval of adding Executive Session to the Agenda.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED the Addition of an Executive Session to the Agenda.

2. Approval of Minutes of February 23, 2011 Meeting

On a motion made by J. Whitcomb and seconded by J. Long, the Board APPROVED the Minutes of February 23, 2011.

3. Approval of Minutes of February 23, 2011 Executive Session

On motion made by J. Long seconded by E. Janney the Board APPROVED the Executive Session Minutes of February 23, 2011.

4. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED Resolution 11-9, Conferral of Degrees.

5. Personnel Items

J. Long reported that the Personnel Committee met to review a set of position descriptions that had been adjusted to reflect the re-organization of job functions that occurred as the College dissolved the Distance Learning Department and created an Undergraduate Program in its place. Those position adjustments affected staff in the Registrar's office and Academic Affairs. The Committee was presented with the nine position descriptions that had minor revisions. All of these changes involved the participation of the staff affected and their department heads. None of the changes affect rank or salary.

J. Long noted that the Personnel Committee approved these revisions and is so informing the Board.

6. Reports & Discussion Items

A. Marketing Report

E. Klonoski reported that the marketing efforts for summer online course offerings have been approved. There will be additional web based advertising because the College is doing much better around this type of advertising.

The Board accepted the report.

B. CTDLC Report

K. Corcoran reported that the CTDLC continues negotiations with the Bureau of Rehab Services (BRS). Staff is hoping to receive a five-year commitment from the BRS which could be worth around \$200,000.

The Board accepted the report.

C. Enrollment Management Reports

S. Adams reported that the College's renewals are down and that staff is experiencing problems in this area. Staff will be reevaluating these numbers and have met to discuss reasons around the situation. There has been a 20% failure rate in the Cornerstone course and staff is also reviewing data around these numbers to determine if the College is accepting the appropriate students, and if so, why there are retention issues. S. Adams reported that the College's matriculations are higher than last year at this time.

The Board accepted the report.

D. Financial Aid Reports

The Board accepted the reports.

E. Adjunct Faculty

The Board accepted the reports. .

F. InnovatEDU Report

G. Claffey reported that over the past two years, the College has identified multiple opportunities within the higher education community for business to business sales around technology aided training, hosting, project management, and strategic consulting. After reviewing some of these opportunities, staff recommends formalizing service delivery for three specific service areas: Online Security Training (FERPA, HIPPA, etc.), Jenzabar Consulting and Strategic Planning. G. Claffey went on to explain that *InnovateEDU* is not designed to compete or provide the same services as the CTDLC, but rather, to help create an additional entry point for the CTDLC services. Staff believes that the creation of InnovatEDU is a significant step forward for Charter

Oak and will provide diversification of the College's income, increased Jenzabar work, and growth of our infrastructure.

The Board accepted the report.

G. Financials

The Board accepted the reports.

7. Chairman's Report

L. Winkler reported that she and E. Klonoski met with Commissioner Meotti in January. She noted that the meeting was very productive.

8. Executive Director's Report

E. Klonoski reported that the Governor's budget shows about a 12% cut to our current State allotment. Two bills around the reorganization have come out of the Higher Education Committee: one is the Governor's bill and the other speaks to a reorganization of the CSU system.

E. Klonoski further reported that he was invited by the Gates Foundation to attend a meeting in D.C. around performance metrics for higher education. From that meeting, he was appointed to the Steering Committee and the workgroup on Learning Outcomes. E. Klonoski reported that he also was invited to a meeting sponsored by WASC around transparency in higher education.

E. Klonoski indicated that he has been speaking with staff from the members of the CT Congressional Delegation around the issue that is looming in the U.S. Department of Education requiring that all institutions that have students taking online courses from institutions in other states register and be approved. The *Dear Colleague* letter has been received and COSC will be obligated to send out 49 letters. This could be a major fiscal problem for the College as well as for many institutions. In some instances, states are charging \$150 and upwards to register.

Lastly, E. Klonoski reported that Excelsior has commissioned a book about the nontraditional student. One chapter of the book is dedicated to Charter Oak State College.

9. Executive Session

At 1:40 pm., on a motion made by J. Long and seconded by J. Whitcomb, the Board VOTED to go into Executive Session.

10. Adjournment

On a motion made by J. Long and seconded by J. Whitcomb, the Board Accepted the revised evaluation of President Ed Klonoski as recommend by the Personnel Committee and that this review be placed in his Personnel file.

At 2:15 p.m., on a motion made by J. Long and seconded by E. Janney, the Board Adjourned.

Secretary

March 24, 2011