

**NHTI College Council Minutes**  
**November 1, 2019 9 am**  
**Capital Commons Conference Room**

<b>Dr. Laura Pantano, Co-Chair</b> Vice President for Student Affairs	<b>Melanie Martel, Co-Chair</b> President, Faculty Council
Dr. Rebecca Dean Interim Vice President for Academic Affairs	Laura Morgan Vice President, Faculty Council
Stephanie Milender Business Operations Officer	Kelly Luedtke Secretary, Faculty Council
Susan Makee Sr. Human Resources Officer	Kate Sawal Past President, Faculty Council
Laura Scott Director of Alumni & Development	Sue Diener Co-Chair, Student Success
Sheri Gonther Director of Financial Aid	Dr. Heather Wood Co-Chair, Workforce Development/Curriculum
Rob Bowen Procurement Officer	Dr. Kelly Dunn Co-Chair, Institutional Research, Effectiveness and Sustainability
Sarah Hebert Sr. Reference Librarian	Ken Gitlitz Co-Chair, Assessment of Student Learning and Inclusion
Todd Bedell Director of Information Technology	Barbara Stowers At Large Member
Eynas Jarrar President, Student Senate	Stu Wallace At Large Member

**Absent:** Rob Bowen

The 3<sup>rd</sup> meeting of the College Council was called to order at 9 am by Melanie Martel.

Minutes from the previous meeting were reviewed and edited for date and time. A motion was made by Stephanie Milender to approve the minutes with the requested edits, it was seconded and the motion carried.

A Delta Dental grant for \$5,000 to support the mobile dental clinic at Merrimack Valley High School was presented. Susan Makee made a motion to approve the grant, it was seconded and unanimously approved.

At this point in the meeting it was determined that agenda item number 4, the Revised Educated Person Statement, was placed on the agenda erroneously and was stricken from the meeting. The item is currently still in committee.

The following Curriculum proposals were presented by Heather Wood:

**2020-01** for Human Services course elimination;

Motion to approve by Sue Diener and seconded, unanimously approved.

**2020-02** Landscape Design course title and description revision;

Motion to approve by Kate Sawal and seconded, unanimously approved.

**2020-03** Child and Family Studies Certificate request;

Motion to approve by Stu Wallace and seconded, unanimously approved.

**2020-05** Animation and Graphic Game Programming course prerequisite revisions;

Motion to approve by Tracey Lesser and seconded approved unanimously.

The following Curriculum proposal was also presented by Heather Wood but was not approved:

**2020-06** Robotics and Automation Engineering Certificate request;

Laura Scott made a motion to table this proposal until more information could be provided, it was seconded and the motion carried.

The Coordinated Care Advising proposal was approved pending the following edits:

Add the following statement:

1. “For degree programs with program specific accreditation or degree programs with program specific admission requirements, the Department Chair may elect to require students to be registered only by the Department Chair, Program Coordinator, or designated full-time program faculty.”
2. Reevaluate after a year and;

Remove the following statement:

“After this analysis, the team suggests purposefully considering hiring additional full-time staff to cover the additional workload responsibilities.”

A motion to approve the Coordinated Care Advising proposal was made by Sue Diener and seconded and the motion carried with 15 in favor, 1 opposed and 3 abstaining.

The items moving forward as recommendations for the President are as follows: agenda item #3, the Allied Dental Education Department grant for \$5,000, agenda item #5 Curriculum proposals 2020 1 – 6, and agenda item #6 the Coordinate Care Advising: A New Model of Advising. The co-chairs, Laura Pantano and Melanie Martel will meet with President Mullin-Sawicki with these recommendations as the final step in governance.

Having no other Council business, the meeting adjourned at 10 am.

Respectfully Submitted,

Amy Proctor,  
Assistant to the President