



Outlook

FW: Curriculum Portfolio Review Team

From Hector Iweka <HIweka@ccsnh.edu>

Date Fri 4/17/2026 4:20 PM

To Patrick Tompkins <PTompkins@ccsnh.edu>

 3 attachments (1 MB)

Curriculum Review Notes from Town Hall Meeting 1231009.docx; CPR Team membership.docx; Academic-Portfolio-Review Guide Hanover (002).pdf;

Hello Patrick,

FYI – CPR

Thanks,

Hector Iweka, Ph.D.

Vice President for Academic and Workforce Education



Office: 603-271-6484 x4116



From: Melanie Martel <mmartel@ccsnh.edu>

Sent: Thursday, November 16, 2023 2:28 PM

To: Christie Cho <ccho@ccsnh.edu>; Paula DelBonis-Platt <pdelbonis-platt@ccsnh.edu>; Cynthia Lucero <clucero@ccsnh.edu>; Kate Marcouillier <kmarcouillier@ccsnh.edu>; Kelly O'Brien <kobrien@ccsnh.edu>; Jessana Palm <jpalm@ccsnh.edu>; Stacey Peters <speters@ccsnh.edu>; Debra Reardon <dreardon@ccsnh.edu>; Khatereh Sawal <ksawal@ccsnh.edu>

Cc: Patrick Tompkins <PTompkins@ccsnh.edu>; Amy West <awest@ccsnh.edu>; Dawn Higgins <dhiggins@ccsnh.edu>; Khatereh Sawal <ksawal@ccsnh.edu>; Kathy Taylor <KJTaylor@ccsnh.edu>; Kerry Cook <kcook@ccsnh.edu>

Subject: Curriculum Portfolio Review Team

Hello,

Last week the Academics standing committee again reviewed the list of those faculty and staff who'd volunteered to be part of the Curriculum Portfolio Review team, and we're pleased to accept your offer to serve. With your help, we've assembled a team that reflects all Academic Focus Areas, as well as invaluable staff representation from the Library Learning Commons and Academic Advising.

Now, the initial work of the team can begin with the goals and focus as put forward by Patrick at the Town Hall last month:

1. The goal is for all elements of the Curriculum Review process (guiding principles and specific data points to review) to be in place by the end of the semester. In the spring, we will then implement the process.
2. It's also essential that team members are committed to a constructive process that results in meaningful change to NHTI curricula in order to meet the goals of access, workforce

development, efficiency, and evidence-based best practices.

To facilitate your work, I've included the notes from the Town Hall meeting as well as the Hanover Research's guide Patrick shared earlier.

Please share your progress with me so I can update the standing committee, and we can in turn share with Faculty and Staff councils. We meet each Monday at noon in the ACE conference room, and you are always welcome to join us.

Again, thank you for your willingness to engage in this important review, and please let us on the Academics standing committee know if we can help in any way.

Best,
Melanie

Melanie Martel, MEd (she/hers)
Professor, General Studies
Faculty Advisor
Library Learning Commons 131

Current student needing an appointment? Click here:

<https://nhti.campus.eab.com/pal/pypdwx7y0U>



Town Hall Meeting

10/9/2023

Curriculum Portfolio Review

Guiding Principles

- Patrick
 - What's Our North Star? Fulfill the aspirations of Greater Concord
 - What is the mission of community Colleges?
 - Access
 - Student Centered
 - Community Needs
 - Economic & Workforce Development
 - Comprehensive Curriculum
- Patrick introduced the work session with three questions:
 - What are our guiding principles (for this work)?
 - What is the purpose of the review?
 - What should be the priorities for our curricula?
- Faculty and Staff identified the following:
 - Workforce Needs
 - Gainful employment-regulatory
 - Student demand
 - Educated not trained
 - Transferability
 - Sustainability
 - Accreditation
 - Meeting students where they are, student goals
 - Faculty satisfaction
 - Rigor
 - Support
 - Inclusivity
 - Access
 - High Impact Practices
 - Credit for Prior Learning
 - Economic Development
 - Community Needs

Questions we will ask:

- Patrick asked faculty and staff what questions would help us address the principles/purpose/priorities above?

- Do our students do well at our transfer institutions?
- Employer feedback
- Who are our transfer institutions?
- NECHE Assessment
- Do we have repeat customers?
- Student satisfaction
- Campus climate survey
- Referrals
- Did the students achieve their goal?
- Who are our community partners?
- Debt to income ratio
- Barriers
- Demographics- students and our community
- Time to completion
- Fill the gaps, i.e. long-term care
- Current fundamentals: completion, retention, persistence
- Why are students leaving?
- Learning Outcome Assessments
- Graduation rates
- Revenue by program
- Cost
- Enrollment
- Program Access
- Evaluation Rubric
- Pathways
- Educated Person Statement
- Clear, accurate, consistent information
- What are the students' other options?
- Duplication
- Overlap
- Stackability

Next Steps

- Patrick proposed a steering committee to take the brainstorming above and turn it into a Curriculum Portfolio Review process
- **Patrick: What is the role of shared governance in this process?**
 - Response: Looks like work for a team under a committee, maybe academic?
 - Melanie chairs that committee and will begin to look at it
- After we have the process, we'll gather and analyze data (such as to the questions above)
- We'll have report outs on the results in some kind of open manner
- **Timeline:**

- Design the process by the end of the semester
- Do the data gathering and analysis in the spring semester
- Queue up a plan for FY25



Outlook

FW: Worksheet for Portfolio Review

From Hector Iweka <HIweka@ccsnh.edu>

Date Fri 4/17/2026 4:28 PM

To Patrick Tompkins <PTompkins@ccsnh.edu>

 2 attachments (1 MB)

Recording #2.mp4; Program Assessment Worksheet_2024.docx;

Email from Jessana

Chair of the CPR. Sending out the worksheet

Hector Iweka, Ph.D.

Vice President for Academic and Workforce Education



Office: 603-271-6484 x4116



From: Jessana Palm <jpalm@ccsnh.edu>

Sent: Friday, August 23, 2024 11:07 AM

To: Hector Iweka <HIweka@ccsnh.edu>; Leanna Jefferson <LJefferson@ccsnh.edu>; Melanie Martel <mmartel@ccsnh.edu>; Kate Marcouillier <kmarcouillier@ccsnh.edu>

Cc: Khatereh Sawal <ksawal@ccsnh.edu>; Kelly O'Brien <kobrien@ccsnh.edu>; Debra Reardon <dreardon@ccsnh.edu>; Cynthia Lucero <clucero@ccsnh.edu>; Paula DelBonis-Platt <pdelbonis-platt@ccsnh.edu>; Stacey Peters <speters@ccsnh.edu>

Subject: Worksheet for Portfolio Review

Good morning,

Please find a draft of the email to ALL Faculty and Staff with an attached a copy of the worksheet. I wasn't sure if I was the one responsible for distributing the worksheet to the entire campus or not. Please let me know if there are any changes/corrections to the message below and who should be sending it out.

CPR Team, do we need to make files (folders) for each department to save their worksheets or is the worksheet file naming enough (Department-Program-2024)? We have a list of all the programs and certificates, but not a list of departments they belong to. Personally, I think it's fine with the naming format, as the files can be sorted by name and Hector just needs the all together anyway.

Thank you,
Jessana Palm

DRAFT EMAIL:

Greetings Faculty and Staff,

Please find attached below, links to the Teams Curriculum Portfolio Channel and the Completed Worksheets File (actually a folder, but Teams calls them all files), within the channel. This Channel is found under NHTI Governance Team when you first open Teams.

Our Curriculum Portfolio Review committee member, Christie Cho, has created a video screen capture demonstrating:

- 1) how to access the teams channel via a direct link,
- 2) navigating to the completed worksheets file, and
- 3) how to upload a file.

Upon first accessing the Curriculum Portfolio Channel, the Channel will be “Hidden”. Click on the hidden Curriculum Portfolio Channel to make it visible (this allows you to join the Channel).

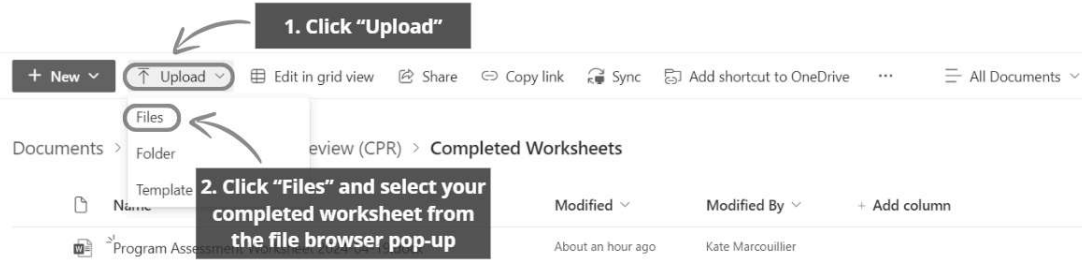
Once a worksheet is completed and saved to Completed Worksheets File location, all faculty and staff will be able to view it in the completed worksheets file.

Dept Chairs and Prog. Coordinators, Stacey Peters and I will be at the Sept. 6th ALC meeting to go over accessing and completing the worksheet and answer any questions you may have. Bring laptops if you want to access it during our meeting. In the meantime, you only need to view it. You may receive data from Marsha and Gary before the ALC meeting, but you do not need to start working on the worksheet yet.

Direct Links:

- [Direct link to Curriculum Portfolio Channel within NHTI Governance Team](#)
- [Direct link to Completed Worksheets File within Curriculum Portfolio Channel](#)

And here's an annotated screenshot of how to upload a completed worksheet:



Best regards,
Jessana Palm
Professor
Natural Sciences Department
NHTI, Concord's Community College
31 College Drive
Concord, NH, 03301
(603) 271-6484 x4271
jpalm@ccsnh.edu

FW: CPR Team and Charge

From Hector Iweka <HIweka@ccsnh.edu>

Date Fri 4/17/2026 4:22 PM

To Patrick Tompkins <PTompkins@ccsnh.edu>

 1 attachment (30 KB)

Curriculum Portfolio Review CPR Charge and Goals 231207.docx;

Hello Patrick,

Email announcing the charge

Thanks,

Hector Iweka, Ph.D.

Vice President for Academic and Workforce Education



Office: 603-271-6484 x4116



From: Paula DelBonis-Platt <pdelbonis-platt@ccsnh.edu>

Sent: Friday, April 17, 2026 4:16 PM

To: Hector Iweka <HIweka@ccsnh.edu>

Subject: FW: CPR Team and Charge

From: Patrick Tompkins <PTompkins@ccsnh.edu>

Sent: Wednesday, December 13, 2023 5:22 PM

Subject: CPR Team and Charge

Greetings, Lynx,

You may recall from the All College meeting, Town Hall, or another meeting that we will be conducting a comprehensive review of our academic curricula. For that purpose, the Academic Standing Committee has assembled the Curriculum Portfolio Review (CPR) team, which members are listed below. Attached is additional information about the purpose, goals, and process of the CPR that I shared with the team at its inaugural meeting.

CPR Team

Christie Cho

Cynthia Lucero
Debra Reardon
Jessana Palm
Kate Marcouillier
Kelly O'Brien
Kate Sawal
Melanie Martel
Paula DelBonis-Platt
Stacey Peters

Still Learning...Still Loving...

p...

Patrick Tompkins, Ph.D.
President
Interim Vice President of Academic Affairs



www.NHTI.edu