

Notes from UAC Meeting
September 23, 2016 9:00 am - Noon
Johnson State College – Stearns Performance Space

The meeting commenced at around 9:10 am.

All UAC members were present except Lisa Cline.

Board action update

The VSC Board will meet for their annual retreat on September 28/29 at Lake Morey Inn. There is no expectation that the UAC attend. That doesn't mean that individually we can't attend. The materials will be available on Monday. Yasmine Ziesler will see that UAC members are sent the unification related materials when they become available.

Yasmine Ziesler gave an update on report by the Chancellor including a general timeline (attached) that will be shared with the BOT. This is likely the document that we will be working from. The document is only a sample of what will need to be done. It is not all-inclusive. We need to also look at how the work in each area, like Academics, Students, etc. is related.

Naming the unified institution

Tim Donovan distributed a summary of results from a survey conducted by the Chancellor's Office that indicated split preferences on both college vs. university and on variations on Vermont State and Northern Vermont.

The Chancellor has asked our input on name by mid-October. UAC members passed on questions regarding the urgency on the name change in addition to the need for the name change – specifically if there are accreditation requirements. If we are to be a unified institution in 2018, there was a sense that we need a new name sooner than later for reasons of marketing and brand development.

Planning campus forums

In response to our charge to gather input and offer advice to the unification process, the UAC discussed at length how to approach forums at each college in October. In the end, we agreed to keep the focus on the student experience, on the “how” of unification, and envision what a successful unification looks like.

As a result, the UAC will plan and host at each campus a “Community Conversation on a Unified Student Experience.” These conversations will be conducted using a model that has been successful at Lyndon in recent years in which participants place themselves in concentric circles: an inner circle for those

who want to participate/speak on a question; middle circle are those who might want to participate; outer circle are those who just want to listen; people can move among the circles.

The overarching theme of a Unified Student Experience will be served by three focused conversations (with assigned UAC members):

Characteristics of a Unified Community (Bill Morison and Sylvia Plumb)
Characteristics of Unified Student Life (Dana Mitchell and Yasmine Ziesler)
Characteristics of Unified Academics (Julie Theoret and Doug Eastman)

In addition, David Johnston will summarize the “community conversations” approach. Toby Stewart and Terry Dwyer will deal with logistics at their respective campuses.

We plan to have these forums on October 14 at Lyndon and October 21 at Johnson.
(Note: this was subsequently reversed due to availability of campus facilities).

Continuing to Gather Input

Input is arriving via the UAC webpage. Sylvia Plumb has distributed a summary of this input to date. Tim is also capturing input that has been forward to UAC members. Input that is focused on questions of “why or if” unification are being forward to the Office of the Chancellor.

Comments from Visitors

Visitors included Samuel Hartley, Editor, Basement Medicine and Sandy Noyes, Chair, Represented Staff. Visitors to the meeting were given the opportunity to comment or ask questions.

The meeting adjourned at about 11:50 am.

Notes submitted by Tim Donovan, Chair
9.30.2016

UNIFICATION PLANNING AND IMPLEMENTATION
GENERAL TIMELINE
AND ILLUSTRATION

S-16		O-16	N-16	D-16	J-17	F-17	M-17	A-17	M-17	J-17	J-17	A-17	S-17	O-17	N-17	D-17	J-18	F-18	M-18	A-18	M-18	J-18	AY 2018-2019	2019-2020	2020-2021
FY17: PLANNING YEAR											FY18: TRANSITION YEAR											FY19	FY20	FY21	
Board action, institution status, budget	9/29 vote on unification, expected to be effective by July 2018		12/1 vote on unified institution name		develop unified institution mission statement for board approval						single president/leadership team for 2 institutions				add'l board action if need		unified institution begins, operating with 2 FY18 budgets until June 30 closeout					FY19 unified budget except as needed (athletics, TRIO)			
NEASC Accreditation	notify of board decision and anticipated timeline		JSC 10yr accred visit			JSC 10yr accred decision					substantive change proposal DUE Aug 2017 for NEASC review, decision Sept 2017, effective date ~Feb 2018													Unified institution accred visit? (LSC 10yr scheduled Fall 2020)	
U.S.Dept. of Ed. - financial aid																U.S. DOE application and approval process follows NEASC approval					unified institution authorized to disburse aid				

↓ **EXAMPLES OF POTENTIAL UNIFICATION IMPLEMENTATION ACTIVITIES** ↓

Academics	Hold joint meetings of faculty from similar fields/disciplines to learn about programs and conduct curriculum analysis. Explore various models for collaboration (sharing low-enrolled courses via new delivery modes; developing new or revising existing programs that might be shared). Identify and engage in associated areas of professional development. Study academic governance and explore restructuring options.						Pilot shared curriculum offerings (e.g. BUS); plan curriculum & delivery changes for any programs identified for unification in 18-19; plan for implementing any identified governance/structure changes.						Unified model for academics begins 18-19 with identified set of shared program offerings for incoming class; begin exploration of options for a unified gen ed; work continues as needed in 19-20 and 20-21.									
Admissions	Separate JSC and LSC recruiting, admissions, and financial aid with shared talking points about unification						Identify unification opportunities for students in materials for class entering 2018						Admissions decisions, orientation, registration to unified institution						First incoming class under unified model			
Current Students	Student engagement in defining campus identities and potential shared opportunities. Some students enrolled in individual courses with unified delivery (e.g. BUS, MAT). Consider ways to join forces across various student centered offices to improve services (e.g. new approaches to advising and tutoring). Identify any needs for alignment of procedures and policies (e.g. student code of conduct).						Planning and celebration of unification opportunities ahead for students; expansion of pilot unified delivery of courses and student feedback; continued planning and implementation of new student services approaches and policies.						Registration for Fall 2018 unified schedule								2021 GRADS are those who entered as "transition year" final 2-college cohort	
Technology & Information Resources	Identification of infrastructure to support unified administration and organization, teaching and learning technologies, and expanded telepresence options.				Purchase and installation of infrastructure to support unified administration, t&l technologies.		Planning and development of unified external website(s) for prospective students, donors, community and employees; internal portal site(s) for faculty, staff and students; content development for all. Development of reporting and management tools to support unified administration.						Installation of external website(s) and internal portal site(s). Further expansion of telepresence sites. Installation of reporting and management tools to support unified admin.				Continuous review and improvement of infrastructure and tools as needs arise. Further development of reporting and management tools. Further refinement of internal and external web and portal sites.					
Branding and Communications	Issue RFP on branding/marketing; ongoing discussion and planning for new brand.						Separate admissions materials for 17-18 with information introducing the unified institution's benefits for students. See above for website planning.						New website/brand materials in place.									