To: Joyce Judy, Chair of the Vermont Select Committee

From: Brian Prescott, Dennis Jones
National Center for Higher Education Management Systems (NCHEMS)

Cc: Joyce Manchester, Senior Economist, Vermont Joint Legislative Fiscal Office

 Michael Thomas, President, New England Board of Higher Education

Re: Proposed content of Select Committee Monthly Meetings (revised)

Date: September 16, 2020

Below is a proposed “roadmap” for the monthly Select Committee meetings, with revisions as discussed during yesterday’s Steering Group meeting. This roadmap is intended to give the Committee members a sense of the direction we hope to take as well as a rough outline for the process for engaging the Committee members. We expect to use data and analyses in these meetings to provoke a robust dialogue and to listen carefully throughout the project. We look forward to any feedback you or other Steering Group or Committee members may have about this plan.

Please note we are proposing an additional meeting in November devoted to the consideration of the first draft report.

**September**

1. Introductions
2. Brief data exhibit to promote a common understanding of current conditions in VT
3. Discussion of a shared vision for priorities and principles
	1. Themes from the initial survey of Select Committee members
	2. Process-oriented rules of engagement
	3. Expected outcomes
4. Roadmap/schedule of future meetings and process considerations

**October**

1. Provide a project update
2. Present initial environmental scan data
3. Gain broad agreement on total credential needs and build awareness of where they must come from
4. Share findings of document review regarding factors that may affect recommendations for postsecondary structure, finance, etc.
5. Discuss initial analyses of VCS financial viability
6. Gather feedback on stakeholder engagement plan

**Early November**

1. Provide a project up-date
2. Present results of financial analyses
3. Discuss options for alternative structural/delivery models that would allow VSC to be financially sustainable.
4. Discuss implications for all components of Vermont public postsecondary education and for the funders of higher education in the state.
5. Discuss outline/contents of the first draft of the report
6. Discuss contents of first draft report; reach agreement on what will be submitted on 12/4
7. Presentation of additional environmental scan information—if time allows

**Third Week of November**

1. Discuss contents of first draft report; reach agreement on what will be submitted on 12/4

**December**

1. Provide a project update
2. Discuss initial elements of an implementation plan—what will be the responsibility of institutions, systems, executive branch agencies, what legislation may be required, what are the “asks” of each sector as well as of the business community?
3. Presentation of final version of environmental scan data

**Early January**

1. Provide a project update
2. Present results of stakeholder interviews
3. Present results of any additional analyses
4. Discuss additions/refinements to first draft

**Late January**

1. Review revised report. Identify changes needed before submission.

**February**

1. Provide a project update
2. Discuss any new stakeholder input received
3. Review revised report. Identify changes needed before submission.
4. Discuss plans for the balance of the project

**March**

1. Provide a project up-date
2. Discuss any feedback received on revised draft report.
3. Discuss contents of final report—changes/additions to revised draft
4. Select Committee agrees on recommendations to be made in final report

**April**

Review and sign off on Final Report.