I. CALL TO ORDER

Vice Chair, Sheila Harrity called the meeting to order at 10:05 a.m.

II. ACCEPTANCE OF MINUTES

On a motion duly made and seconded, the minutes of the June 13, 2017 meeting of the Academic Affairs Committee were unanimously approved.

III. REMARKS

Vice Chair Harrity turned the meeting over to Deputy Commissioner Patricia Marshall for her remarks.

Deputy Commissioner Marshall began her remarks by highlighting the work of Veterans’ Affairs. She noted that the Department’s FY18 State Approving Agency (SAA) contract was signed with the VA in late September, and that FY18 marks Veterans’ Affairs second year overseeing the apprentice programs. She mentioned that the SAA team was awarded the contract based on their exceptional work and the FY18 budget represents a 28% increase over FY17.

Next, Dr. Marshall reported on the early college efforts. The recent solicitation for preliminary designation attracted 36 applications with almost all the lead partners being from our public institutions of higher education. A review team is evaluating the
applications, and they will forward their recommendations to the key DESE and DHE leaders for final determination. The state hopes to announce preliminary designations by Nov. 10th. The application for final designation will be released later in November with an anticipated due date of early February and final decision will be made by March. Dr. Marshall thanked Christine Williams and our colleagues at EOE and DESE.

Dr. Marshall also gave an update on the Commonwealth Dual Enrollment Partnership (CDEP). In August, the DHE awarded 21 CDEP grants to our public colleges and universities. Awards ranged from $20K to $40K with a total of $813K in grant dollars distributed. One major difference in this year’s solicitation was the integration of dual enrollment coursework with the Early College initiative.

Dr. Marshall then moved on to providing an update on the Performance Incentive Fund (PIF) grant. The DHE released the RFP in early October with applications due by November 6th and award announcements scheduled to occur at the end of the month. The PIF RFP identified four focus areas tied to major DHE and BHE goals. The four focus areas were:

1. Co-requisite at Scale and Multiple Math Pathways: with the objective of advancing these promising practices and bringing them to scale on our campuses,
2. 100 Males to College: to support existing and new 100 MTC programs,
3. Competency-Based Pathways in Early Education: asked our campuses to focus on how community colleges across the state can align across institutions to implement, build upon, scale up and further develop the AY 17 investment in Competency Based Education for Early Childhood Educators, and
4. New Approaches to Affordability and Student Success: meant to encourage the development and expansion of online educational resources, to increase online course offerings, to promote ways to validate prior learning assessment, to expand competency based education, and to accelerate degree completion.

Dr. Marshall stated that she intends to report on the PIF grant results at the December meeting.

Dr. Marshall concluded her remarks with updates on 100 Males to College and the State Authorization Reciprocity Agreement (SARA). In FY17 the 100 MTC program doubled in number of sites, from two to four, with the addition of Worcester and Brockton. On Oct. 13, the DHE convened all four sites at Worcester State University to discuss 1) Creating a structural model that will help to sustain and grow the program, 2) Establishing metrics for program evaluation and assessment, and, 3) Commencing a strategic planning process. As for SARA, Dr. Marshall alerted the committee to the fact that later in the meeting they would be asked to entertain a motion to delegate to the Commissioner the authority to take the necessary steps for MA to enter into the agreement. Dr. Marshall made the point that Academic Affairs and Legal will continue to work closely in FY18 to complete all the regulatory work necessary to implement SARA.

IV. MOTIONS

List of documents used:
AAC Meeting PowerPoint, October 24, 2017
A. AAC 18-01 Massachusetts Maritime Academy
Master of Science in Maritime Business Management

Associate Commissioner for Academic Affairs and Student Success, Winnie Hagan presented the program. The proposed Master of Science in Maritime Business will provide students with the knowledge and skills for global senior management and leadership positions and the ability to implement creative, effective solutions in the maritime business. The external review team found the strengths of the program to be its alignment with the institutional mission, its differentiated role in the market, and the strong demand for the program. They also noted that the proposed program differentiates itself from competitors that provide more general supply chain management or programs focused on logistics. The reviewers also suggested that the proposed program should add administrative support for the graduate program assessment and the addition of a full time faculty line to which Massachusetts Maritime Academy (MMA) replied in agreement.

Staff thoroughly reviewed all documentation submitted by MMA and the external reviewers. Staff recommendation is for approval of the proposed Master of Science in Maritime Business Management program.

Vice Chair Harrity opened the floor to questions. Hearing none, she asked how many MMA students are projected to progress to the master’s level program. Representatives from MMA replied saying they expect most of the students in the new master’s program would come from their undergraduate population. Vice Chair Harrity followed this question by asking MMA to explain their Capstone Project. Captain John Korn replied that the project is a core credit course to help students become problem solvers and effective public speakers. Students are tasked with identifying a problem and researching and crafting different solutions. Advisors support students in the project, which runs from the fall into the spring semester. The course concludes with the student presenting all the options and which option they feel is highly implementable. Throughout the course, students must give their advisors frequent updates. Vice Chair thanked MMA and, hearing no other questions moved to vote:

AAC 18-01 APPLICATION OF THE MASSACHUSETTS MARITIME ACADEMY TO AWARD THE MASTER OF SCIENCE IN MARITIME BUSINESS MANAGEMENT.

MOVED: The Board of Higher Education hereby approves the application of the Massachusetts Maritime Academy to award the Master of Science in Maritime Business Management.

Upon graduating the first class for these programs, Massachusetts Maritime Academy shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty resources, and program effectiveness.
B.  AAC 18-02

Salem State University
Master of Science in Accounting

Associate Commissioner for Academic Affairs and Student Success, Winnie Hagan presented the program. The proposed Master of Science in accounting program is designed to prepare professional accountants to work in the north shore of Massachusetts and other parts of New England while providing accessibility to a diverse body of students with the opportunity to master their accounting, managerial, critical thinking and interpersonal skills. Completion of the proposed program is expected to help students meet the 150-hour education requirement for eligibility as a certified public accountant.

The proposed program was found to have a sequential development of professional skills, and the structure of the program, the requirements for admission and the prerequisites ensure that courses build upon undergraduate level knowledge. The review team further found Salem State to have committed significant resources to the proposed program, including additional library content. It was also noted that the department has a well-qualified faculty in place to adequately staff the expected enrollments through the first four years. One reviewer found that the curriculum does not currently provide the elective courses in taxation needed to pass the regulation section of the CPA examination. It was recommended that at least two tax electives be developed— one covering partnerships and S-corporations and one covering C-corporations— in order to provide students with the opportunity to study advanced tax concepts in sufficient depth to pass the CPA examination and to meet the learning objectives. Salem responded that while the program is not designed to specialize in taxation, an elective tax course will be one of the first additions to the program in the future.

Staff recommendation is for approval of the proposed Master of Science in accounting program.

Board Member Henry Thomas asked if Salem was concerned about being able to financially support the program. Salem responded saying the program is cost effective and aligns well with the undergraduate program and future enrollments. Further, where students are required to do 150 credit hours before CPA’s would hire them, program demand exists. Board Member Thomas then asked how the program would define success. Salem responded by saying grades are perfunctory in advanced courses so the emphasis would be on advanced career attainment as the measure of success. The program includes managerial courses for the leadership component.

Vice Chair, Harrity asked why the number of graduates in AY 2014-2015 and the average number of newly matriculated students per year were used as points of comparison in the chart on page 4 of the proposal. She also wanted to know how many students are attending public MSA programs. Salem answered by pointing out the data on page 4 show completion rates and that they have not been able to obtain data on the
number of students attending public MSA programs. Vice Chair Harrity then asked if Salem had considered the implications of the absence of taxation courses for the CPA exam. Salem responded that their primary target is their own undergraduate accounting students who have courses in taxation as part of their program. Secretary of Education Board Member Designee, Tom Moreau, asked Salem to clarify percentages of part-time and full-time students in program. Salem stated that they anticipate that the majority of the students in the program would be part time, that two graduate courses are considered full-time, and that it would take approximately 1.5 years for most students to complete the program.

The following motion was duly made, seconded and approved unanimously by all board members present:

**AAC 18-02 APPLICATION OF SALEM STATE UNIVERSITY TO AWARD A MASTERS OF SCIENCE IN ACCOUNTING**

MOVED: The Board of Higher Education hereby approves the application of Salem State University to award the Masters of Science in Accounting.

Upon graduating the first class for these programs, Salem State University shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty resources, and program effectiveness.

Authority: Massachusetts General Laws Chapter 15A, §9(b).

Contact: Winifred M. Hagan, Ed.D. Associate Commissioner for Academic Affairs & Student Success

The following motion was brought forth, seconded and unanimously approved:

**C. AAC 18-03 CONSENT AGENDA**

MOVED: The Board of Higher Education approves the following motions on a consent agenda:

AAC 18-01 Massachusetts Maritime Academy
   Master of Science in Maritime Business
AAC 18-02 Salem State University
   Master of Science in Accounting

Authority: Article III, Section 6, By-Laws

Contact: Winifred M. Hagan, Ed.D., Associate Commissioner for Academic Affairs & Student Success

**D. AAC 18-04 Revocation of Degree Granting Authority for ITT Technical Educational Services, Inc.**
Associate Commissioner for Academic Affairs and Student Success, Winnie Hagan presented the motion. ITT Technical Institutes, a for-profit institution of higher education was owned and operated by ITT Educational Services, Inc. ITT Tech suddenly closed all of its campuses nationwide in September 2016. During the same time, ITT Educational Services filed for Chapter 7 bankruptcy protection, all instruction ceased, and by the end of September 2016, there were no remaining ITT Tech employees. On September 8, 2016, the staff was informed that ITT Tech employees were uploading the grades from the prior semester. ITT indicated they would conduct degree audits and award diplomas to students who had just completed their courses of study. Subsequently, there has been no communication with ITT Tech representatives. Because of the sudden closure of ITT Tech and the subsequent unavailability of either corporate representatives or local campus personnel, there was no person with whom the Department could coordinate to conduct a public hearing.

Staff recommends that the Board revoke the authority of ITT Educational Services Inc. to operate ITT Technical Institutes and grant degrees in the Commonwealth of Massachusetts retroactive to December 31, 2016.

Board Member Thomas commented on the volume of private, for-profit, institutions going out of business and the injury caused to students, especially low-income students and students of color. Thomas asked if the DHE pays special attention to for-profit schools to assess their solvency and ability to conduct sound business in Massachusetts. DHE Commissioner Carlos Santiago called the sudden closures of non-profit institutions a sad chapter in MA higher education and went on to illuminate the challenge posed to the DHE in finding placements in our public institutions for the displaced students. The Commissioner highlighted the additional legal challenges such closures present, such as rules regulating tuition refund policies, course credit designations, etc. The Commissioner assured the Board of the DHE’s dedication to monitoring for-profit schools operating in Massachusetts with an eye toward their healthy functioning. DHE General Counsel, Constantia (Dena) Papanikolaou, expanded on Commissioner Santiago’s remarks saying the DHE is reviewing its degree-granting authority to see how it can tweak the rules to ensure students are protected. Dena referenced the pending “Recovery Fund” legislation as an example of this type of engagement. General Counsel Papanikolaou also thanked Assistant General Counsel, Ashley Wisneski, for all her work with the for profit institutions, including with ITT Tech, around compliance issues. Board Member Thomas suggested that perhaps the state could pass legislation that forces for-profits to have certain bonding requirements.

Attorney Papanikolaou agreed, and added in addition to helping students with monetary issues resulting from the sudden closure of an educational institution, the state could help securing records and transcripts so that students can get full credit for completed courses.

Assistant General Counsel, Wisneski, pointed out that the Department’s work and the work of the Attorney General’s Office in heightening scrutiny on for-profit institutions has resulted in a sizeable reduction of these institutions in Massachusetts.

The following motion was duly made, seconded and approved unanimously by all board members present:
E. AAC 18-05 Revocation of Degree Granting Authority for Le Cordon Bleu College of Culinary Arts

Associate Commissioner of Academic Affairs and Student Success, Winnie Hagan presented the motion. Le Cordon Bleu College of Culinary Arts, Inc., LCB, is a private two-year for-profit college located in Cambridge, MA, and a subsidiary of Career Education Corporation, a publicly-traded company. When a potential change in ownership did not materialize, Career Education Corporation decided to proceed with a teach-out of all LCB campuses in North America. On December 15, 2015, LCB Boston’s Board of Trustees voted to close the College as of September 29, 2017. Massachusetts Board of Higher Education staffs were notified of the planned closure and teach-out on December 18, 2015. Students were given the opportunity to complete their academic programs by September 2017. In addition, LCB Boston arranged transfer and articulation agreements for students with American Intercontinental University, Colorado Technical University, the Art Institute of Pittsburgh, Johnson & Wales University, and Newbury College. Throughout the closure process, LCB Boston worked closely with BHE staff to ensure compliance with state requirements related to the closure of the College. The required Notice of Closure documentation was submitted to BHE staff on January 14, 2016, and was deemed thorough and complete.

Staff recommends that the Board revoke the authority of Le Cordon Blue College of Culinary Arts, Inc., to operate and grant degrees in the Commonwealth of Massachusetts retroactive to September 29, 2017.

Hearing no further discussion, Vice Chair Harrity made the motion to revoke Le Cordon Bleu College of Culinary Arts degree granting authority. The motion was seconded and approved unanimously by all board members present as follows:

AAC 18-05 REVOCATION OF DEGREE GRANTING AUTHORITY FOR LE CORDON BLEU COLLEGE OF CULINARY ARTS

MOVED: The Board of Higher Education hereby approves the revocation of degree granting authority of Le Cordon Bleu College of Culinary Arts.

Authority: Massachusetts General Laws Chapter 69, Section 30 et seq.

Contact: Winifred M. Hagan, Ed.D. Associate Commissioner for Academic Affairs & Student Success
The following consent agenda motion was brought forth, seconded and unanimously approved:

F. AAC 18-06  CONSENT AGENDA

MOVED: The Board of Higher Education approves the following motions on a consent agenda:

- AAC 18-04 Revocation of Degree Granting Authority for ITT Technical Educational Services, Inc.
- AAC 18-025 Revocation of Degree Granting Authority for Le Cordon Bleu College of Culinary Arts

Authority: Article III, Section 6, By-Laws
Contact: Winifred M. Hagan, Ed.D., Associate Commissioner for Academic Affairs & Student Success

G. AAC 18-07  Woodrow Wilson Academy of Teaching and Learning, Inc. Master of Arts in Education

Associate Commissioner of Academic Affairs and Student Success, Winnie Hagan presented the proposal. The mission of the proposed Woodrow Wilson Academy of Teaching and Learning is to confer the Master’s of Education degree through a competency-based teacher preparation program, and to support the functions and purposes of the Woodrow Wilson National Fellowship Foundation Inc. The proposed competency-based program is designed to focus on what candidates learn and how this knowledge is applied by each candidate in their role as a teacher of record. It is planned that teacher candidates will engage in blended modularized content and methods courses tailored to competency attainment.

Staff finds the proposal meets the Massachusetts regulatory requirements and recommends approval of the Woodrow Wilson Academy (WWA) of Teaching and Learning, Inc.’s petition for authorization to incorporate in the Commonwealth of Massachusetts and to offer the Master’s of Education degree.

Secretary of Education Board Member Designee, Tom Moreau, asked about the degree-granting process between DESE and DHE. Winnie explained the process and then invited staff from the Woodrow Wilson Academy to add additional details. Vice Chair Harrity asked if the program would serve existing non-certified STEM educators. WWA responded saying the program welcomes STEM undergraduate candidates but pointed out the program is designed to be full time so it would be difficult for candidates to also teach. Vice Chair Harrity followed up by asking if the program offers both an online piece and a clinical component. The response was, “yes”, the program is blended with both online and face-to-face instruction. Vice Chair Harrity commented on the strong foundational support and asked if such support will continue. The answer was, “yes”, as the academy was just awarded a $3M grant. Representative Moreau asked if large donors, such as the foundation that gave $3M, will play a significant role initially in the school’s financial viability and if the school has plans for full sustainability. WWA said the foundation money helped establish the school’s financial solvency, and that the school plans to transition to a fully sustained and independent
institution within the year. Commissioner Santiago asked what foundations find to be particularly appealing about the program design. Representatives from WWA responded that the proposed institution grew out of the need to change the American educational landscape to meet the demands of the 21st century. Teacher candidates progress through a problem-based, individualized, adaptive curriculum by mastering core teaching competencies. WWA students experience the challenge-based curriculum in a blended environment, including online and face-to-face learning. Candidates are also immersed in clinical settings in Boston-area public schools. Throughout their first two years of teaching they receive continued mentoring and professional development. The WWA efforts are built, in part, on the Woodrow Wilson Foundation’s ongoing efforts in teacher and education leader preparation. Currently, the Foundation partners with five states—Georgia, Indiana, Michigan, New Jersey, and Ohio—to offer the Woodrow Wilson Teaching Fellowships. Working with 28 universities in those states, the WW Foundation is redesigning teacher education to center on a master’s degree program that integrates a year-long clinical experience and three years of mentoring. The Foundation is also working in three states—Indiana, New Mexico, and Wisconsin—on the WW MBA Fellowships in Education Leadership, using a similar model to recruit and prepare the next generation of school and district leaders.

The following motion was duly made, seconded and approved unanimously by all board members present:

**AAC 18-07 APPLICATION OF THE WOODROW WILSON ACADEMY OF TEACHING AND LEARNING TO AWARD A MASTER OF ARTS IN EDUCATION**

**MOVED:** The Board of Higher Education hereby approves the application of The Woodrow Wilson Academy of Teaching and Learning to award the Masters of Art in Education.

Upon graduating the first class for these programs, Woodrow Wilson Academy shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty resources, and program effectiveness.

**Authority:** Massachusetts General Laws Chapter 15A, §9(b).

**Contact:** Winifred M. Hagan, Ed.D. Associate Commissioner for Academic Affairs & Student Success

**H. AAC 18-08 Authorization for Massachusetts to Enter Into the State Authorization Reciprocity Agreement (SARA) and Delegation of Authority to Commissioner**

General Counsel Papanikolaou presented AAC 18-08 and provided a detailed PowerPoint presentation which provided a summary of SARA, the SCIRA Commission Report process and findings, and the procedural background which has led to the recommendations contained in the motion. Briefly, she stated that SARA is a multi-state reciprocity agreement, where all members to the agreement agree that the action of one state in authorizing or approving an institution under the terms of the multi-state
reciprocity agreement is accepted by other states. In effect, this would mean that if the Board were to join SARA, accredited, degree-granting postsecondary institutions located in the Commonwealth would be able to provide distance learning programs to students in other states in accordance with the terms of the agreement.

General Counsel Papanikolaou noted that this is not the first time we are talking about SARA and the subsidiary jurisdictional and consumer protection issues underlying the decision point today. Since December 2012, the Board has received nine presentation on the issues, including a major panel discussion during the June 2016 Board meeting which reviewed the pros and cons of joining SARA, as well as strategic planning discussions during the Board’s 2016 and 2017 retreats. The Board and the Department have studied the issue for some time and the Commissioner is at the point where his is comfortable recommending that the Board authorize the Commonwealth’s entry into SARA, since the BHE now has the legislative authority to do so, and the remaining consumer protection issues regarding a potential conflict between the for-profit school regulations of Massachusetts Attorney General’s Office (AGO) and SARA requirements have been addressed.

Accordingly, consistent with the Board’s new legislative authority on reciprocity, and consistent with the recommendations of the SCIRA report, the Commissioner recommends that the Board authorize the Commonwealth’s participation in SARA. To effectuate this decision, it is also recommended that the BHE delegate to the Commissioner the authority to take all necessary steps to pursue Massachusetts’ entry into SARA, consistent with the timeline and process included in the Board materials. General Counsel Papanikolaou concluded by noting that a very detailed legal memorandum was included in the board packet which outlines the work done to date, and includes references to all relevant legal authority and implementation requirements that she has summarized through the PowerPoint presentation today.

Board Member Henry Thomas asked if Massachusetts would be able to participate in SARA if US DOE prohibits states from enforcing state-specific consumer protection laws. General Counsel Papanikolaou stated that we have a letter of agreement between the Attorney General, NEBHE and SARA which supports the current assumptions. Further, Massachusetts’ participation in SARA is voluntary and we have the option to withdraw from the agreement if something happens at the federal level contrary to our expectations. Commissioner Santiago expanded on General Counsel Papanikolaou’s comments by assuring the Board that the focus of the Department, going back to his start at the agency, has been addressing consumer protection concerns. SARA currently has the necessary, minimum consumer protection structures to serve MA well in the area of online learning.

The following motion was duly made, seconded and approved unanimously by all board members present:

**AAC 18-08 AUTHORIZATION FOR MASSACHUSETTS TO ENTER INTO THE STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA) AND DELEGATION OF AUTHORITY TO THE COMMISSIONER.**

**MOVED:** The Board of Higher Education hereby approves the authorization for Massachusetts to enter into the State Authorization Reciprocity Agreement (SARA) and delegation of authority to the Commissioner.
V. PRESENTATIONS

Deputy Commissioner Marshall gave an overview of major projects in Academic Affairs and Student Success that included the following areas: Developmental Education Reform, MassTransfer Pathways, the Commonwealth Commitment, and the Revised Program Approval Process for Public Institutions. Dr. Marshall stated that the goal of the presentation was to present high-level timelines for these major projects and to solicit feedback from committee members. She emphasized the varying lengths of the project timelines and stated that the presentation would highlight when the Board could expect to be directly engaged with each initiative within the context of work being done by DHE staff, campuses, and external consultants.

A. Remediation Reduction

Dr. Marshall focused on the three-pronged approach that we are implementing to address the issue of developmental education in the Commonwealth: campus GPA pilots, co-requisite at scale, and multiple math pathways. In her overview of the campus GPA pilots, she identified fall of 2018 as an important decision-making point for the Board in terms of the use of multiple measures for placement. Dr. Marshall also informed committee members that they can expect two major reports in the fall of 2017 and the spring of 2018 that will help bring two very promising practices to scale: Designing Math Pathways and Co-requisite at Scale.

Vice Chair Harrity asked if we have data on the expanded GPA pilots. Elena Quiroz-Livanis, Chief of Staff, responded saying the DHE will continue to refine the pilot as it receives student outcome data. Commissioner Santiago added that we don’t yet have sufficient data but that we should have the outcome data by next meeting. Board Member Henry Thomas then asked if students in the pilots are still using Accuplacer and the answer was yes. Commissioner Santiago highlighted the fact that remediation is still a big problem for the Commonwealth and that we are in need of new, promising solutions like the co-requisite model. Board Member Thomas followed up his question by asking if the DHE should be considering the students in the co-requisite pilot as the control group. Jonathan Keller, Senior Associate Commissioner of Research and Planning at the DHE responded that, in effect, the students in the pilot program are the treatment group but we cannot consider the students part of a control group because the program does not control for a host of unknown factors. Elena Quiroz-Livanis responded with info about similar initiatives in other states. EOE designee, Tom Moreau asked if the DHE had data from other states on the effectiveness of co-requisite at scale. Elena responded that we had data from the subcommittee, the Dana Center, DESE, math teachers, and the like.
B. Mass Transfer

Dr. Marshall gave an overview of the MassTransfer work, and informed committee members that we are simultaneously reviewing existing curriculum maps and building new maps in the Cycle III disciplines. She added that this year we will be convening faculty in 2 new disciplines, Nursing and Social Work, and that during Spring of 2018 we will be working with the campuses to develop common transfer principles for four-year disciplines.

C. Program Approval Process

Dr. Marshall reviewed a potential timeline for the new policy development for the Program Approval Process for Public Institutions. This process included unpacking stakeholder feedback, editing the draft document, voting on the revised process, and calibrating the new program approval process with performance measurement and strategic planning.

Board member Thomas expressed concern that UMass is not yet on board with the proposed process and stated that we need to consider how it either complements or undermines the statutory independence of the University of Massachusetts. He also stated that there is disagreement around the independence of UMass and suggested that we might get a legal interpretation from the Attorney General. General Counsel Papanikolaou stated that the Department has recently reached out to the Attorney General's Office (AGO) seeking an advisory opinion on another matter and was informed that the AGO does not tend to issue advisory opinions any more. Secretary of Education Designee Tom Moreau stated that he could not endorse the timeline that was presented, but that he would touch base with Dr. Marshall. Vice Chair Harrity expressed interest in learning more about what the institutions said in response to the proposed new procedure.

VI. OTHER BUSINESS:

There was no other business discussed.

VII. ADJOURNMENT:

The meeting adjourned at 11:55 am.