

**Academic Affairs Leadership Team**  
**Thursday, March 29, 2012**

I. CHECK – IN

a) Agenda

- NECC Website – Ron and Hannah
- Chairs/Coordinators Workload Study - Bill
- Faculty Names on Master Schedule - Bill

II. ACTION ITEMS

a) NECC Website – Hannah and Ron

Ron Tabor and Hannah Arnold attended the meeting to discuss changes that are happening with the NECC website. Hannah provided the group with an example of a dynamic academic program website. Eventually when these sites are built, individual areas would maintain their own content. There was a discussion regarding excess information that is on the website that currently does not reside in either the faculty or staff websites. Hannah is aware of this problem and is working to address it.

Hannah also notified the group that the new portal may have a “soft” launch by the end of 2012.

b) Chairs/Coordinators Workload Study - Bill

The group reviewed the chair/coordinator workload study that was emailed before the meeting. There was a discussion regarding the precision of the study as some believe it does not consider those departments who have responsibilities to outside accrediting agencies. Jackie also had a concern that the document did not include the Part time day faculty members. Judy asked about the “big picture” of reassigned time.

**ACTION(S): Jane will update the study and provide it to Bill. The group will review the document at a June meeting.**

c) Faculty Names on Master Schedule – Bill

There was a discussion regarding the timeline for adding FT faculty names to the master schedule. The registrar’s office had questioned the fact that several courses do not have names attached. Due to the new federal guidelines, names cannot be added without book orders being provided.

Bill stressed the importance of faculty submitting book orders in a timely fashion and asked the group to remind the faculty about the need for book orders. The current due date for names on the master schedule will remain the same.