

AALT – November 12, 2015

Present: William Heineman, Nancy Julin, Mary Farrell, Mike Hearn, Dawna Perez, Tina Favara, Carolyn Knoepfler, Janice Rogers, Donna Bertolino, Grace Young, Diane Zold-Gross, Kim Burns, Shar Wolff and Sharon McDermot. Guests: Lori Weir, Ashley Moore.

Ashley Moore: Fellows from Merrimack College—process and how to get one next year. Higher Ed and Community Engagement degrees. Twenty-five hours per week at site (August to early May) and full-time course load. Opportunities for them to get professional experience. They are a wonderful asset to the college. Also, assistanceship opportunities for 10-12 hours per week for no cost for traditional Merrimack students, but fewer of them. Bill will send out the Fellow application we've developed internally. It costs \$13K to host a Fellow. If NECC has more than one, we get a discount. On the application, you have to have a job description, describe how your budget might help fund it. Applications are due December 1st. March 3rd is Interview Day at Merrimack. You would go (or send someone) to meet a number of Fellows who are interested in your position, and look for a good fit. There is a Skype opportunity for those who absolutely cannot make Interview Day. If you are matched with a Fellow, the site supervisor must attend a full-day orientation at Merrimack and promise to meet weekly with the assigned Fellow to mentor/supervise. Two site visits happen during the year with a rep from Merrimack to discuss Fellow's progress on Learning Contract. Fellows are not required to work during Merrimack's Spring Break (which does not align with ours). You could work this out with your Fellow. They do not work during Christmas break, but are expected to come back at the beginning of January when we start back up. Ashley will send out more information via Bill for those who would like it.

Given the College's budget will be very tight next year, it will be surprising to get 5 next year. Make sure if you apply, that you have a compelling project for them to be involved in. Remember, December 1st is the deadline.

Kim Burns: Follow-up on Weatherproofing courses. It appears there is a great response (20 ppl) from Academic Prep interested. Carolyn had one person interested. Shar has one as well. No bites from Mary or Nancy, after two prompts.

In a few weeks, part of this group will join Academic Affairs Committee to work through bumps in the road. There is a "Minor Change Form" in draft form for courses with only tweaks. Some questions about it...everyone is really responsible for making the curriculum strong, not just the committee or just the faculty proposing the course. We all have a role. This form is a good place to highlight course outcomes, or core academic skills. Who should be verifying that those elements are in place? Not the committee so much as the deans, assistant deans and program chairs and coordinators. Grace finds herself doing quite a bit of editing when paperwork gets to the Committee, but when it goes out to the broader group, sometimes it ends up going back to the faculty who has to change and send it back. In the past, deans have signed off on proposals with missing parts or lots of typos. It has gotten better, but maybe the process needs to be made clearer. Sometimes things show up to be signed off on that the deans have never seen/heard about. Changes should be talked about with the dean prior to course changes being made. Conversation ensued about best practices in process.

Sometimes, old courses that haven't been taught in years still appear in the catalog simply because we cannot force faculty to file the paperwork to make it right. These are the reasons for the joint meeting...to work these things out.

Student Affairs Committee meeting with Bill: Talked a lot about Police Academy, safety on campus, then attendance policy—especially for those in the military or Reserves who get called up. So, Bill shared our existing policies with them, but we don't have a specific one for military/Reservists being called up. The policy we have gives control to faculty to determine the Attendance Policy. Especially DCE faculty, but even with new and existing faculty, we should probably go over the Attendance Policy at a Division meeting so that faculty understand what all the options are they can use with those cases. Susan Martin's policy around chronic illnesses or disabilities may be helpful in informing how attendance is handled. Shar says that there are federal guidelines around Military. When faculty train with Grace in the Spring, they go over all the policies. The attendance policy is very faculty-driven though, so it needs to be figured out within the department. Health Division is different than Liberal Arts for example...not cookie cutter. Students called up cannot say no to the government, so it would be helpful if faculty could utilize options to at least work with the students. EGMR (policy we should look at to determine if we can set some guidelines not to penalize students who get called up). Grace notes that when students return after duty, they bring in documentation, do a retroactive withdrawal or whatever needs to be done.

Master Scheduling: This year, the process will be different than normal. We will not be replacing every classroom in Spurk with swing space. A lot of analyses were done to determine the minimum of what we need in swing space. At the end of it all, there were 8-10 classes that didn't have a home. Do your scheduling with that in mind. There may not be room for ALL of the sections of a course offered last fall. If we really need those extra sections, then how can they be handled? Be proactive. FSLAS has a pilot at Opportunity Works...predict as realistically as possible what is absolutely necessary. It will be difficult, no doubt.

Have we begun to inform students in any way about the big changes? No, because the plan has kept changing, so no PR started. Grace emphasizes that students will need to know that Spurk will be offline and so their schedule may not be ideal.

Solar Panel installation in Lots---not a sure thing, but a good chance.

Looking at Winter Intercession and Summer Schedule as a package. All lots won't be ripped up at once, so folks may have to walk across campus for classes.

Budget is going to be harsh. Five to ten percent of sections may need to disappear if low-enrolled.

Lori Weir: Concurrent Enrollment and union talks. Pentucket discussions have happened. Steve Russell was involved in the conversation because of his history with CE since the Early College contracts were established. Linda is now in the loop as well. Shar—faculty who are teaching concurrent sections are high school faculty who have embedded our faculty to teach, are not considered DCE and should not gain seniority based on teaching those courses. Some high school teachers actually ARE DCE and teach here, but those who work for and are paid by the h.s., vetted by us, but not our employees...they are not DCE. Because the high school concurrent courses are considered an outside entity, a dept. chair here

does not have to offer sections taught at the high school based on seniority. The high school may say in their contract that THEY want to determine who teaches the course, then as an outside entity, they can do that. Mentor is assigned as an 'insurance policy' to be sure that the course is being taught according to the syllabus, etc. so the Mentor goes and observes class...BUT, if there is an issue, it would have to be addressed in concert with the high school. Deans have recommended the Mentors. They are playing the 'quality control' role that Lori had previously done before so much growth in the CE area.

There are conversations about getting CJ involved in the future (not next fall). Lori would like to find a way to inform all faculty about the potential and guidance about CE, but we know how difficult that may prove to be, with everything else going on.