

NEASC Team Leaders Meeting Minutes
November 4, 2014
4:00-5:00pm
Room SC106

Present: Terry Cargan, Maria Carles, Tom Fallon, Tina Favara, Michael Hearn, Bill Heineman, Jennifer Jackson-Stevens, Habib Maagoul, Linda Meccouri, Heather Mores, Dawna Perez, Kristen Quinn, Mark Reinhold, Steve Russell, Wendy Shaffer, Gail Stuart, Ron Taber, and Kim Waligora

Not Present: Jeff Bickford, Deirdre Budzyna, Amy Callahan, Mary Chatigny, Tillie DelVecchio, Steve Fabbrucci, David Gingerella, Janice Rogers, Stephanie Wares, and Judy Zubrow

Recorder: Cathy Lavery

Wendy Shaffer and Mark Reinhold welcomed everyone.

Inasmuch as this meeting was held only two short weeks since our last meeting, it was decided that this meeting would be a “working group meeting.” Questions were asked and answered, and if they couldn’t be answered a list of questions were compiled to ask Tala at NEASC.

It was noted that the organizational charts on the NECC Website were out of date. Wendy noted that Steve Fabbrucci is working on these and will contact him for a time frame of when he expects the organizational charts will be updated for use in this report.

It was also noted there is a “Consumer Information Page” on the college’s website under MyNECC which has a lot of information all in one place about the college.

Bill Heineman will update the list of faculty for use in this report.

Posting Drafts to the Website: Based on a meeting with staff in Marketing Communications, it was decided that drafts for posting should be sent to Cathy Lavery who will upload them to the website. The college community will have access to review these materials and provide feedback to the individual team authors through an email “pop-up” that will be generated. This way, individuals providing feedback will be able to comment directly to the author(s) eliminating any need to monitor the website for possible inappropriate comments. **Everyone was again asked to send to Wendy, by the end of this week (November 7th), the name and email address of the person for each standard who should receive the feedback.** Those that have already responded, thank you.

Timelines: Drafts of Forms should be ready for posting to the website. Drafts of most Standards (with the exception of Standards 4, 5, and 6) should be ready for posting onto the website around Thanksgiving, and the Reflective Essay Draft by December 15. Review, comment, and editing, etc. are expected to be done from January through March as well as additional writing of others sections of the Report (including Special Emphasis Areas, Institutional Plans, etc). A final draft will be sent to NEASC sometime in March for feedback. The actual Report is due to be submitted in August 2015.

The next meeting of the NEASC Team Leaders will be held on Monday, December 15 at 3:30 – 4:30pm in Room SC106. If anyone wants/needs to meet with Wendy or Mark in addition to these monthly meetings, please just let them know.