

As prescribed by the Charter of the All College Assembly, the Executive Committee is pleased to present the sixteenth annual report of Assembly activities to Assembly members, President Glenn, and the Board of Trustees. This report summarizes the accomplishments of our five Standing Committees for the academic year 2013-2014.

EXECUTIVE COMMITTEE

The Executive Committee of the All College Assembly is charged with matters concerning planning and policy for the college and for tending to ACA issues and operations.

The latter includes planning and overseeing four ACA meetings a year and functioning as a “Mother ship” for other Standing Committees by:

- Providing information and help if either is required or requested
- Keeping track of Standing Committee membership
- Assisting with recruitment if any of the four constituencies (Faculty, Professional Staff, Non-Unit Administrators, and AFSCME members) are underrepresented on any specific committee
- Ensuring—to the best of our ability—that the committees are functioning smoothly and effectively.
 - To this end, we’ve continued our assistance to the IT Committee, which is now in its second year and flourishing.
 - Our involvement with that committee has made us more aware of the increasing number of shared concerns among the Standing Committees. Therefore, we’ve initiated more communication among committee chairs, including holding three-four meetings this year. For the first time, we are sharing with them decisions about ACA agendas.
- Overseeing annual membership elections.

Though the Executive Committee’s agendas are frequently determined by constituency concerns and priorities, we began this school year with the following primary objectives:

- Ensuring the continued relevance of participatory governance.
- Working more closely with our sister Standing Committees.
- Encouraging student involvement with the ACA and its Standing Committees.
- Continuing to communicate more effectively with our college community about the ACA and its Standing Committees in order to clarify what we do and promote greater participation.
- Assisting, as needed, to support the work of the Strategic Planning Steering Committee.

Further Activities — The committee has been involved with:

- Constituency concerns about safety measures, particularly emergency protocol on both campuses following the February threat-based evacuation;
- The charter drafts for three proposed committees were approved in a meeting with Vice President Heineman.
- Looking into the existence of a Spurr renovation committee;
- Working with Ellen Grondine, Dean of Planning & Strategic Initiatives, on a student-based approach for devising NECC’s mission statement;
- Working with the administration to become more informed about the formation of committees, particularly those that might duplicate the functions of the ACA and its Standing Committees. To prevent this, we’ve initiated greater communication between newly established committees and the Standing Committees, as well as reinitiating our charge to approve all new committees in order to prevent duplication.
- Working to “improve communication among all sectors of the college,” as stated in the ACA Charter.
- Planning and overseeing four All College Assembly meetings a year.
- Keeping abreast about current issues and initiatives affecting Northern Essex Community College, primarily by meeting with President Glenn on a regular basis, other administrators as needed, as well as receiving input from our committee members and directly from our constituencies. We follow the activities and decisions of the Board of Trustees and have a member attend as many board meetings as possible.

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Executive Committee (Continued)

- Involving students in ACA operations. This year, four of the five committees had an official student representative. As was true last year, when the ACA approved this measure, the student members have brought to our meetings a valuable perspective and their membership has provided a venue for faculty and staff to work on an equal footing with students. On occasion, we've also invited Student Senate members to ACA meetings.

With the help of our excellent support staff, Maggie Lucey, the committee also completed its charge as defined by the Charter in the following ways:

- Maintaining an inventory of all committees.
- Overseeing Standing Committee elections.
- Maintaining an ACA website.
- Creating and submitting to the Board of Trustees this annual report of Standing Committee activities.

**Respectfully submitted,
Terry Cargan, Chair**

ACADEMIC AFFAIRS COMMITTEE

Charge: to make curriculum recommendations to the president regarding all proposals for changes, additions, and deletions in all curricula offered by all divisions of the college. In addition, the committee may recommend changes in college-wide academic policy and standards.

One hundred (100) proposals for new or revised courses, programs and certificates were submitted for review by the Academic Affairs Committee. Seventy seven (77) of these proposals were approved by the committee and have been processed for implementation.

Revised policies for Academic Standing, Learning Outcomes Assessment, and the **Massachusetts Community Colleges Common** Transfer agreement were also reviewed and approved by the committee.

The committee considered, and will continue work in the fall semester, on recommendations related to the publication of course outcomes and definitions of a credit hour.

In conclusion, I would like to extend my thanks to Jane Bailey whose work on this committee makes it all possible, and to Richard Lizotte for his dedication, advice, and service on the Academic Affairs committee for the past twenty plus years.

**Respectfully submitted,
Patricia Willett, Chair**

Finance Committee

For the 2013 - 2014 academic year, the Finance Committee investigated a number of issues. We would like to see some of the money for the Spurr renovation used to make Lecture Hall A a multi-use space. The lecture hall could be used as a theater, as well as a space for community - related activities.

The committee also looked into reforming the way in which the college buys software programs. We could save money by making sure that a single overseer has the final say on such purchases. The IT Committee can play a critical role here.

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Finance Committee (Continued)

The committee also investigated a revival of our recycling program. A clearer policy concerning the separation of regular trash from recycling material could save us money, and enhance the college's "green" image.

In Fall, 2013, we had a thorough discussion of the parking policy with David Gingerella. He promised to keep us posted concerning the financial implications of our new policy.

We also looked into the SI (Supplemental Instruction) program. We discussed the possibility of expanding this program to help more of our students. We also spent a lot of time discussing the ways in which the Spurk money should be used.

In the Spring of 2014, we met with Lane Glenn, William Heineman, David Gingerella, Jeff Bickford, and Richard Goulet. We are concerned with the declining number of course sections in many disciplines. Our course cancellation policy may need to be reconsidered.

We also discussed the large number of deferred maintenance projects here at the college. We recommend an overall plan to deal with this situation.

*Prof. Andrew N. Morse,
Finance Committee Chair*

STUDENT AFFAIRS COMMITTEE

Highlights from the Student Affairs Committee during the 2013-2014 academic year include:

- **Email and Blackboard technology assistance/tutoring for students.** Committee members of the Distance Ed Strategic Plan for student success online have been working on retention in online classes, and there are computer tutors both in the library and as part of the Tutoring Center. However, we still see a great need for tutoring students in the first weeks of the semester: for accessing their email accounts and signing onto and navigating Blackboard. The Committee has suggested more tutoring assistance in the first few weeks of the semester for email and Blackboard in various locations on both campuses with clear, permanent signage (especially by the Computer Lab).
- **Communication on campus.** For two years the Student Senate donated money for "dynamic signage" as their graduation gift to the college. While there may be plans to create a more complex messaging system on campus, the fact remains that there is a need for some kind of video feed or screen that can advertise club meetings, tutoring schedules, sports events, special events, etc. (not to mention emergency messages) on each campus. Even two televisions, one in the C/Spurk building and one in a Lawrence building would be wonderful. Yes, some of this information is available on the NECC website, but video messaging could be more useful and accessible to ALL students. The Committee has suggested making dynamic signage a priority, especially in the C/Spurk building lobby.
- **Parking Policy.** Now that students have to pay for parking, clear rules/policies need to be in place and be well-advertised. The Committee has suggested creating a clear list of rules/violations for parking that is posted visibly on each campus.
- **Public Safety Plan.** A new version of the Public Safety Plan was sent out. How is this information being shared with students? Do they really know what to do in case of emergency? How have the issues about transportation been answered (so there is no backlog exiting campus or crowds of students waiting at the bus stop)? The Committee has suggested creating a Public Safety Plan poster that is posted visibly on each campus, and also clarifying to students how to exit campus in case of an emergency.

STUDENT AFFAIRS COMMITTEE (CONTINUED)

- **Student of the Month.** The committee continued seeking nominations for Student of the Month (6 times a year) from faculty and staff. All nominees receive a Student of the Month certificate and a copy of the nomination letter. One student each month is randomly selected to receive a \$50 gift certificate and have his or her letter printed in the *Observer*.
- **Other topics and issues over the past year have included:** Alternate textbooks, handicap access on the Lawrence Campus, food service in Lawrence (Sal's) and Haverhill (Nexdine), FASFA tutoring in Lawrence, Student health insurance changes, and career services.

Submitted by Ginger Hurajt, Chair

INFORMATION TECHNOLOGY STANDING COMMITTEE

The committee basically spent the year revisiting last year's topics—primarily about software— along with some new IT issues. We also solicited input from members' constituencies, met with various administrators, and refined our understanding of our mission.

We had teleconferences and live presentations of proposed software, then discussed the software. We weighed priorities for potential purchases of both software and hardware, as well as installations, improvements and service updates.

Software included:

- **Argos:** A report generating program used with Banner
- **BB Analytics:** A data driven report package that the MIS department recommends which consists of 85% prewritten reports including student retention and graduation completion information. The program can eventually be user driven by the faculty and staff but will need dedicated recourses and support in order to be cost justified. A new data dictionary will be defined by the company and the MIS department. Bridgewater state now uses this package along with various other colleges.
- **Office 365:** Cloud based office software from Microsoft for student use.
- **CollegeNet (Live 25):** A scheduling program for classrooms and meetings which should be started in the spring 2015 semester.
- **Flex registration:** A portal based registration that was used for non-credit courses with payment options. May be expanded for credit courses in the future. The committee saw a demo on the software.
- **Portal:** Discussed the new portal implemented in the summer '13. Also talked about some of the problems that existed including the single sign on and time out flexibilities. The Central Authentication Service software (CAS) is needed to solve some of the portal issues.
- **Necclink:** Another portal based program that links together students and employers in the area for possible jobs. Included in the software was some student help such as resume writing. An excellent demo was seen by the committee.
- **Starfish:** A grant funded early student alert system which is also portal based. The program will be used by faculty and students in order to evaluated students having difficulties at NECC.
- **Black Board Learn:** An ongoing discussion to keep up to date with some of the changes in BB Learn including training and updates. Kaltura, a video software component and Content Connection, centralized common files for courses was included. A demo was seen in Kaltura.
- **Emergency alerts using BB connect** and other existing software was also discussed.

INFORMATION TECHNOLOGY STANDING COMMITTEE (CONTINUED)

Hardware included:

- **Lawrence:**
- New virtual servers, wireless upgrades, 24 hour security monitoring, video conference room.
- We learned that fiber was used for all campuses giving up to 100 times faster connections and increased bandwidth.
- There's a need for phone upgrades
- Increase staff was also debated for the new buildings. One definite staffing need for Lawrence is an individual dedicated to intercampus conferences.
- **Haverhill:**
- Renovations for Spurr were discussed including faster wireless connections and a way to darken smart rooms for projection visibility.

The library would like to see a link within Blackboard for accessing the library.

Respectfully submitted by
Mike Broughton, Chair ITSC