



**All College Assembly Meeting Minutes  
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus  
Sept. 30, 2019**

Chair Sheila Muller called the meeting to order at 12:30 pm. The minutes of the April 8th meeting were unanimously approved. Chair Muller welcomed everyone to the All College Assembly and noted that this is an organization that does not establish policies, but rather acts as an advisory. With those efforts in mind, everyone was encouraged to attend any of the four standing governance committees. Also, in order to increase communication, Noemi Custodia-Lora has been named as a partnering individual for the Lawrence campus.

### **Student Government**

The president of the Student Government, Samantha Cook, presented an update of the following matters:

- Transportation issues, involving the shuttle and also the parking situation in Lawrence
- Student activities, such as a ghost hunting trip, fundraising event on 10/31 with Tarot readings
- Student Lounge activities, such as providing a foosball table and other physical entertainment activities

### **NECHE**

Bill Heineman provided an update of the progress of the 100 page self-study, in which he encouraged written feedback by October 15 from the recent communications sent out to the college community. In addition to today's opportunity, there will be two other days to provide feedback: next Wednesday 9/25 and Monday 10/7 in C204 from 12:00 to 1:30 and Thursday 10/10, in LC301, from 3:00 to 4:00. The NECHE team will look for any patterns in our feedback.

Bill provided the assembly with a list that highlighted the strengths and challenges for each standard, namely Standard 1: Mission and Purpose; Standard 2: Planning and Evaluation; Standard 3: Organization and Governance; Standard 4: the Academic Program; Standard 5: Students; Standard 6: Teaching, Learning, and Scholarship; Standard 7: Institutional Resources; Standard 8: Educational Effectiveness; and Standard 9: Integrity, Transparency, and Public Disclosure.

Bill thanked all the Team Chairs and members for all their efforts, including Sheila Muller, Pat Willett, Patricia Machado, Lori Heymans, and Isabelle Gagne.

The following feedback that was offered included the following:

- Revision of core academic skills (almost 10 years since last update)
- Need to make students more aware of the college mission. More attention needs to be paid to the way questions to students are designed. Also, Bill noted that the NECHE site team will talk to the students to see that we are living our mission.
- Commitment of college to our obligations to the community in light of the recent decision about the “COOL” program?
- Design of course materials and importance of universal design being included as a safety net in order to ensure the success of our students.
- Difficulty and challenges brought about by high turnover in upper management and insufficient funds.
- Challenges due to a lack of communication.
- Need to emphasize in Standard 5 Students rather than Student Affairs.
- Accurate listing of faculty and their qualifications
- Concern for clearer notifications regarding “Phishing”
- Making Website more user friendly
- Evaluation of new programs and partnerships undertaken by college and how they relate to the college mission.
- Academic Preparation, currently under the Academic Affairs Organizational Chart is not a Division and since the ACA Charter is divided into “Divisions” for faculty representation, can only be represented by the ACA category of “Faculty At Large”. Since this designation has not been satisfactory and no decision has been made for AP to become a Division, a proposed solution has been to repatriating the Math AP faculty to STEM and English AP faculty to Liberal Arts.

### **Next Steps**

After the deadline of Oct.15, the team will review feedback, revise the draft, and give everyone the opportunity to see the revision.

Draft will be sent to NECHE in late January or early February for review. We will then have an opportunity to make any final changes.

In late spring, the team will prepare for NECHE’s site visit the following year.

With no further actions, the meeting was adjourned at 1:25 pm.

Respectively submitted by Linda Buckley

September 30, 2019