

NORTHERN ESSEX COMMUNITY COLLEGE
Academic Affairs Leadership Team
Thursday, August 28, 2014
10:00 am – 11:00 am
President's Dining Room

Attendance: J. Zubrow, S. Wolff, D. Bertolino, S. McDermot, C. Phair, M. Farrell, C. Cohen, J. Rogers, D. Perez, M. Hearn, B. Heineman, E. Wentland, N. Julin, P. Demers

Topic	Discussion	Outcome
<p>I. Long Term Plan vs Short Term Action Plans</p>	<p>Academic Affairs List of Things To Do</p> <p>Bill Heineman reviewed the Recruitment Plan Long Term Action Item Bullets (pg 11)</p> <ul style="list-style-type: none"> • How do you find adults? In reality we have a pool of non-credit. There is a small group of AALT members already working on Credit-Non-Credit courses. <p>Adam Cutler has been going out to businesses. Maybe we could partner with him. (Accelerated Business is example and already set-up).</p> <p>Bill's question: When we get a request how do we respond?</p> <p>Jericho Road had had an interest in non-credit to credit. Dawna Perez is wondering who will pick up.</p> <p>Grace reminded the group that certifications should be a part of non-credit. We will need to look at Merrimack College to partner so we can offer certifications to students.</p> <p>How can this be accomplished so that we are partners with Merrimack College? Chuck asked about the role of faculty and Grace felt it may not be necessary to utilize them.</p> <p>Additionally, we reviewed the possibility of a mall location. Maybe we need to consider military bases instead of a mall location.</p> <p>Advisory committee bullet has several elements to consider: composition, attendance and possibilities for internships etc. How do we address this area?</p>	<p>What else can we do?</p> <ol style="list-style-type: none"> a) Pool of GED/HISET b) PTA groups as an audience for children and themselves (Timberlane) <p>(C Cohen is interested in working on this. Diane Zold-Gross will be asked to spearhead the Recruitment for the non-credit work. C. Cohen is willing to participate)</p> <p>Noemi is continuing this conversation.</p> <p>Grace will work with Diane Zold-Gross.</p> <p>Please share ideas about the military with Bill.</p> <p>How can we put structure around this? Mary and Chuck have majority of these advisory groups in the college.</p>

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	<p>Grace presented another option pertaining to packaging some programs with UMA Lowell. This would allow for recruiting more students and also needs marketing.</p> <p>Enrollment goals for all academic programs will be set for the next three years.</p>	<p>Grace to send a document she's prepared to Bill H.</p> <p>Mary, Chuck and Judy will work with their divisions to establish during 2014-2015.</p>
II. Master Schedule	<p>Grace reviewed the areas for opening up during this time period: English Comp I Intro to Business</p> <p>May also want to stack courses together. Janet Rogers' wants some developmental courses.</p>	<p>Janice, Grace, Chuck and Shar to develop courses and how to stack them, late afternoon and early evening.</p>
III. Hiring and Diversity	<p>The group related comments pertaining to:</p> <ol style="list-style-type: none"> 1) reliability of data 2) pay scale 3) Interview Exchange data is based upon minimal qualifications 	<p>Bill is encouraging group to come up with ways to effect changes in recruitment and hiring practices.</p>
IV. Academic Affairs	<p>What's coming up?</p>	<p>Send to Bill H. AA lists for him to share with the committee.</p>
		<p>Respectfully submitted,</p> <p>Pat Demers</p>