**NORTHERN ESSEX COMMUNITY COLLEGE**
**Academic Affairs Leadership Team**
**Thursday, October 10, 2013**
**10:00 am – 11:00 am, L244**

**Attendance:**  N. Garcia, P. Demers, C. Phair, D. Zold-Gross, E. Wentland, L. Shea, J. Rogers, M. Farrell, S. Wolff, J. Zubrow, G. Young, M. Reinhold, B. Heineman

| Topic | Discussion | Outcome |
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| I.  Budget Timeline | B. Heineman reviewed the budget and Master Schedule timelines. | We will probably do MSP for fall 2014 by mid to end of January followed by Budget to be done for March 1 and then revisit Spring 2015 afterwards. <span style="color:red">Update: probably not.  Stay tuned for next meeting.</span> |
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| II.  MSP with New Staffing Software | When material is fed into the Software scheduling package there will be one month when no changes can occur. | There will also be some scheduling. |
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| III. Assessment Activity | NEASC gave us options for how to report assessment outcomes via.  Next year will be the time for gathering outcomes assessment activities for NEASC interim report.  About 40 programs have reported activities.  A couple of weeks ago Program Coordinators were sent their reports and E. Wentland is meeting with them. Some programs have not as yet done any outcomes activities.<br><br>There are several programs that have no coordinators. | E. Wentland will send Program Reports pertaining to all outcomes activities to all AALT. This will illustrate where we are currently and will help us to encourage programs to do these activities. |
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| IV. Professional Development Needs | S. McDermot is working with small group (AALT) to develop application process for professional development specific to needs by discipline related concerns.  There will be some limitations on who can apply and how funds are to be used. | General application specifics will be forthcoming. |
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| V. Chat with Linda Mercouri | Teaching/Learning/Technology/ Leadership/Management as topics in Linda's domain.<br><br>L. Mercouri presented her view of Professional Development in her previous background.  She asked questions about seasonal concerns as well as how to use time in the most advantageous manner financially and | L. Mercouri is willing and can be flexible to help schedule programs to help development. |

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| | with union concerns. | |

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| | • Theme One: training and how do we maintain this. <br> • Theme Two: What can we do to proceed/crafting questions for future projects? <br> • Theme Three: What about the students and the relationships? <br> • Theme Four: What do we do about time and how to figure out when to schedule? <br> • Theme Five: Can we add ideas one at a time to department and/or division meetings? <br> • Theme Six: Very important during advising that students recognize core intensive courses. <br><br> A question was asked about the percentage of faculty who currently use degree works? <br><br> Do we all know why degree works is helpful? <br><br> Do we know who the superusers are? Can we identify who they are so we can develop a "how to use Degree Works Tool?" <br><br> • Theme Seven: How do we over utilize/underutilize faculty? How can we nourish great faculty versus how we can encourage slow or reluctant faculty? <br><br> Linda Mercouri did explain her job as it's been related to her. She sees HR functions as not hers;' professional development is. Linda also wants to do a Needs Assessment for all. She is asking for subjects that should be in the survey tool. | What if we build into PIF grants that a presentation be done to other faculty once you develop a course intensive? <br><br><br> Let's develop Degree Works champions by giving stipends and enlisting them to teach and/or train – Link to success of students. <br><br> J. Zubrow agreed that we can work with Linda Mercouri to identify folks. <br><br><br> Bill encouraged all to reach out and work with L. Mercouri. It is a new day, encourage faculty to participate, particularly Needs Assessment. |
| VI. CADA | C. Phair discussed the dce assignment in spring. Most of the other schools will only be giving one dce course. | We will continue to assign dce courses as we have always done. |
| VII. Marketing | C. Phair alerted about marketing concerns. | |