

NORTHERN ESSEX COMMUNITY COLLEGE
Academic Affairs Leadership Team

Date: Thursday, June 20, 2103

Time: 10:00 am – 11:00 am

Topic	Discussion
I. Lawrence Initiatives	<p>9/1 – 420 Common St – partially open – bookstore/assessment/placement</p> <p>LA Lab (1st floor) 2 classrooms ESL with other available office space for ESL and office for CIT (3rd floor) 2 tech CIS labs (3rd floor)</p> <p>1/1/14 – 2nd floor – Salem State University – health related courses</p> <p>El Hefni late fall Health programs to move after occupancy permit is obtained</p> <p>Dimity Building 3 new classrooms for January use</p> <p>As a result of the above – need new enrollments Program Offerings: CIS will happen as a result of new labs</p> <p><i>What do we need to do to make new programs happen?</i> We are trying to move programs/classes to the center of Lawrence. (Bill)</p> <p>Liberal Arts: Psychology – to be started spring (day) to add to Lawrence classes.</p> <p>Grace identified possible students from Student Success as to tracking for course work in Lawrence.</p> <p><i>How can we best be prepared for the next two semesters?</i> Grace will be pulling together two or three meetings this summer with the three Deans and either Laurie Dimitrov/Nora Sheridan.</p> <p>G.S. Health Specializations has solved some issues but caused other problems. Many students are taking Microbiology too early.</p>
II. New Business	Accelerated Math Lab in Riverwalk will need a home if we ever let the lease go.
DCE Work Areas	Look at the list and send to Sharon questions pertinent to areas that may not be needed or new areas required.

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Energy Conservation Memo	Please review and address questions as needed to Steve Fabbrucci or Sharon McDermot.
Faculty Reminder	Faculty must conduct all classes and do final exams during exam period.
Contract Courses	If we have the opportunity to do contract course we want to continue these. When we come upon a new opportunity and it is not within your division please bring this to the appropriate division to help process the request.
Class Sizes for F.T.	Writing Intensive Courses, 22 students in class. Critical Thinking – faculty apply and approved by dean for class, 28 max. Any writing intensive has a limit of 22. This has come as a result of CORE Academic Skill development.
Learning Outcomes Assessment Policy	Ellen Wentland related collection of data for Outcomes Assessment. There has been much debate across the state when we do assessments and the need for individually signed student consent. Ellen is recommending that we post policy on the college website and multiple places to inform students. (Ellen has reviewed the policy with Tom Fallon as to his concerns regarding: IRB. He is willing to agree to policy when the assessment is for the State's use).
Other Business	Grade Appeals – Resolution to the appeal goes back to Grace for distribution to the student. Bill would like to meet with AALT team to review how we might benefit from discussion about Grade Appeal.
Fall Class Cancellation	Grace is concerned that we are cancelling classes too early, particularly for high school students. Please discuss with Grace about a class before you cancel. Bill, however, reiterated that we need to review class statistics to validate need, location and utilization of classes.
IMEC	North Andover volunteer run organization to provide biomedical equipment to third world countries. Have need for nursing, lab technician and other groups. Please speak to Judy Zebrow about opportunities.
Portal Use	Chuck Phair related that the Strategic Goal 4 Planning Committee is interested in developing the Portal so that students are aware of speakers and events that occur on the various campuses.