

**NORTHERN ESSEX COMMUNITY COLLEGE Academic
Affairs Leadership Team Thursday, Jan 20, 2015
10:00 am – 11:00 am,A112/LC301**

Attendance: D. Bertolino, N. Julin, B. Heineman, C. Phair, S. McDermott, M. Farrell, S. Wolff, G. Young, C. Cohen, , B Heineman, J.Zubrow, D. Zold-Gross, Kim Burns, Mike Hearn

Guests: Alexis Fishbone

Minutes submitted by: N. Julin

Topic	Discussion	Follow-Up
I. Gainful Employment: Alexis Fishbone.	<ul style="list-style-type: none"> • Alexis shared information regarding the federal requirements of providing gainful employment information to the public for those certificate programs that are eligible for financial aid. • We have this required information posted on our website but it is also necessary to provide a link to this information on any printed material we distribute. • Specific wording will need to be developed in conjunction with Marketing/Communications (Mar/Com) so that everyone can provide this on any materials they distribute regarding these certificate programs. This may be something as simple as: "For more information regarding employment opportunities, salaries, program costs, etc.. Click here." Alexis will be meeting with Mar/Com to help develop this wording • This type of information must be disclosed after the first class of a certificate program has graduated • New federal rules are coming for 2017 • Alexis will need to submit gainful employment data for the past 7 years for current certificate programs that are eligible for financial aid. • Data on employment rates will be obtained from the Institutional Research office and may also be obtained from federal unemployment and social security data. • For programs that are not eligible for financial aid the coordinators should share this information with prospective students. 	<ul style="list-style-type: none"> • Alexis to Meet with Marketing-Communications to determine the wording that needs to be on all documents to provide links to the information related to gainful employment requirements. • Once established the specific wording will be shared with AALT members to disseminate to Program coordinators/chairs.
II. Prioritization of the development of Distance Ed courses for FY16.	<ul style="list-style-type: none"> • We have been funding the development of 10 to 15 distance education courses each year and anticipate we will be able to do the same for this next fiscal year. • 23 courses have been submitted for consideration. • Discussion and ranking of courses for development was completed and the final list contained 20 courses for consideration. • More than likely we will have the finding to develop the first 10 courses on the final ranking list. Five (5) of these courses were from the TAPS division and five (5) were from the FSLAS division. 	<ul style="list-style-type: none"> • Sharon to send out final listing of rankings of the courses.
III.Other:	<ul style="list-style-type: none"> • Enrollment down 6.5% from last spring. We are about average in our enrollment numbers compared to the other community college. • State budget had \$750 million deficit so projections of community college budgets is not looking that good for FY2016. • Governor's hiring freeze does not apply to hiring Temps, DCE of grant funded positions. • We can't post for FT positions right now. • There is the potential of ~10 faculty retiring in this upcoming year. 	<ul style="list-style-type: none"> • None Needed