

**NORTHERN ESSEX COMMUNITY COLLEGE Academic
Affairs Leadership Team Thursday, November 21, 2013
10:00 am – 11:00 am, PDR**

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

Minutes submitted by: N. Garcia

Topic	Discussion	Follow-Up
<p>I. Career/Vocational Technical Education Program (CVTE) Linkages: Lori Weir</p>	<ul style="list-style-type: none"> • Currently in process of hiring new person to handle articulation agreements with high schools, coordinate pathways, and oversee professional development activities with high schools. Lori is seeking our input on the different activities NECC has done in the past with local area high schools and provide her with contact names of the NECC faculty and staff involved in these activities for this new person to connect with. • Recognizes NECC needs to be more actively involved with the Lawrence High School. • Currently there are six (6) statewide articulation agreements with vocational High schools in the areas of: CAD, Engineering, Hospitality, IT, Design and Visual Communication, Automotive and Early Childhood. • There is a list of courses that they would receive college credit for at the community college level, depending on the program they enter in. These credits will not transfer to 4 year colleges so students potentially would need to re-take course in college. Dean Young is currently working on a system to have a program exam or program review of those high school credits so that these credits can become NECC credits. Pass/Fail grades are not recognized by 4 year schools the student must receive a grade for the course. • Dean Zubrow suggested that we develop specific programs with defined faculty roles and a budget to cover the expenses of these non-credit course/activity options for High Schools to utilize. Lori may have extra money in her budget to pay for buses to bring students to NECC for these types of activities. • Methuen and Haverhill are applying for a Gateway City Grant and they hope to hold activities on NECC campus over the summer. A subgroup needs to define the activities we want to develop and offer this through the non-credit area. • It would be good to develop a menu of workshops that NECC can offer routinely because right now what we offer is somewhat “Helter Skelter” and is not well established. Often because different schools have different needs at different times. • Early College Program with Amesbury and Haverhill has solid faculty teams. Still need to work out a schedule with the College Success Seminar (CSS) and the History teacher. Currently these don’t overlap. The evening HS courses being held at NECC are going well. • Making solid in-roads with Lawrence High school. 	<ul style="list-style-type: none"> • Deans + Assistant Deans to provide Lori the names of NECC faculty/staff who have coordinated various activities with area high schools. • Lori wants to establish a subgroup to work on creating a menu of the types of activities NECC can provide High Schools. • Deans and Assistant deans should ask their faculty the types of activities they have had with local area high schools. • Lori to arrange a working meeting of the AALT members and their chairs/ coordinators who are currently working with area high schools.
<p>II. Academic Progress Reports: Dean Phair</p>	<ul style="list-style-type: none"> • Criminal Justice (CJ) Program has all of their students belong to the CJ club. • All club members must have an Academic Progress Report completed. • Faculty are feeling overwhelmed with the number of students they must complete these reports for. • Could there be the possibility of limiting Academic Progress Reports to only those students in Athletics or in a Student Leadership Program and exclude club members? 	<ul style="list-style-type: none"> • Dean Phair to discuss this further with Dean Young and report back to AALT.

<p>III Dean Phair Announcement on CADA meeting</p>	<ul style="list-style-type: none"> • Dean Phair shared that at the last CADA meeting on November 8th at Mt. Wachusett CC they discussed the annual meeting which will probably be held in Sturbridge next June. CADA attendees were sent a survey asking whether the event should be one day or two days. The survey also asked for suggestions on meeting topics which included (1) After retirement, what kind of work can we pursue? (2) Succession planning for administrators and (3) our workloads keep increasing with little relief to do important projects. 	<ul style="list-style-type: none"> • None Needed
<p>III. Core Academic Skills Implementation: Ellen Wentland</p>	<ul style="list-style-type: none"> • Change from title of “Oral Communication” to “Public Presentation” so as not to exclude those students who do not communicate orally. Rationale to make this change was proposed by Susan Martin, Director of the Learning Accommodation Center. (Note: This document follows the minutes.) • Discussion of the various things we will need to do to move ahead with implementing the Core Academic Skills Intensive course requirements for students entering the college in the fall of 2014. <ul style="list-style-type: none"> • How to best notify all students coming to NECC about this requirement? • There may be Degree Works challenges to address. • Who will this requirement apply to? All new students. How is a “new student” to be defined? Will this requirement apply to transfer students? What about students who were previously at NECC and are returning after a break in their education, are they considered new? • The core academic skills intensive course requirements should apply to any student who is newly matriculating to an associate degree program at NECC in the fall of 2014. • For those courses that students transfer from other schools that are the same as an intensive course at NECC they will receive credit for that outside course as being intensive. We don’t want our intensive course requirement process to hurt the student. • We need the support of the faculty to make these core academic skills intensive course requirements work • All faculty advisors must be using Degree Works by fall 2014 to be able to move ahead with evaluating if a student has met the core academic skills requirements for graduation. • Ellen shared a draft of a document that she collaborated with Dina Brown on, as a way to notify students of this new graduation requirement being implemented for those students matriculating into an Associate Degree Program at NECC in the fall 2014. <ul style="list-style-type: none"> • Core Intensive Skill requirements for graduation and the symbols that could be used to delineate these skills could also be used on various activities held at NECC that would help support these skills. • This information sheet will still need to include additional information. • Assessment Summit will be on December 2, 2013 In Lawrence, L244 from 1:00pm to ~2:30pm 	<ul style="list-style-type: none"> • Faculty who have submitted courses that were approved as an “oral communication” intensive course will need to re-word this on their syllabus to reflect “public presentation” instead. • Faculty advisors need to all be using Degree Works by fall 2014 to be able to move ahead with monitoring a student’s completion of the core skills intensive course requirements. • Core Academic Skills Document scanned and added at end of minutes. • Please plan on attending the Assessment Summit on Monday, December 2, 2013, 1:00pm to ~2:30pm.
<p>IV. Assignment of Advisees</p>	<ul style="list-style-type: none"> • Sharon McDermott reporting for Dean Young: Candy Rentas will be the new contact person for the assignments of advisees. • Gail Gadd will still be completing the faculty contracts for Summer Work • Linda Fagen will continue over seeing the student course evaluation process. 	<ul style="list-style-type: none"> • None Needed

<p>V. Announcements from VP Heineman</p>	<ul style="list-style-type: none"> • The Assessment Summit is being held in Lawrence in L244 on December 2nd and people attending the Presidents General Staff meeting that day will be able to stay in the same room (L244) for the Assessment Summit immediately following. • Bill has \$10,000.00 in his budget for discipline specific professional development activities. Please remind faculty about this funding source. • At the Chief Academic Officer Meeting they discussed what NEASC is looking for in their accreditation standards. There are changes coming. Cape Cod Community College shared that they have a department syllabus for every course, with common learning outcomes, and these are all posted on their website. The NECC Academic Affairs Committee course proposal form now requires the learning outcomes to be listed. We could potentially post the syllabi that have been presented to the AAC since this requirement was implemented on the NECC website. 	<ul style="list-style-type: none"> • Please plan to attend the Assessment Summit on 12/2/13 • Reminder to faculty about discipline specific professional development funding through VP of Academic + Student Affairs office.
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ATTENTION ALL ASSOCIATE DEGREE STUDENTS!

ANNOUNCING NECC'S NEW GRADUATION REQUIREMENT EFFECTIVE: FALL 2014

WHAT IS THE REQUIREMENT?

To graduate, Associate Degree students to whom the requirement applies must take at least one course intensive in each of NECC's six Core Academic Skills.

WHAT ARE THE CORE ACADEMIC SKILLS?



Written Communication
Students will develop and express ideas in writing with increasing complexity and sophistication.

To be developed

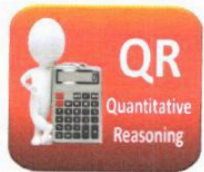
Public Presentation
Students will develop and express ideas through public presentations with increasing complexity and sophistication.



Global Awareness
Students will develop an understanding of diverse cultures and use this knowledge to address global issues.



Information Literacy
Students will learn to identify their information needs and use appropriate resources to find and communicate this information.



Quantitative Reasoning
Students will learn to interpret and manipulate quantitative information and apply concepts and skills to solve real-world problems.



Science & Technology
Students will learn to explain how science and technology influence each other and how both can be used to explore natural and human-created systems.

WHY ARE THESE SKILLS REQUIRED?

*The Core Academic Skills are those skills which are important for **student success** in transferring to a four-year college, and in employment.*

TO WHICH DEGREE STUDENTS DOES THE REQUIREMENT APPLY?

- **If you are a new NECC Associate Degree student, and have never attended college before:**
 - *To graduate, you must take at least one course intensive in each of the skills.*
 - **Important:** *See an advisor to develop a plan.*

(The rest of the "IFS" need to be developed.)

For a list of intensive courses, see (web address)

Talking points regarding proposed change in language-Oral Communications Core Academic Skill

Prepared by Susan Martin –Director of the Learning Accommodations Center

Philosophical discussion:

- Use of the word “oral” in the title of this core academic skill, excludes a variety of students who do not communicate orally.
 - Students who are Deaf and Hard of Hearing often rely on Interpreters and may not use “oral” communication
 - Students with various physical disabilities that may impact spoken language may need to rely on assistive technologies that read what they have prepared outloud
- The language change aligns us with our College values, Strategic Goals and the NECC Vision Statement.
 - Core values such as; Respect, Diversity, Personal and Professional Growth, ...
 - Strategic goal #5 – “Expands a Culture of Learning” across the curriculum- this is about us consistently teaching ourselves, leadership skills, ...
 - Vision Statement: “learning environment that embraces diversity...”
- NECC leadership position with Association for American Colleges and Universities (AACU).
 - NECC brought this issue to their attention this summer 2013
 - We took a leadership position by pointing this out to AACU

Institutional discussion:

- Faculty still learning about the Core Academic Skills at NECC
 - Early enough to change language. Timing re: Registrar, Advising, webpages, NECC publications etc...
 - Application for Intensive Course forms -minor language revisions proposed
- Students still learning about Core Academic Skills at NECC
 - Publication/awareness regarding notifying students *still evolving*
 - “True essence” is not lost, regarding this Academic Core Skill
 - Title change does change definition of “communication” and emphasis is still on “communication”. Students will develop and express ideas using “appropriate means”, which may still include oral, written, visual or technological means.
 - Broadened language in the Glossary regarding Delivery Techniques; still maintains the emphasis on developing and expressing ideas.
 - If the goal is to effectively communicate ideas and someone is using oral language, grading on the ability to present fluidly with few pauses, hesitations, and fillers may still be appropriate.
 - When someone is unable to use speech, emphasis of grading will still be on “effective communication”; accommodations may or may not be needed and can be determined when necessary.