

**NORTHERN ESSEX COMMUNITY COLLEGE Academic  
Affairs Leadership Team Thursday, April 24, 2014  
10:00 am – 11:00 am, PDR**

**Attendance:** P. Demers, D. Bertolino, N. Garcia, B. Heineman, C. Phair, S. McDermott, M. Farrell, S. Wolff, G. Young, M. Reinhold, E. Wentland, B Heineman

**Guests:** Jill Hrubes, Brenda Harlow, Scott Proctor, Tommie Corbett

**Minutes submitted by:** N. Garcia

| Topic   | Discussion   | Follow-Up   |
|---|--|---|
| I. Follett Bookstore                                      | <ul style="list-style-type: none"> <li>• Jill Hrubes, Follett Store Manager, Brenda Harlow, Course Materials Manager, along with Linda the Follett representative provided an overview of the new Follett website for ordering text books called "Faculty Discover".</li> <li>• This allows faculty to go online to scan the various textbooks available on a particular subject to make it easier to select a textbook.</li> <li>• The question was raised about whether books that have been bundled together by the publisher will have to be ordered separately. The answer was they will just be ordered by the ISBN created for the bundle.</li> <li>• Once a book is adopted by the faculty it will show in Faculty Discover as "pending". Once the bookstore approves the adoption of the book it will show in the system as being linked with that particular course.</li> <li>• Can't link Faculty Discover to Library Resources currently.</li> <li>• Faculty Discover does provide links to open education resources including textbooks and videos.</li> <li>• Log into Blackboard to get to the link for Faculty Discover to launch software. It will verify who you are and provide you with the correct information.</li> <li>• Faculty Discover is not integrated with Blackboard.</li> </ul> | <ul style="list-style-type: none"> <li>• It was noted that faculty will need to be provided with some training and information about this new system before implementation.</li> <li>• Faculty Discover is supposed to be available for use for fall 2014.</li> </ul> |
| II. Software Update:<br>Scott Proctor &<br>Tommie Corbett | <ul style="list-style-type: none"> <li>• Suggestion was made that all departments and programs should communicate with each other about software that they could all utilize so that a network license can be obtained.</li> <li>• IT has to make sure the appropriate number of licenses are obtained for the number of labs or users that will be using that software, especially when different classes may need to use the software at the same time.</li> <li>• By having IT involved in the process of purchasing software they may be able to help the college save money.</li> <li>• Sometime a site license is more cost effective when they know there are going to be multiple simultaneous users.</li> <li>• Dean Young raised the question again about other options that are available to us instead of having face-to-face meetings. We could videoconference with "Link" which is part of our Microsoft agreement. Office 2013 rollout provides "Link" to everyone.</li> <li>• It was noted that "Link" doesn't work in video conference rooms.</li> </ul>   | <ul style="list-style-type: none"> <li>• Contact Scott and Tommie when you are considering purchasing software for your division.</li> <li>• Suggestion was made for IT to give a presentation of "Link" at an ASE meeting.</li> </ul>                                |

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| <p>III Program Review Status Reports:<br/>Ellen Wentland</p>  | <ul style="list-style-type: none"> <li>• Ellen Wentland, Associate Dean of Academic &amp; Institutional Effectiveness distributed hard copies of the annual Program Review Status Sheets for the following Programs: Academic Preparation; Accounting, Alcohol /Drug Abuse Counseling Certificate; Business Management; Business Management: Healthcare Practice Management; Business Transfer; Computer and Information Science-Information Technology Degree Option; Computer Networking Systems Certificate; Criminal Justice; Dental Assisting; Early Childhood Education; Electronic Technology: Computer Systems Option; Engineering Science Associate Degree Program; General Studies: Dance Option; Human Services; Medical Assistant Certificate Program; Nursing Associate Degree (ADN) and Practical Nursing (PN) Options; Paralegal; Phlebotomy; Radiologic Technology; Sleep Technologist Certificate.</li> <li>• The Report for Respiratory Care had not yet been submitted when these other reports were printed.</li> <li>• These annual reports are also available on the college website at: <a href="http://facstaff.necc.mass.edu/faculty-resources/program-review-outcomes-assessment/785-2/">http://facstaff.necc.mass.edu/faculty-resources/program-review-outcomes-assessment/785-2/</a></li> </ul> | <ul style="list-style-type: none"> <li>• None Needed</li> </ul>  |
| <p>IV Announcement on CADA meeting<br/>Dean Charles Phair</p> | <ul style="list-style-type: none"> <li>• Dean Phair shared that the annual Council of Academic Divisional Administrators (CADA) meeting will be held on June 12, 2014 at the Public House in Sturbridge, MA. It is scheduled from 9:00 am to Noon and includes a lunch.</li> <li>• This is the annual Professional Development day for Deans and Assistant Deans from all the Community Colleges.</li> <li>• The topic this year is Succession Planning.</li> </ul>   | <ul style="list-style-type: none"> <li>• None Needed</li> </ul>  |
| <p>V. Master Schedule</p>                                     | <ul style="list-style-type: none"> <li>• Do not create shadow sections for spring 2015. By creating a shadow section the scheduling software 25Live would take that room off-line for the entire semester.</li> <li>• Once a class is full the division will then open a shadow section. Everyone will need to closely monitor enrollment in courses to know when another section needs to be opened.</li> <li>• Dean Young pointed out this makes it difficult for the advisors to advise students since the shadow sections won't be visible to the advisors and they won't know if another section is planned to be opened. Sharon will need to investigate this further with 25Live to see what options are available.</li> <li>• A suggestion was made that students could be placed on a waitlist for classes that are full but another section of that course may not be scheduled at the same time due to the lack of an instructor or lab space availability.</li> </ul>   | <ul style="list-style-type: none"> <li>• Sharon to investigate 25Live further to see how shadow sections can be managed with this software.</li> </ul> |