

**Northern Essex Community College  
Academic Affairs Leadership Team  
May 9, 2013**

**Attendees:** Bill Heineman, Sharon McDermott, Nancy Garcia, Judy Zubrow, Grace Young, Pat Demers, Chuck Phair, Linda Shea, Noemi Custodia-Lora, Shar Wolff. Mary Farrell,  
Scribe: Donna Bertolino

**Absent:** Ellen Wentland, Diane Zold-Gross, Janice Rogers

**Course Substitutions:**

Bill suggested keeping them as minimal as possible. Otherwise it suggests something is wrong with the curriculum. Decisions should be defensible and the Deans are responsible. Chuck mentioned that sometimes the course substitutions were based on graduation.

Grace re: Course Substitution Memo

- Course substitutions are recorded at AA committee
- Some courses may not correlate or be appropriate substitutions
- Timing of requests is a concern. People are rushing to do them before graduation regardless of the form stating they should be done a semester in advance
- Reminder that students on FA also take courses on-line through NECCUM
- Departments should be printing out forms – NOT students. Not public info.

Grace re: Exception Management with DegreeWorks

- There will be a tier of electronic approvals
- Admins will be able to go in & get process started in DegreeWorks.
- Anticipate start date for usage is next year. GY working with Jeff Bickford.
- Substitutions will be done faster and w/no paperwork.
- Always keep in mind program outcomes, student outcomes, Core Academic Skills when considering substitutions
- Grace is going to ask for documents for stat gathering
- On-line will allow for better tracking
- We need consistency & perhaps a sub-committee

**Follett Bookstore:**

Manager, Ray Short introduced himself and provided these updates:

- Some books will be delayed for summer
- They will carry new, used, digital & rentals. Rentals must be for 3 semester period.
- Haverhill – move upstairs in One –Stop slated for October.

- Lawrence – open now but moving & should be opening August in new building. Manager is Brian Chambers. Hours: M – Th, 9 -4. Next week, M – Th 9 -7 & Fri 9 – 2.
- Linda asked if hours would be posted for students. Yes.
- Nancy asked for clarification on extended hours – *before or during* the start of classes. Hopefully both.
- Chuck had concerns about WFD ordering. Ray will connect with Diane Z.
- Pat and Shar had questions about coursepack materials and other course related supplies. Ray should be invited to Division meetings to connect and clarify needs.
- Bookstore website not yet functional for ordering. Contact Ray.

### **Chuck re: CADA Report**

- Retreat June 6 at Public House, Sturbridge from 8:30 – 1:00. Speaker is Dr. Carlos Santiago, Deputy Commissioner for Academic Policy from the Department of Higher Education. Topics of discussion include HR issues, Interview Exchange and Time & Attendance.
- 40 – 60 Deans/Asst Deans expected to attend.

### **Other Business:**

There was discussion on **NEASC and Learning Outcomes**: Bill reminded everyone that faculty and students should be in class for the full number of contact hours. NEASC does pay attention. Remember learning outcomes.

Shar asked for clarification on unanimity. There was discussion on how to address and gauge learning outcomes. Some faculty have more interest than others. CIS gave students self-assessments. Noemi mentioned that F/T faculty comes up with the common learning outcomes and asks for input from DCE and the majority rules.

There was also discussion on **Distance Ed.** and the need for clarification on the policy about the number of students in courses. Some people think it's the first two at 20. iHealth is 20 for the first and 25 after. MCCC bargaining = 32. Sharon will research a policy that may already have been created several years ago by Paul B.

Grace mentioned that she will be sending an e-mail the first week in July. She needs to know who will (or not) be retiring and on sabbatical. She also updated us that Gail Gadd is back part-time.

**BOT presentations** – start thinking about those in preparation of September. Every Division should present.