

**Academic Affairs Leadership Team**  
**Thursday, January 5, 2012**

I. CHECK – IN

a) Agenda

- Introduction of Sharr Wolff - Sue
- Finance team – D. Gingerella
- New Faculty Orientation - Sharon
- CVTE Post – Secondary Linkages - Grace
- Teaching Assistants - Linda
- Work Team Reports - Sharon

II. ACTION ITEMS

a) Introduction of Sharr Wolff - Sue

Sue introduced Sharr Wolff to the group. Sharr is the new Assistant Dean for the Arts, Business, Communications & Technology Division.

b) Finance Team – David Gingerella

David introduced Tillie Delvecchio and Cathy Ferguson to the group. Tillie has been with Finance for a short time and Cathy is the new Budget Director. David discussed the philosophy of the Finance department which is openness and collegiality. David let the group know that the college is in good financial shape currently.

Noemi asked when the purchase cards were going to be issued and David stated that he is currently working with a group to begin a p-card program to the college in the Spring of 2012.

c) New Faculty Orientation - Sharon

Sharon informed the group that Judith has a comprehensive new faculty orientation program. She also let the group know that Jane Bailey is working with Judith and Trish Butler to coordinate what information new faculty are receiving at the orientation. She asked the group if they had any concerns or suggestions as to what the new faculty were receiving. She also noted that Bill felt that the new faculty needed more mentoring around the issue of contractual obligations.

Grace suggested having a portion of the orientation include Academic Affairs Committee proposals be included. She discussed the length of time it takes for proposals to move through the committee due to incomplete information, incorrect data, etc. when proposals are received by the committee.

Another suggestion was made by several group members regarding the involvement of Human Resources with new faculty. It was suggested that the

Human Resources department review the contract with the new faculty so that they are aware of what their obligations are. There was also a suggestion of adding a section regarding the contract to the LOVE committee where new faculty may attend.

**ACTION(S): Invite Allan Hislop, the Chair of the Academic Affairs Committee to a future meeting. Sharon will ask Judith Kamber to share her materials with the group for review.**

d) CVTE Post-Secondary Linkages - Grace

Martha Bixby attended the meeting with Grace to discuss her role in the post-secondary linkages area. Martha is available to attend division meetings to discuss how the college is working with CVTE.

**ACTION(S): The group will let Grace know which meetings Martha can attend to discuss CVTE.**

e) Teaching Assistants - Linda

Linda informed the group that she has been approached by faculty about having teaching assistants in the classroom. Currently, NECC does not have a TA program. Sue Grolnic stated that if we were to begin providing TA's to the faculty who requested them, it could be very expensive.

Linda notified the group that she has turned down the requests for TA's but wanted the group to be aware that faculty are requesting them.

**ACTION(S): The discussion will be picked up again at a future AALT meeting.**

f) Work Team Reports - Sharon

Sharon asked the group for feedback on the current process of having the AALT break out into work teams. The group overall felt that the process was working well and that progress was being made on initiatives that were important to Academic Affairs. The group also felt that a review of this should be conducted again at a later date, such as in the summer.

Credit/Noncredit integration; the group has identified CIS as the pilot program that will begin in the fall.

Review of Program Review; the group has set up a template to be used to interview the faculty that have gone through the program review process.

Resource Development; Wendy is meeting with all the divisions to discuss grants and other external funding. She has provided the committee with a list of all available grants and the grant process. The information will be distributed at a future AALT meeting. The committee will invite Wendy, Jean and Alison to a future meeting as there are multiple sources of funding.