

Academic Affairs Leadership Team
Thursday, February 2, 2012

I. CHECK – IN

a) Agenda

- Introduction of Joseph Troskowski - Grace
- Perkins Report - Bill
- Annual Goal Reports - Bill
- Finance Committee Proposal - Bill

II. ACTION ITEMS

a) Introduction of Joseph Troskowski - Grace

Grace introduced Joseph Troskowski to the group. Joseph is the new Director of Advising.

b) Perkins Improvement Plan - Bill

Wendy attended the meeting to discuss the Perkins Improvement Plan that Academic Affairs will need to complete. The information is due by March 12. The group was assigned tasks and will send them to Sharon for collection and formatting.

ACTION(S): The group will provide assigned improvement plans to Sharon by February 8. Sharon will coordinate with Wendy to complete the plan by the due date.

c) Annual Goal Reports - Bill

Chuck and Grace had volunteered to report out on their division goals at the mid-year point. The following goals were reported by Chuck:

- Expand division links with the community – all departments now have advisory boards and are working with outside agencies
- Expand and improve learning opportunities for students – Paralegal will be offering a certificate program in the evening on the Haverhill campus; there will be an increase in hybrid courses
- Expand external funding – Wendy has attended all department meetings to discuss external funding opportunities
- Review programs with coordinators – Chuck has met with each department regarding course alignment
- Provide opportunities for Professional Development – Chuck met with the faculty to discuss upcoming opportunities for professional development

Grace reported on the following goals:

- DegreeWorks was implemented in May of 2011 with training provided to faculty and staff; students are now using the program; Sue Shain and Colleen Walsh are building out more terms to 2020
- Changes have been made to the Assessment Center in order to be a more user friendly space for students; evening testing hours have been expanded to begin at 5:30; an evening person has been hired for the testing center; attempting expansion on the Lawrence campus

Bill thanked Grace and Chuck for their reports and suggested that some of the goals for next year be more measurable and specific.

d) Finance Committee Proposal - Bill

Bill met with the Finance Committee to discuss the cancellation policy for summer courses. The Finance Committee has suggested that the minimum enrollment be moved to 10 with no flexibility in that number. Bill asked the group for input on this suggestion.

There was a suggestion that divisions should schedule classes more appropriately such as beginning with fewer classes and adding more as needed as opposed to beginning with too many classes and then having to cancel several.

Grace informed the group that students are not required to attend classes in the summer and therefore enrollments are lower in general.

ACTION(S): Bill will take this feedback back to the Finance Committee.