

**Academic Affairs Leadership Team  
Thursday, August 11, 2011**

I. CHECK – IN

a) Agenda

- Faculty Fellow – Deirdre Budzyna, Ellen Wentland
- Course Poster Approval – Mary Chatigny
- Gainful Employment – Nora Sheridan
- Online Evaluations - Bill
- AALT session with Judith Kamber – Bill
- Work Teams AALT – Bill

II. ACTION ITEMS

a) Faculty Fellow – Deirdre Budzyna and Ellen Wentland

Judith Kamber introduced Deirdre as the new Faculty Fellow for the Professional Development office. Deirdre offered to go into the classroom with faculty if they would like and she also offered to attend division meetings to discuss her contributions to faculty in the coming months.

Ellen Wentland notified the group that her faculty fellow is Suzanne Van Wert and that Suzanne is available for assistance also.

b) Course Poster Approval – Mary Chatigny

Mary Chatigny began her discussion by introducing Justine Caron to the group as the newest member of the Human Resources Department. Justine will be handling all benefits issues for employees.

Mary opened her discussion by handing out the policy on poster approval to the group. Dina Brown also attended and discussed her approval process for posters for clubs and outside organizations on campus. It was suggested that when a faculty member would like to put up a poster they should pass the poster by their division Dean for approval before forwarding the poster to Dina.

**ACTION(S): Academic supervisors will approve posters by faculty for one year on a trial basis. Dina must still also stamp posters.**

c) Gainful Employment – Nora Sheridan

Nora attended the meeting to discuss the packet she provided on Gainful Employment with the group. The packet explained new federal guidelines which state that a student should leave NECC with at least a certificate that will allow the student to be prepared to enter the job market.

Grace stated that the Academic Affairs Committee is routinely asking faculty who bring forth new certificates for approval if those certificates will lead the student to employment. If the certificate does not lead to job placement, financial aid may be impacted. Faculty and their academic supervisors need to keep the new rules in mind as they plan for and design new certificates.

d) Online Evaluations - Bill

Bill notified the group that the new Blackboard version has caused problems for faculty and students. In particular, the DCE evaluation process for online courses was affected. When the faculty member used Outlook remotely to send the link to the evaluations, the student was not able to complete it.

Bill also notified the group that Melba Acevedo and Jeff Bickford were currently working on the problem to create a fix for the process. Bill also asked the Deans to be mindful of the evaluations that they do receive as there were problems that could affect the results. He cited data provided by Candy Rentas and Ellen Wentland that showed the proportion of online/hybrid evaluations completed this summer was down substantially.

e) AALT Discussion with Judith Kamber - Bill

Bill informed the group that we will be attending a teambuilding session with Judith Kamber this fall. A date will be set soon with an agenda to follow.

f) Work Teams AALT – Bill

The group discussed setting up work teams to address critical issues in Academic Affairs. The work teams will meet for one hour on the same week as the larger AALT meeting. Each work team will also report out in the first ten minutes of the larger meeting.

The makeup of the teams is as follows:

- Lawrence: Sue Grolnic, Janice Rogers, Kelly Osmer, Linda Shea
- Resource Development: Chuck Phair, Gene Wintner, Noemi Custodia-Lora (?), Sharon McDermot
- Credit/Noncredit courses: Sue Grolnic, Janice Rogers, Kelly Osmer, Chuck Phair, Grace Young
- Distance Ed: Nancy Garcia, Ellen Wentland

The following members were not available; Jackie Long-Goding, Pat Demers, Noemi Custodia-Lora. These members will let Bill know which team they would like to participate in.

The teams will choose their own rooms for meetings and also will notify others on campus to attend.