

**Academic Affairs Leadership Team
Thursday, September 27, 2012**

I. CHECK – IN

a) Agenda

- Master Schedule Task & Timeline - Bill
- FT Faculty Hiring Process – Bill
- Master Schedule Process in AA - Bill
- Faculty Fellow – Deirdre Budzyna

II. ACTION ITEMS

a) Master Schedule Task & Timeline - Bill

Bill informed the group that he and Mary Ellen are reviewing available course scheduling software to determine if there is a suitable program for NECC to utilize. Bill will report back to the group when he and Mary Ellen have reviewed the available software. Judy requested more time to complete workloads for FT faculty.

ACTION(S): Sharon will meet with Sue and Colleen regarding moving the date to October 11 and 13.

b) FT Faculty Hiring Process - Bill

The current process begins in December and ends in February. The group agreed to move the timeline up in order to have the process complete by mid-December.

c) Master Schedule Process in AA - Bill

Bill asked the group to provide instances of when the master scheduling process does not work well for Academic Affairs. The following list was developed:

- Requisitions, coordinating with other areas for courses; Chair to Chair communication; timing
- Administrative Assistants are manually entering start and end dates for each course, very time consuming
- Class time calculations are confusing
- What drives the schedule?
- Review 13 week and 8 week schedules for student performance

d) Faculty Fellow – Deirdre Budzyna

Deirdre informed the group that she is offering collegial conversations to faculty here in Haverhill. There was an attempt to offer the conversations in Lawrence but due to issues such as scheduling and parking, attendance has been sparse. Deirdre asked the group for input regarding the right time of day to offer these conversations in Lawrence.

Deirdre also informed the group that she is available to provide training for any faculty member who requests it. She also provides coaching if a faculty member requests it.

ACTION(S): The group will inform faculty at division meetings about Deirdre's role as faculty fellow and what is available to them.