

**Academic Affairs Leadership Team**  
**Thursday, November 8, 2012**

I. CHECK – IN

a) Agenda

- Writing Intensive and Critical Thinking Courses - Chuck
- Distance Ed Courses and FT Faculty - Bill
- Academic Affairs Committee – Bill
- Scheduling Software – Bill
- NP Roster – Janice
- Advisees - Grace

II. ACTION ITEMS

a) Writing Intensive and Critical Thinking Courses - Chuck

Chuck stated that he has become concerned that students are enrolling in intensive courses and not knowing that the courses have been designated in this manner. It was stated that in the Fall 2013 semester, course descriptions will denote intensive courses.

Chuck also stated that students who are enrolling in College Success courses are often workers who are retraining and that they may not be familiar with the use of the computer. Bill suggested utilizing TAA funds to offer beginner courses in computer operation.

**ACTION(S): Chuck will meet with George Moriarity about offering a non-credit beginner computer class.**

b) Distance Ed Courses and FT Faculty - Bill

Bill clarified the evaluation process for the group for faculty who are only teaching online courses. The policy is that they do not get evaluated on the first two offerings of the online course even if they are only teaching online.

c) Academic Affairs Committee - Bill

Bill informed the groups that he met with the Academic Affairs Committee to discuss having the committee proceed with other academic work and not only working on course proposals. Bill also discussed sending a memo to the Committee every semester to inform them of changes that may be going into effect other than curriculum proposals, including academic policy, substantial pedagogical changes, etc. Bill also requested information from the group that could be disseminated to the committee.

Chuck stated a concern that there were changes to CIS after his departure and that the committee did not notify other affected areas of the college due to these

changes. Bill stated that he would be facilitating Academic Affairs Committee training for the AALT in a few weeks.

Nancy Garcia was concerned that marketing was not being notified of curriculum changes that had passed through the committee. Grace stated that there is a marketing folder in the group folder for the committee.

d) Scheduling Software – Bill

Bill notified the group that he had attended a demonstration on Ad Astra, a scheduling program for possible use in the future. He is currently working with Mary Ellen Ashley to consider purchasing a check-up as a starting point for NECC.

e) NP Rosters – Janice

Janice raised a concern about faculty not realizing that they have not submitted their NP rosters due to the language on the program. The faculty thinks they have submitted them but in actuality they have not. Janice thought that a statement should be entered on the self-service page instructing faculty on how to ensure they have submitted their rosters.

**ACTION(S): Sharon will speak with Chris Amaru about adding language.**

f) Advisees – Grace

Grace notified the group that faculty is not able to see a list of their advisees to send them emails. Grace informed the group that KB developed a program and sent it to her for review.

**ACTION(S): Grace will speak to faculty at division meetings to notify them of the program available to see their advisees.**