

**Academic Affairs Leadership Team**  
**Thursday, December 1, 2011**

I. CHECK – IN

a) Agenda

- Supplemental Instruction - Karletty
- Proctor Form for Evaluations - Bill
- NH Strategy - Bill
- Goals, Budgeting, Accountability – Bill
- Work Teams Update – Bill

II. ACTION ITEMS

a) Supplemental Instruction – Karletty Medina

Karletty discussed the process of the supplemental instruction classes for the group. She noted that student attendance at the sessions after class were low.

Karletty also notified the group that supplemental instruction classes will need to be added to the master schedule for Fall 2012 by the end of February. Linda stated that the timeframe is needed to add the sessions to the master schedule so that students do not have conflicts and are able to attend the sessions as scheduled.

Bill stated that the SI classes should be targeted for those classes with high enrollment, low completion rates, the ability to schedule the extra sessions and also have students who are willing to attend the sessions. Judy asked about attendance rates and if there is any documentation as to how well the sessions were attended. Linda will provide that information to the group.

**ACTION(S): Bill will schedule a meeting in February to discuss which SI classes will run in the Fall 2012 semester. Linda will provide attendance information on SI classes to the group.**

b) Proctor Form for Evaluations - Bill

Bill provided the group with copies of the Day contract evaluation proctor form and asked if the group felt that the tear off sheet was still necessary. The group felt that the sheet was not necessary for the day faculty and it will be removed.

c) New Hampshire Strategy - Bill

Bill informed the group that there is a new initiative to recruit students from New Hampshire to the college. The college is particularly interested in recruiting high school students from New Hampshire. Paul Bevilacqua and Les Murray are currently leading this initiative. Bill asked anyone doing work with high schools to

consider additional resources they will need to accommodate greater interaction with New Hampshire High Schools and write him a memo describing those needs.

d) Goals, Budgeting, Accountability - Bill

The goals form has been forwarded to the group for review. Bill opened the discussion regarding accountability for a division's or department's annual goals. There was also a discussion regarding having a report out which would build accountability into the goal setting process. Sue stated that there are some departments that are not aware of what the process is when setting goals for the coming year.

Jackie stated that several of her division goals will remain the same from year to year as they are based on required accreditation policies. There was discussion regarding setting fewer goals and having the ability to meet those goals. The discussion then turned to goals being aligned with budgetary allocations.

Judy asked about annual reports being provided on a division's goals. Linda requested that annual reports be shared with the rest of the group. Bill discussed a professional development opportunity for areas to learn how to develop successful goals.

Each of the academic units (divisions or other areas represented in the AALT) will engage in a penalty-free "dry run" report on its annual goals before next year's goal setting and budgeting process starts up. This will help us explore what accountability should look like. Professional Development for AALT members and faculty leaders around goal setting will also be explored.

e) Work Teams Review - Group

The noncredit/credit group is working on a pilot program for next spring. The Resources Development group is working on creating a template for faculty to use when seeking grants.