

Academic Affairs Leadership Team
Thursday, December 15, 2011

I. CHECK – IN

a) Agenda

- College Wide Outcomes – Ellen W.
- Word Press Training - Bill
- “Double Classes” - Bill
- AMP Process – Bill
- Program Enrollment Estimates – Bill
- Distance Ed Memo - Bill

II. ACTION ITEMS

a) College Wide Outcomes – Ellen W.

Ellen provided the group with the December newsletter on Program Review and Learning Outcomes Assessment. She also notified the group that this year she will be assessing literacy. Ellen will be sending out a college wide email to faculty to let them know that they will be assessing literacy this year if the faculty would like them to review any of their courses.

The classes that will be assessed are those classes with students in them who have 45 credits or more. Ellen is also a member of the AMCOA team. The Vision Project is also focusing on writing and all of the colleges will be using the same rubric for assessment.

b) Word Press Training - Bill

Bill informed the group that Word Press training is available for those divisions who would like the training. Bill will talk to Judith Kamber about scheduling for the divisions.

c) “Double Classes” - Bill

Bill informed the group that the process of paying combined under enrolled classes will no longer be followed. The new process will be to pay the courses individually at the under enrolled rate if they, in fact, are under enrolled. The other option that is available is to not run the course if it is under enrolled.

ACTION(S): The divisions will inform Bill of their under enrolled courses that were previously combined.

d) AMP Process - Bill

Bill notified the group that he met with the department chairs/coordinators to discuss the AMP process and provide them with the information on priorities that

were discussed previously. In early January, Bill will gather a small group consisting of faculty and staff. This group will review all of the lists and consolidate it to a reasonable set of goals for Academic Affairs. Once this is completed, Bill will share the goals with all the divisions and they will be revised if necessary.

e) Program Enrollment Estimates - Bill

NECC is enrolled in the AACC completion challenge. The goal is to increase graduation rates by 50% in the next ten years. Bill will discuss future plans to ensure this occurs at a later meeting.

Bill notified the group that they should begin to think about what programs should be phased out, what programs will be new and which programs will have increased enrollment.

ACTION(S): The group will provide Bill with a list by March 1, 2012 of those programs that will be new, phased out or have increased enrollment.

f) Distance Education Memo – Bill

Bill referred the group back to the memo that he had sent out earlier to the group regarding distance education. Once a decision has been made regarding what classes will be offered online, all the necessary paperwork will be completed within 30 days of the application.

Jackie noted that a technical review date has been added to the application form for the faculty.