

**AALT Meeting Minutes**  
**Submitted by Kim Burns**  
**April 14, 2016**

Attending in Lawrence: Nancy Julin

Attending in Haverhill: Donna Bertolino, Kim Burns, Tina Favara, Mary Farrell, Mike Hearn, Bill Heineman, Carolyn Knoepfler, Sharon McDermot, Dawna Perez, Janice Rogers, Kelly Sullivan, Lori Weir, Grace Young, Judy Zubrow

includED Model by Follet – Janice Rogers and Tina Favara

<https://www.follett.com/included/>

Follett's includED model provides all required texts and codes to students as part of their tuition or fees. We are piloting this program with developmental math courses that use the same text/codes across all sections. By registering for the course students get charged and it is lower than the regular fee so there is a savings to students. Currently students get a free code that lasts for 17 days. Many students don't pay for it once the free code expires. We hope this program has an impact on student success. The current cost structure for access codes is higher and is going up. This program will start in the summer.

For textbook-only courses we need to provide an opt-out option. For courses with custom codes and custom texts we don't need an opt-out option.

Tina and Janice and dev ed faculty will share data and the experience of this pilot.

Rank change - Bill Heineman

Sharon did research on rank change actions over the past few years and did not identify any problems. Deans who supervise faculty need to remind themselves next year to follow all of the criteria on p. 59 of the faculty contract.

Program Review Summit – Sharon McDermot

Program Review Summit will be held on Monday, April 25 from 12-1pm in TC-103. Programs presenting their reviews include:

- 3 programs in Deaf Studies
- Business Management: Healthcare Practice

Everyone is welcome to attend. AALT members are encouraged to attend. Please remind faculty.

Pre-requisite class pass issue - Tina Favara and Bill Heineman

The issue is when students fail a prerequisite class and they are already registered in the subsequent course. Tina needs to figure out a systematic process and get back to us. We could use intersession as a way to recover credits. Calculus Bootcamps helped with math. We need a Physics Bootcamp too.

Special topics course – Judy Zubrow

The Global Studies Department will offer a special topics course this fall – SPN 220 Spanish for Heritage Learners. They developed a tool for advisors and faculty that can guide conversations with students about the appropriate language course to enroll in based on students' experience with languages. The department wants to get the word out about the use of the tool this spring.

### Course release question

Janice Rogers asked if we can give a course release to develop an online course in a sequence. Yes. FY17 stipends for online course development are not being approved yet due to the budget.

### Unified system with dual enrollment schools – Lori Weir

Lori is putting forth efforts to align the dual enrollment processes and procedures across all of the schools, including 1 memorandum of agreement, aligning testing procedures, and aligning the registration timeline and process. The goal is to get more consistent across high schools. A new software platform will help align the flow of information. Other efforts of alignment include pricing. When systems and processes are consistent it allows the high schools freedom to package courses in ways that works for their students.

All files Lori showed are available in the PK-12 shared folder.

### Performing Arts Events – Kelly Sullivan

The Performing Arts Department has several events coming up. Kelly will send info around to AALT.