

Northern Essex Community College, Academic Affairs Leadership Team

Thursday, April 6, 2017

**Attendees:** Bill Heineman, Sharon McDermott, Grace Young, Mary Farrell Dawna Perez, Nancy Julin, Janice Rogers, Kelly Sullivan, Carolyn Knoepfler, Diane Zold-Gross, Donna Bertolino, Mike Hearn, Tina Favara, Judy Zubrow

1. **Distance Education Courses to be developed in FY18.** Contingent upon funding, approval was granted for: MAT 020, ESL 120, MAT 118, SOC 107, HST 104, and Hospitality Law. Funding could be available for additional courses. Consider course releases in lieu of faculty compensation.
2. **Criteria for opening 01B sections of online courses.** One of the College's cost-saving strategies is to run only 01B sections with enrollments of 10 students or more. Reminder to consider historical patterns of course enrollments, as well as the number of students on a waitlist, prior to opening an 01B section.
3. **Summer 2018 schedule pilot.** Sharon distributed a draft of a schedule for feedback. The start date of May 14 appears workable for the first 7 week session and the 14 week session, but end dates would vary for some disciplines (for example, iHealth and ESL). Tina will follow-up on financial aid implications of the proposed schedule and the number of students who are likely to be affected.
4. **Critical Thinking Intensive courses.** Discussion of how best to implement Article 12.03/B6 of the day contract. It was agreed that Divisions should use common standards when approving course applications for the critical thinking intensive designation. Mary, Kelly, and Judy will draft criteria, along with the assistance of a faculty member from each Division. The new criteria would be effective September 2017.
5. **Meeting Schedule.** Bill announced that we should expect a group to be formed to study a revised meeting schedule that will align with the new two-day/week course schedule. Before this can be accomplished, master schedules for the three Divisions will need to align.

Minutes submitted by Judy Zubrow, April 7, 2017