

AALT 8-4-16

Meeting Minutes

Present: Mary Farrell, Nancy Julin, Dawna Perez, Kelly Sullivan, Carolyn Knoepfler, Grace Young, Donna Bertolino, Judy Zubrow, Lori Weir, Sharon McDermot, Janice Rogers (note taker)

I. Intersession and Summer scheduling (Sharon)

All agreed on list of Intersession courses for 2017

Sharon will get list to marketing by week of 8/8

Summer sessions for 2017: committee recommends eliminating 5-week session

Offer back to back 7-week sessions and one longer 12-week session

Can offer ESL in 12-week session

Next steps: **Sharon** will provide feedback to committee

II. Class Session Cancellation Procedure for credit courses (Sharon)

Tina's revised procedure was reviewed and discussed

All agreed the proposed procedure is much simpler for being centralized in the security office

What happens with Regis, Lyndon State, UML cancellations?

How will division know what was cancelled if instructors don't complete class makeup form?

Lori asked about high school cancellations- should the same language be used?

Separate rules at each site; off-site faculty should follow the site's policy but then notify our security office

All agreed that all cancellations should be reported to security and the list given to Jane Bailey to distribute to divisions for follow up

III. BOT meeting schedule- no one for November who can step up? (Sharon)

Brianne McDonough- TAACCT grant;

Gail F's sabbatical instead of culinary

Tom Greene for Oct. meeting? **Janice** will confirm.

Sharon will send out updated list

IV. Basic Math proficiency requirement (Janice)

Math Department is simplifying developmental course sequence and asks if Basic Math needs to still be a stand-alone course. Combining this with basic algebra may discourage some students from enrolling.

Basic Math proficiency is listed in the college's MAPP (Mandatory Assessment and Planned Placement) policy. It is a criterion for joining certain certificate programs in Health and Human Services.

How is this enforced- can it be added to graduation requirements in DegreeWorks?

Next steps:

Nancy, Mary, Kelly will check with program coordinators about this proficiency: programs can adjust criteria if course is discontinued or course can be offered in alternative format such as a self-paced competency based course; Health division could also develop a math for health course.

Grace will check with DW team about possibility of including this as a graduation requirement in DW

Janice will get information to Mary and Kelly on the programs students in Basic Math have enrolled in for the past few semesters

V. Civic Engagement and Service Learning update (Dawna)

The course designation process for Civic Engagement will be presented at Convocation

Janel D'Agata Lynch is part-time and will have a work study assistant this coming year to help match students to organizations for service learning activities

Janel is working on streamlining web presence, updating with current information

Annual recognition event- 205 students were recognized in the spring

Groups may have smaller awards ceremonies next year with 1 award given at Awards Ceremony for an outstanding, meaningful contribution

Participation increased to 419 students involved for this past year as self-reported by faculty, but data collection needs refinement

Paula Richards' Service Learning faculty fellow program is continuing with 12 instructors involved for the fall

Events: upcoming presidential election teach in; will expand beyond one day to include local elections for the whole month of October

Instructors can do any level of activity in classes to increase and encourage student engagement

Any questions should go to Janel (not Paula)

Pres. Glenn signed on to create a new NECC Civic Action Plan by March 2017

There was a question about involving a VISTA volunteer; this year's VISTA's focus is on activities at LHS

VI. Other Business

DCE Dinner invitation was sent out by Sharon

Evening will include Bystander Training

Any additions to folder of information for instructors **please get to Sharon by 8/21**

Compliance committee will create a template with posting language for events on campus to be available in 25Live

Sharon will send out the language for review

Donna explained that SAT waivers, test and scoring has changed and will be posted on the website

Old scores: 500 verbal= Accuplacer reading test exemption; 600 verbal= Accuplacer reading and writing tests exemption

New scores: 27/32 respectively, effective immediately

No time limit to acceptance of scores