

NORTHERN ESSEX COMMUNITY COLLEGE
Academic Affairs Leadership Team Meeting
Thursday, 1/21/2016
10:00 am – 11:00 am

Attendance: W. Heineman, S. McDermott, M. Farrell, N. Julin, G. Young, C. Knoepfler, J. Rogers, J. Zubrow, K. Burns, K. Sullivan, S. Wolff, T. Favara, D. Perez, L. Weir,

Guests: Melba Acevedo, Daniel Malave, Daniel Richer

Minutes submitted by: N. Julin

Topic	Discussion	Follow-Up
I. Introduction of Daniel Malave & Daniel Richer	<ul style="list-style-type: none"> • Daniel Malave is the new Director of Student Conduct • Daniel Richer is the new Director of Admissions and Recruitment 	<ul style="list-style-type: none"> • None Needed
II. Overview of Competency Based Education, Kim Burns	<p>Kim presented information on CBE</p> <ul style="list-style-type: none"> • CBE is a quicker way to get students through their course work. • CBE is for adult students who are busy, motivated, academically successful, have relevant work experience. • Often these are students who are career changes or career accelerators, though it can be for students right out of high school as well. • Other Community Colleges though out the country have found enrollment in & course completion rates higher in CBE. • NECC Pilot for fall CBE with a course based approach which allows flexibility and the ability for students to accelerate through the course material. Computer applications certificate and two art courses will be piloted as CBE courses in fall 2016. • Projected student enrollment for fall in CBE courses: 150 • Students may attempt a high stakes assessment in order to skip assignments within a course to move onto the next assignments. • Students must pass assessment at a rate of 80% (B-) or higher to move on to next assignments in course. If they fail a second attempt at assessment they will complete the course as a regular course and won't be able to take another CBE course. • Joan Scionti setting up a flag in Banner to identify those students who can't take another CBE course. • Kim working with Tina to develop flexible start dates for CBE courses. • Developing guide posts that students must follow to complete work by. 30% of assignments must be completed before course withdrawal date. • Learning Coach to work with students and faculty to ensure students finishes work by deadline dates. These Learning Coaches need to be hired. Each coach to be assigned 15 students. • Up front work: pre-screening of students using Smarter Measure with CBE orientation. 	<ul style="list-style-type: none"> • None Needed

<p>III Distance Education Priorities: Bill and Sharon</p>	<ul style="list-style-type: none"> • Extra funding is available this year to develop distance education courses. • Eight (8) courses submitted for FY2016 approved: CMH121, COM111, PH101, BIO220, MAT125, MAT130, MAT022, ESL115 • Discussion involved moving distance education course development request from FY2017 to current year. The following courses originally submitted for development in FY2017 have been moved to FY2016: ENG101, LIT271, ESL064, PED200, PED201, BIO220, CTN221, MKT210, DST101, FIN201, and ART220. • For FY2016 course development must be completed by mid-June. • Course submitted for development in FY 2017: CHM122, HIS121, SCI130, ENG102, LIT272, PED211, CRJ210, CTN222, HST104, ART235, CIS210, CRJ203, CIS130, CIS112, CIS115, and CIS113. Not all courses will be able to be developed. This will be determined by final FY 2017 budget. 	<ul style="list-style-type: none"> • Sharon to submit final list of approved distance education courses for FY2016 and FY2017 to Deans/Assistant Deans of each division.
<p>IV Other: Request for volunteer Administrative Assistants- Bill Heineman. to help with taking notes</p>	<ul style="list-style-type: none"> • Bill will be sending an e-mail to the administrative assistants looking for volunteer note takers for the various meetings that will be held in Lawrence and Haverhill for the development of the Academic Master Plan. • These volunteers will take simple notes and list the ideas raised at the various breakfast, lunch and dinner meetings that will be held. 	<ul style="list-style-type: none"> • Bill to send out e-mail to Administrative Assistants requesting volunteers.