

AALT

January 7, 2016

10am to 11am

A112/LC301

Attending In Haverhill: Grace Young, Diane Zold-Gross, Janice Rogers, Kim Burns, Lori Weir, Mike Hearn (recorder), Carolyn Knoepfler, Judy Zubrow, Sharon McDermot, Donna Bertolino.

Attending In Lawrence: Bill Heineman, Mary Farrell, Nancy Julien, Dawna Perez.

Guest in Haverhill: Marcy Yeager

- I. Marcy Yeager was a guest at the meeting and updated the team on the International Studies / Study Abroad programming.
 - A. Marcy is responsible for the overall Study Abroad program, with 2 coordinators: Lizzie Casanave coordinates the "Short Course" component on a stipend basis, and Marc Mannheimer coordinates the "Semester Abroad" sector as a reassignment of his full time advisement load. The Italy program was better received than the Portugal one. They are exploring the possibility of an Winter Session trip, but local weather is a restricting factor. There is much interest in developing "Short Courses" and Lizzie C. is developing protocols for these. They hope to develop a 3-year calendar of programming. The last 2 years, the short courses have been generously supported by the NECC Fund.
 - B. The "One Geographic Region" initiative is aimed at concurrently focusing on a particular part of the world, integrated across all academic disciplines. The first geographic region selected was "The Middle East." Some preliminary program has occurred around campus, and Ann Grandmaison from the library just completed a sabbatical during which she developed LibGuides or research guides for each of the discipline areas to help faculty identify and integrate appropriate resources. The OGR will be shared with the college at the President's Staff Meeting in February.
 - C. The "Global Scholars" is still evolving, but would be a designation assigned at graduation if certain benchmarks were met. There is a Merrimack College fellow working on this. Global Scholars will need to go through Academic Affairs Committee for approval.
 - D. The Semester Abroad program had a student in Paris during the fall semester, which brought safety and security to the forefront. They are rethinking the practice of letting students study abroad outside of established affiliates.
 - E. There is a Memorandum of Agreement ready to be signed by Lane with Robert Gordon University in Aberdeen, Scotland.
- II. Kim Burns updated the team on Course Weatherproofing
 - A. 24 faculty participated in 3 workshops, and included a mix of Blackboard users and non-Blackboard users.
 - B. More participation is desired, but Janice pointed out that Work To Rule is probably the main reason there wasn't more.

- C. The plan is to go ahead and schedule more sessions in March, but to monitor the contract status as the dates approach. Mary suggested that testimonials be shared from those who went through the sessions. Carolyn stated that UMass Boston had done a similar program, and suggested checking with them for more ideas. To entice more DCE to participate, they should know that it is a way to streamline what happens during a snowstorm, and they can simply indicate they are “implementing the plan”
- III. Kim Burns described her plan for a new “Celebrating Faculty and Staff Scholarship” website.
 - A. The idea is recognize recent publications or other professional scholarship from the faculty and staff at NECC.
 - B. She has already received a lot of responses to her call for submissions, and more is expected.
 - C. In addition to a website, there is the possibility of having a display and/or a recognition event in the library
- IV. Bill led a discussion about the Program Review schedule, and whether or not changes are needed to the schedule.
 - A. Nancy stated that Rad Tech and Medical Services Certificate should be delayed until 2019/2020
 - B. Paralegal on schedule, but not needed due to program closure; same for Phlebotomy
 - C. Next program reviews should begin to launch now
 - D. Grace stated that there are new programs that need to be added to the schedule, and that they shouldn’t be reviewed until they have been running several years, or have a minimum of 3 years of graduation data.
 - E. Regarding a Program Review Summit, should these continue? There was only 1 review last year, so no summit was held. It was agreed that the summits were useful and should continue to be held.
 - F. Getting data for the reviews is a collaborative effort - for the tables in the back of the reviews, IR has typically only provided data for first 3; others should be easily gathered by division offices.
- V. A list of faculty and staff credentials is needed, and used to be available, but is it now? When was a list last published? Would MarComm have it? Should be an HR function. Bill and Sharon will look into this.
- VI. There is a need to have a list of dates by showing when certain student interventions are performed in enrollment services. Grace stated that a list already exists and will be sent around to the team. (List was sent later in day, as promised).