

Northern Essex Community College

Academic Affairs Leadership Team

Thursday, July 17, 2014

Attendees: Bill Heineman, Sharon McDermott, Pat Demers, Grace Young, Mary Farrell, Ellen Wentland, Nancy Julin, Janice Rogers, Chuck Phair, Carolyn Cohen, Shar Wolff, Judy Zubrow

1. Bill announced that Sharon is now the Chair of AALT.
2. Sharon introduced and welcomed Dr. Carolyn Cohen, Acting Assistant Dean in FSLAS (for Science and Math).
3. Core Academic Skills: Getting ready for fall implementation of the new degree requirement.
 - Ellen Wentland distributed a spreadsheet of Core Skills Intensive Courses that are on the Fall 2014 master schedule.
 - Discussion followed about how best to remind faculty who are teaching these fall courses.
 - As this has been a faculty initiative, it makes sense to encourage Department Chairs to send a reminder to their faculty.
 - The contractual syllabi review process is not the appropriate way to encourage faculty participation.
 - Grace Young's staff will provide faculty training in the fall—show and tell sessions at department meetings.
 - Reminder that this requirement is intended to help students, not hinder their academic progress.
 - Middlesex CC requires DCE training at a meeting where institutional initiatives are presented. Do we want to schedule a similar meeting that would be required for DCE instructors?
 - Elicit input from department chairs/program coordinators—what do they think about a required meeting spring term?
 - Let Bill know of any existing meetings that are being required of DCE faculty at NECC.
4. Announcements:
 - Noemi Custodia-Lora is now leading NECC's K-12 initiatives and supervising Lori Weir and Perry Lara.
 - Judy Zubrow will be their academic liaison (fielding questions about faculty qualifications, syllabi review, class observations).
 - Sharon McDermott will be their business liaison (handling questions about contracts, faculty pay, registration).
 - These liaison roles do not replace existing procedures for responding to course requests from schools. Instead, these liaisons will lead any review of relevant procedures that may become necessary and also be responsible for timely communication with AALT members.
 - George Moriarty now oversees internships.
 - Dawna Perez will be his liaison with Academic and Student Affairs.

5. Changes to the DCE Contract:

- Steve Fabbrucci distributed handouts that specify changes/new language in the DCE contract. Some changes were discussed:
- 10.06-faculty will be compensated \$225 for their preparation if their course is cancelled within 7 calendar days prior to the first class.
- Steve will confirm and get back to us whether or not faculty must be sent a written letter – with cc. to Personnel file-- when their course is cancelled.
- 10.13- If a faculty member who is eligible for reappointment under 10.02 has taught more than one course in the fall and spring semesters for a minimum of five consecutive years, he /she may anticipate continuing to receive two courses per fall/spring semester. However, the College retains the sole discretion to assign only one course and will provide advance notice as is practical. This provision is not subject to the grievance process. I.T. will provide list of eligible faculty.
- Deans should notify Sharon McDermott when a course is cancelled because the faculty member withdrew so late that a replacement was not possible.
- 11.07-Evaluate new DCE instructors before they are eligible for the seniority list.
- Always check with Bill or Steve before requiring a meeting with DCE faculty. See list of exclusions.
- Steve does not believe the MOU of Jan.4, 2001 – regarding employees who hire/fire/or evaluate faculty --applies to Staff Associates.

Minutes submitted by Judy Zubrow, July 17, 2014