

Northern Essex Community College  
Academic Affairs Leadership Team  
March 17, 2016

Attending: Farrell, Mary M <mfarrell@necc.mass.edu>; Julin, Nancy <njulin@necc.mass.edu>; Perez, Dawna <dperez@necc.mass.edu>; Burns, Kimberly A <kburns@necc.mass.edu>; Zubrow, Judith M <jzubrow@necc.mass.edu>; Knoepfler, Carolyn <cknoepfler@necc.mass.edu>; Hearn, Michael <mhearn@necc.mass.edu>; Young, Grace <gyoung@necc.mass.edu>; >; Weir, Lori A <lweir@necc.mass.edu>; Heineman, William <wheineman@necc.mass.edu>; McDermot, Sharon <smcdermot@necc.mass.edu> Bertolino, Donna <dbertolino@necc.mass.edu>;  
Absent: Rogers, Janice <j1rogers@necc.mass.edu>; Sullivan, Kelly <ksullivan@necc.mass.edu> Favara, Tina <tfavara@necc.mass.edu>; Zold-Gross, Diane [dzoldgross@necc.mass.edu](mailto:dzoldgross@necc.mass.edu)

Agenda:

Rank Change criteria – Judy

The divisions are not consistently applying change of rank protocols .Judy’s interpretation: there are academic credentials and time and total experience. Uses the chart on p. 59 MCCC manual.

Issue is that some interpretations are different. Sharon will get data about historical change of rank and actions taken for the past 5 years about eligibility and those who did have change in rank and those who did not.

FY16 goals report outs – everyone

Grace: Academic Advising

- Identify specific group of returning students and do in-class advising – didn’t happen last fall – too many complications. Will try in five classes this spring. Need faculty volunteers.
- “Advisors as Teaching” a graduate 4 credits course from Westfield State for Videos for FYS. Faculty are supposed to be using them “What and Where is CPAC” and the second is about student’s academic status definitions. Making two more YouTube videos walking students through portal self-service and DegreeWorks.
- Attended HPD meeting and gone into classrooms with Regis North to promote the bachelor’s degree. Some students have already started taking classes with Regis
- Grace sent 8 more articulation agreements with Regis CIS is finished /art and visual art and marketing. Lyndon State is not done yet because they have not received NEASC approval yet.
- Last minute mobile advising in Dimitry and Spurk, day and evening registering. Many students have holds. Will do this again April 6, but not in the evening.

Donna Bertolino

- Online learners and accelerated learning opportunities – create a military crosswalk. Some courses come through a lot. NSCC had samples. Students can go online and can see if they have these.
- Taking part as an experiential site as FA for prior learning. 10 students have benefited from this since January.
- Wanted to create an online course for a portfolio for students – complicated – back burner
- Tutoring center – was going to create a packet with all services for students.
- Promote Smarthinking – gone up by 60-80%. Hoping OL students will take advantage of this.
- Tutoring center – students on suspension are in the academic coaching program (required for return). Reading center staff working with students GPA has gone up. 62 students were involved.

#### Carolyn

- Math and science – welcoming sessions for students. New advanced criminal justice/science course. Sent to AAC yesterday
- STEM starter – science dept is involved. STEM speakers – Sy Montgomery will talk April 6 at noon in E155. Start a book club with “Soul of the Octopus.”
- Calculus Boot Camp during spring break 30 students. Going well. Will check the students’ progress going forward and the effect Boot Camp has had the desired effect. Will do A&P this summer.
- TCC grant going well. Job developer working with Science students on externships this summer. They practice interviewing, resume writing.

#### Kim Burns

- NEASC approval of CBE.
- AS degree in Clinical Research feasibility in process
- Innovation mini grants – 8 people

#### Mike

- Tech support during all hours when the library hours are open
- Realign Haverhill and Lawrence computer labs – to the library on each campus
- Expand Literacy lab in Lawrence – tripled use
- Incorporate Information Literacy as core academic skill – professional staff with dedicated office space to work with Haverhill students.

#### Mary

- Regarding recruitment and retention: the PN program lost roughly 33% of the class.
- Recruitment activities: Overall, the division programs conduct more than 100 information sessions and recruitment activities
- HIT and EHRS had 100% increase enrollment over the previous year (3 students to 6 students) and the EHRS enrolled 8 students.
- New program: The Community Health Worker certificate and AS in Public Health were developed and in the process of approvals. The programs will be implemented (if approved) in AY2017

- Accreditation: DAS and Rad Tech were approved by their accreditation agencies for full accreditation for the maximum period.
- HPD hired a full time patient simulation center coordinator March 7, 2016.
- Pass rate: Nursing did not meet national pass rate.
- Offerings through Community and Workforce Development: Two summer offerings will be held 2016
- Increased articulation agreements in Lawrence with Regis College

Lori

- Consistent process streamlined – made progress
- MOU in process for DE and CE
- Academic deans – concurrent ed with HS
- Increase Access to DE courses with a focus Math, English and science
- Annual review of process – e.g. batch process for students getting ID – testing at schools
- Cloud-based forms pre-registration (parent signatures, etc.)
- ASU consult to establish metrics for student success
- Web presence – how we are informing students and parents taking a dual enrollment course.

Judy

- Academic preparation work with IR to be able to measure curricular modifications for fusion courses. Probs with personnel vacancies in IR
- Journalism Amy Callaghan – created Observer website. She has done a lot of work placing students in internships. They visited UMass Amherst.
- Global, Liberal arts in general – luncheons with students promote congeniality among and encourage enrollment among current students. Steve Mathis is calling and contacting students to encourage enrollment. Mathis talking with faculty about successful students who leave NECC.
- Opportunity Works schedule for college ready liberal arts and Psych students (no developmental)
- Moving faculty out of Spurk. Math dept has moved. Global studies is moving to B208 & 210. Lawrence people are slowly moving. Riverwalk and Opportunity Works have not started yet.

Sharon

- Spurk move successfully 11 faculty have moved. RVWK should be ready in April
- E downstairs building will be done soon.
- 3rd floor of Spurk classes will be moved. Notify students of changes
- Change Master Schedule (4 day pilot scheduled developed with Judy's division)
- Fixing minute calculations – seems to be working okay.

Dawna;

- Student success – had high level goals
- KPI's and new AMP - How and what we're going to measure
- Goal 2 – take the form of Strategic integrated plan

- Starfish has improved to include all students – completed –cohorts and grouping. More groups on campus using it and new functionality in the system
- Advanced registration for students as a nudge to register or complete FAFSA forms
- Mobile advising units will also contribute to more students re-registering
- Common mission and community & civic engagement – added 21-hr /wk. position in November. Not enough time, WTR interfered
- Web presence for student success. New page with limited information. Highlight AMP when it is developed.
- Seeking additional funding – got IPASS.
- Student success: retention services saw 11% increase in course completion rates of students seen; 20% retention rates among students seen
- Summer Bridge program (2 week) 2012-2015 served 48+/- Latino students. Average retention is 79% over NECC experience. Over all college 62%. Average Bridge student GPA is 2.99 vs. NECC 2.4.

Bill will be reviewing next year's division goals. He understands that next year's goals were prepared without AMP and Strategic plans in place. Program Review Summit planning next meeting; Kelly's goals report next meeting.