

NORTHERN ESSEX COMMUNITY COLLEGE
Academic Affairs Leadership Team Meeting

Thursday, 5/28/2015

10:00 am – 11:00 am, with Summer Session III -2015 course cancellation meeting to follow, A112/LC301

Attendance: D. Bertolino, N. Julin, W. Heineman, C. Phair, S. McDermott, M. Farrell, S. Wolff, G. Young, C. Knoepfler (Cohen), J. Zubrow, D. Zold-Gross, K. Burns, M. Hearn, M. Farrell

Guests: For Course cancellation meeting: Sue Shain and Deb Naudzunus

Minutes submitted by: N. Julin

Topic	Discussion	Follow-Up
<p>I. Academic Advising Handbook: Grace Young</p>	<ul style="list-style-type: none"> • Grace is proposing the elimination of the printed copy of the Academic Advising Handbook since it is essentially out of date as soon as it is printed and the website is the best resource for everyone to use to obtain the most accurate and current information regarding programs and courses. It costs \$12,000.00 annually to print 10,000 copies of this handbook. It also takes a lot of time and energy for Grace and others to edit it this handbook for it to go out to print each year. • Ron Taber is currently investigating software that would allow us to archive old program information so that this information would be accessible in situations when it is needed, such as when a student leaves NECC and then returns later wanting to finish a program/degree. • Question was raised by J. Zubrow if NEASC required printed copy of handbook. • If we can't archive materials then we would have to maintain the printed copy of the handbook. • Questions were raised as to how faculty would react to this decision to eliminate hard copy of advising handbook. Generally it was felt the majority of faculty would not have a problem with this decision but there would always be a few faculty who would prefer a hard copy of the handbook. • Currently we are investigating a grant that may help us obtain software to archive information. 	<ul style="list-style-type: none"> • Bill Heineman to follow-up with NEASC regarding if they require hardcopies of advising handbooks.* <p>*Post AALT meeting Bill sent an e-mail on 5/28/15 after contacting NEASC and NEASC does <u>not</u> required hardcopy of handbook or other documents and that electronic format is fine. Old information does need to be archived.</p>
<p>II. Pandemic Response Plan: Mary Farrell.</p>	<ul style="list-style-type: none"> • Justine Caron in Human resources has taken the lead on putting this plan together with the assistance of the various areas of the college. • Process for this plan began in fall 2014 and the original focus at that time was on Ebola. This plan was revised to make it broader in scope and labeled as a Pandemic Response plan. Dr. Jonathan Drake, Medical Director of the Paramedic Program has also assisted in the review of this plan. • Document still needs work to address how we continue to operate as a college in the event the college needs to be closed. The Academic Affairs section does not currently appear to include all needed steps that will need to be addressed. • Discussion of this plan included suggestions of reviewing plan with specific areas identified in the plan that were not involved in the development of the plan such as IT(Jeff Bickford), CIT (Melba Acevedo) to ensure what is being proposed is doable. • Discussion of possible union issues (MCCC, AFSCME) regarding this plan if faculty will be required to teach on-line in the event of the college closing. • Need to consider what the college would do if 1/3 of faculty contracted a disease and were out sick. Would we hire others to cover their classes? How will they know what to cover in class? 	<ul style="list-style-type: none"> • Mary Farrell to discuss this plan with Steve Fabbrucci regarding MCCC and AFSCME contract issues. • M. Farrell and J. Carron to review plan with CIT, IT for their input. • The final plan will need to be reviewed in a division meeting or in a professional development activity and possibly become as part of new faculty orientation so everyone is aware of plan.

<p>II Pandemic Response Plan (Cont'd): Mary Farrell</p>	<ul style="list-style-type: none"> • It was suggested that every department would need to have a policy or back-up plan in place to cover when a new faculty member must take over teaching in the middle of a course. New faculty covering the class will need more than just the course syllabus to work from to smoothly transition into teaching the course. Students often provide insight and overview of what has been covered in the course to date when a new faculty must take over teaching the course. • Most faculty have embraced the use of Blackboard in their course but it becomes a union issue if the college mandates faculty must teach their courses on-line in the event the college must close. • Issue was raised: Can IT and CIT handle the demand if all courses end up being taught on-line in the event of a college closure? • Financial Aid: Federal government will need to be notified in the event classes need to be canceled so that financial aid can be adjusted. • Library has many resources available on-line and staff would be accessible via e-mail and text. • Testing: Some could be done remotely but employees would need Banner access at home. Some testing would need to cease. • Advising; Available on-line and via e-mail • Other members of the college would need to be provided with Banner access from their homes. • Is there sufficient generator capacity for the college to continue to operate on-line course in the event of a storm that takes out power lines? • A determination will need to be made regarding student's attendance at externship/practicum courses in the event of a college closure. • Bill is meeting with Lane + the cabinet to discuss this plan as well as the expectations for employees working with the college closes for snow days or other emergencies. • Suggestion was made to review Loyola's emergency response plan. Link to website provided: http://studentaffairs.loyno.edu/emergency-preparedness-plan 	<ul style="list-style-type: none"> • Department should develop a plan to deal with unexpected faculty absence in the middle of a course. • Bill Heineman to follow up with President and cabinet about the Pandemic Response Plan and other emergency college closings.
<p>III Summer Session III Course Cancellation Meeting</p>	<ul style="list-style-type: none"> • Summer III 2015 schedule reviewed and the courses to be canceled due to insufficient enrollment were determined. • Some classes with borderline enrollment number will be reviewed by Deans/Assistant Deans on 6/5/15 for a final determination for course cancellation. • In the future Sharon will run course cancellation meetings. 	<ul style="list-style-type: none"> • The Registrar, Sue Shain, to send the list of the canceled courses to the AALT members.