

Academic Affairs Committee Minutes
Tuesday, September 23, 2014 2:00-4:00 pm, SC213

Attendees: K. Holmes, J. Ronsivalli, D. Felisberto, P. Willett, D. Naudzunus, G. Young, S. Wares, C. Cohen, A. Fishbone

Recorder: J. Bailey

1. Review of 9/9 minutes – minutes were accepted, one member was in abstention.
2. Updated forms & guidelines – were reviewed by the committee and have been posted on the website.
3. Policy on credit hours – The committee was asked by the Vice President of Academic & Student Affairs to create a policy on credit hour. Pat Willett reviewed several different policies and drafted a policy. The committee reviewed and revised the policy (below). Pat Willett forwarded this policy to Vice President Heineman for his comments:

Credit Hour Policy

Northern Essex Community College follows a semester system with the fall and spring semesters consisting of approximately 15 weeks, which includes one week for exams. Summer terms are variable in length and adhere to this policy. Regardless of delivery method or length of the term, every NECC course requires the equivalent of 50 minutes of instruction per week and a minimum of two hours of out-of-class student work, per credit hour.

The faculty are responsible for the curriculum. Credit values for courses are determined at the department level based on faculty expertise and course objectives. All curriculum and review/approval committees and bodies of Northern Essex Community College are charged with following the policy on credit hours in their review and approval of all courses and for certifying that the expected student learning for the course meets the credit hour standard.

Laboratory Courses

Courses with a focus on experimental learning under the direct supervision of a faculty member require a minimum contact time of 2 hours per credit (2:1 ratio).

Internships/Practica/Field Experience/Co-Op/Externships/Clinical

Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact require a minimum contact time of 2 hours per credit (2:1 ratio). The learning experience may also contain a site supervisor and directed activity/learning outside of a lecture setting.

Adjourned: 3:15 pm

C: W. Heineman, T. Fallon, S. Shain