

Northern Essex Community College, Academic Affairs Leadership Team  
Thursday, November 10, 2016

**Attendees:** Sharon McDermott, Grace Young, Mary Farrell Kelly Sullivan, Dawna Perez, Donna Bertolino, Diane Zold-Gross, Carolyn Knoepfler, Mike Hearn, Janice Rogers, Tina Favara, Judy Zubrow

**Guests:** Melba Acevedo and Euthemia Gilman

1. **TK20 demonstration by Melba.** TK20 is a web-based assessment management system capable of analyzing data and generating reports. TK 20 interacts with BlackBoard. Some of its functions include: collection of student artifacts; juried assessments; curriculum mapping; accreditation management; strategic planning; assessment planning. It is accessible to faculty via the portal, under faculty and staff resources. Melba is open to invitations to present at Division or Department meetings. She is already working with Angela Bowers, Stephen Mathis, Judi Giampi, and ESL faculty. Suzanne Van Wert has invited Science/Technology faculty to participate in the next round of institutional assessment, and she hopes to use TK20 for the artifact collection.
2. **K12 discussion with Euthemia.** The Early College program at area high schools is in transition.
  - We will no longer schedule learning communities or full year courses at any site.
  - Due to liability issues, we will no longer bring students under the age of 16 to NECC-based courses.
  - While Amesbury wants to maintain their high-school based model, Euthemia thinks it's possible to convince them otherwise and move to NECC-based courses as Haverhill, Methuen, and Lawrence have all agreed to.
  - Euthemia is taking a step back to figure out how to work with technical schools that incorporate vocational education in their schedules. She's also concerned that NECC courses taught there may not be meeting for the proper length of time, given the number of course credits.
  - Euthemia asked when is the best time to schedule Accuplacer testing for high school students? A discussion ensued about the need for Divisions, Testing, and Advising to know well in advance of any dual enrollment implementation. As Tina so eloquently said, *more intentional collaboration internally* needs to take place before the early college staff outreaches to community schools. This mindful planning will help to improve our community relations.
  - It was also suggested that Euthemia document college procedures for her staff to follow. This becomes particularly important during staffing transitions.
  - Euthemia will return to AALT once she has worked through details of the new model.
3. **PLA announcement by Donna Bertolini.** A statewide consortium is being created for PLA. It will have its own web site. The consortium is looking for faculty to be trained for PLA portfolio reviews. Donna will send Deans a description of what the faculty training will consist of, when/where it will be scheduled, and compensation details. Deans will then identify interested faculty.
4. **Developmental MATH course revisions** are in progress. Placement cuts scores are being raised. Stay tuned for details.

Minutes submitted by Judy Zubrow, November 10, 2016