

AALT Minutes

11-2-2017

Paul Miedzionoski, Sharon McDermot, Judy Zubrow, Tina Favara, Nancy Julin, Mary Farrell, Kim Burns, Donna Bertolino, Mike Hearn, Beth Wilcoxson, Grace Young, Janice Rogers (note taker)

- Facilities update – Paul Miedzionoski
Scope of work is being determined for needed construction at 100 Amesbury Street (dental lab), 78 Amesbury Street (Library, IT, testing center), and 414 Common Street (Rad Tech). Some work will be handled by NECC to keep costs down. Work is to be completed by the end of this year.
- Lawrence Parking Memo – Paul
Lawrence overflow lots (Buckley Garage, Common St. Lot) are expensive as users tend to stay there all day. Use of those lots is now restricted and available only after NECC lots (Goudreau, Dimitry and Haffner) are full. There was discussion of need for additional free spaces or passes for visitors, guests participating in Transfer Day, and people taking assessment or other tests. Parking information needs to be on the Assessment website. It was suggested to make parking in Lawrence an agenda item for an ACA meeting.
- Statement of Interest Distance Ed courses – list attached to agenda; Judy and Sharon
Sharon pointed out that the statement of interest in teaching or developing an online course was sent only to adjunct faculty. It is separate from the prioritization process of courses put forward by the divisions to be developed for program needs. The prioritization memo with guidelines will come out later this month. Judy indicated that the budget for online course development is unsure but that full-time faculty can request a course release in the spring to fast track courses that need to be developed.
- Block Schedule meeting time update – Sharon
Sharon confirmed that the group discussing the new block schedule determined that meeting times for the spring semester will fall within the new scheduling grid. Standing meetings (ACA, President's Staff Meeting, Division and Department meetings) will be held from 12:30-1:30 on Mondays or Fridays and the activity block will be Wednesdays 12:30-1:30. Sharon will confirm with Linda Giampa about the time for the union meetings.
- Other items
 - Course search tool now includes Winter Intersession on the drop down menu for active terms although the enrollment numbers are not live and are updated throughout the day. It was noted that the website needed to be updated to say Register for Spring Classes.
 - Judy announced that a new professional advisor will start on November 13. The advising center is currently short staffed and advisors may not be able to assist faculty with questions for the coming week.
 - Donna announced that the Student Success Hub personnel are staffing information tables about their services. Please let her know if you would like them to distribute flyers or other information for your areas.
 - Janice mentioned the recent professional development workshop for NUP supervisors on the evaluation process. Sharon will distribute the handout separately.