

**Minutes from the AALT meeting  
September 1, 2016**

Present: William Heineman, Sharon McDermot, Mary Farrell, Nancy Julin, Kimberly Burns, Judith Zubrow, Janice Rogers, Carolyn Knoepfler, Michael Hearn, Grace Young, Donna Bertolino, Diane Zold-Gross, Dawna Perez, Tina Favara, Kelly Saretsky, Lauren Lynch and Francesca Gilkey.

Kelly Saretsky discussed the CCSSE results from spring 2015. The survey is used widely by institutions of higher ed in the U.S. and measures student engagement in five broad categories: Active and Collaborative Learning, Academic Challenge, Student-Faculty Interaction, Student Effort and Support for Learners. Kelly discussed the trends over time and NECC's results as compared to other institutions. These were largely favorable except for the category of Active and Collaborative Learning. She explained the way the answers are scored and reported, the use of custom questions, and the way the classes are selected to participate. Kelly's PowerPoint was distributed to the members after the meeting.

NECC has been administering the survey in alternate years since 2007. According to this cycle, we would be due to give the CCSSE this coming spring. Bill raised the question of how well we are communicating the results and using them to effect change in our practices and whether it was worth allocating the considerable resources needed to administer it this coming spring considering our lean FY17 budget. In the discussion various points raised included rephrasing some custom questions to get clearer results, getting a more detailed breakdown of the Active and Collaborative Learning questions and responses to gather information for professional development options, and providing the Strategic Goal leaders with the results to inform their work. It was suggested that we wait to administer the next CCSSE in spring 2018 and that we use the 2015 data for our benchmarks. Francesca will create a presentation of the data for easier access to the key information by deans and others.

Sharon discussed the Summer 2018 changes to the master schedule and asked for a decision on the sessions that will be offered. It was agreed to eliminate the 5-week session, create two back to back 7-week sessions, and to have only two start dates with varying end dates for special programs such as clinical and ESL. Sharon and Sue Shain will start to build the schedule and Bill will present the changes to MACER.

Tina discussed the impact of the upcoming spring trip for the athletes on the students' classes. They need to book this week and won't have input from the students or instructors as they usually do. Tina will provide participants with a letter for their instructors providing information about the trip and explaining students have to work out any class makeup plans with their instructors. Bill will send a copy of the letter to MACER and explain that it is informational; instructor signatures are not required.

Grace discussed Winter Intersession 2017 and requested there be a clear category on the website listing the intersession courses. Not all courses have the WIL designation because some are online and have a separate code. Sharon will follow up with Ron about adding a section to the website and will add a section for Winter Intersession to the Academic Calendar in future academic years.

There was a question about posting a cancelled class in an emergency. The ACA Chair noted that some cancelled classes were posted and others not. Bill agreed that we won't post as a rule but in an emergency when a faculty member cannot contact the students, we can post if someone is available.