

Academic Affairs Leadership Team Meeting

September 15, 2016

Notes submitted by Kim Burns

Program Review Schedule

Reviewed list of programs scheduled for program review. Sharon will update Lauren of changes. We should be reviewing certificates. We review certificates when reviewing degrees the certificates are embedded in.

Program review process is a calendar year process. Expectation is that program reviews begin in January. Summit is usually in April but we should move it to before spring break. The Institutional Effectiveness website has sample program reviews. Mike Hearn asked if faculty have Program Review committees because librarians would be great contributors to program reviews.

Master Schedule

New pilot master schedule is in place at HOW. Good classroom environment. Beautiful space. Clean. HOW building was well done. Found enough classroom space. Faculty Day loads scheduled around available space. How schedule doesn't align with the schedule for the rest of the campus. Intended for students in programs. Students like the schedule. Faculty cannot attend noon meetings with the schedule.

Shuttle needs a new sign. Shuttle is underutilized. Judy will let van driver know when classes get out so van can be at the exit.

Issues around 2 day/week classes. Classes can't start and end at the same time. Students need travel time in between classes. This issue should go away if everyone is on the same schedule. Cohort scheduling and advising (goal of the AMP) will help. Need to consider what to do with web advising. Many students are bound by clinical placements which makes it tough to fit in non-health courses. Need a year of planning. Surface the significant issues - don't plan anything yet. Better for teaching to have longer periods of time. FYS may be an exception. Our meeting times could change to 1.25 hours with this schedule and that would work better for Division and Department meetings. We should look at offering courses on Saturdays too. When we offer courses on Saturdays we need to have services available as well. Include intersession and summer too. In this enrollment environment it may be hard to justify opening on Saturdays. These conversations will happen during pathways work. Consider Friday night classes. Challenge to schedule 4-credit courses on a 2-day schedule. Start young students with hybrids. Older students want face-to-face. Online courses are only area that is up. Students who take FTF, then hybrid then online do well. Very busy people who need flexibility in schedules benefit from online.

Judy needs to decide about scheduling for next year – even without HOW. Faculty like 2 day classes. Health careers will not fit. Lawrence courses on the 3-day schedules. Do it all at once or in bites? Three 50-minute class schedule maximizes space.

Next step – 3 deans and Bill will pick up this conversation about the master schedule. Judy, Kelly and Mary are encouraged to meet and figure out Haverhill and Lawrence scheduling needs.

Math courses

Janice – Math Team meeting in October. Faculty want to replace the current basic math course. Currently, Dental Assisting, HES 102 and Medical Assisting require the basic math course. Question – is it ok that the Math Department put the skills into the new developmental math course?

Human Services has no math requirement.

It is a very narrow problem, which could be addressed by program requirements. Math requirements should be determined by the program and not the college.

Residency requirement

ITT students may not meet residency requirements. NEASC said we should follow our own policy. Policy change was discussed that allows for some flexibility in dire circumstances such as meeting the needs of ITT students. Policy change requires Vice President approval.

Most programs ITT students were taking align with programs in the TAPSS division.

Workload form

New workload form will be used in the spring. Please leave yourself extra time. The faculty union is aware.