

**Academic Affairs Leadership Team**  
**Thursday, January 30, 2008**

I. CHECK – IN

a) Agenda

- Flexible Scheduling
- AMP
- Telephone Access
- FY09 Budget
- Scholarship Award Committee
- Bookstore Issues
- Scheduling
- NEASC
- Staff Requests
- CIO Hiring

II. ACTION ITEMS

a) Flexible Scheduling

Sue Grolnic will be chairing the “Flexible Scheduling” goal of the Academic Master Plan and led a discussion about flexible scheduling options for the college. She suggested interviewing other schools to see what their scheduling modules look like. Sue would like ideas and volunteers for her committee.

It was stated that BHCC and Massasoit have weekend colleges and maybe NECC should look into that type of model.

Ellen G states that her division does, in fact, run five week courses in the summer and that the Paralegal and ECE students do well with accelerated courses.

There was also a discussion about contractual issues regarding the different models of course offerings, and about instituting rolling admissions and what type of student population would be taking advantage of that model. David Kelley stated that some models will not work for the developmental student population.

b) AMP

Ellen stated that concerns have been raised regarding the overlapping of the committee charters that the areas are creating. David Kelley also raised the issues of the level of work that is currently going on around campus and that some areas are eager to see the planning stage end and begin work on implementing some of the goals.

Lane stated that approximately 12 goals will be started this year, out of 25 in the three-year plan, and that there should be cross-divisional cooperation to accomplish these goals. Each of the goals will have a leader, and most of the goals will establish formal charters and committees. A new Academic Master Plan Steering Committee will be chartered to coordinate the implementation of the plan and support the various committees. Ellen Grondine will chair the Steering Committee.

**ACTION: Jackie will send an example of a template that she uses for divisional goals for review by the group. Jackie will also send out a template that she has used in the past for creating a charter for the various committees.**

c) Telephone Access

There has been some confusion regarding the new telephone access policy. The procedure that Sharon has put in place is for anyone who is seeking a higher level of access than they currently have fill out a telephone access form request. The form can be found on the forms section of the website. The forms should be forwarded to Sharon McDermot in Academic Affairs and she will process.

d) FY 09 Budget

Lane will be forwarding to the divisions their FY09 budget worksheets.

There was also discussion about adding a section to the worksheet for funding from Jean Poth's area.

e) Scholarship Awards Committee

Jean Poth has asked for volunteers to serve on the Scholarship Awards Committee. Lane would like one faculty member and one alternate from each division to participate.

**ACTION(S): Each Dean will forward to Sharon the names from their division of who will participate on the committee. The names will be submitted by February 8 to Sharon who will then forward them to Jean.**

f) Bookstore Issues

Beth and Jackie stated that they had several issues with the bookstore this semester. There were lost books and lost nursing packets.

There was also concern that all books go to Haverhill even though some books are for the Lawrence campus.

**ACTION(S): Beth and Jackie will provide Lane with a list of their concerns and he will follow up with the bookstore.**

g) Scheduling Dates

Beth has concerns about her division meeting dates on the timeline for the master schedule. Her division still has course requests coming in.

Lane stated that everyone could have an extra week to get the annual schedule loaded into Banner. The new deadline is February 19.

h) Staff Requests

Staffing requests will be discussed during the second meeting in February (Feb 28<sup>th</sup>).

**ACTION: A one page request, including rationale for the increase needs to be submitted to Lane no later than Feb 21<sup>st</sup>.**