

ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, June 28, 2007

I. CHECK – IN

a) Agenda

- BOT Reports
- Achieving the Dream Video
- Late Registration
- Program Review
- MACER
- Program Marketing
- Academic Master Plan
- Holiday Break Schedule

II. ACTION ITEMS

a) BOT Reports

The schedule for the year for BOT reports will be:

- September; Chris Rowse, sabbatical report
- October; Pilot Project Service Learning, Sue Grolnic and Marcy/SOTL group
- November; Online programs
- December; Ecuador and International Studies; Beth Wilcoxson and Marcy Vozella
- No meeting in January
- February; Business programs; Bill Zaninni
- March; Writing Across the Curriculum and Criminal Justice; B. Stachniewicz, Ellen Grondine
- April; Deaf Studies and Services TBD
- May; Health Programs; Jackie Long-Goding

ACTION(S): All paperwork should be emailed to Cindy Hideriotis one week before the Board of Trustees meeting.

b) Achieving The Dream Video

Lane states that this is not a new program but tools for AA to use as a resource. Lane states that AA will be gathering and analyzing data for planning purposes, and that this is an opportunity to work with other colleges around the country.

Two coaches will be working with NECC. There will be a core team to work with these coaches and also a data team. There will be a heavy emphasis on developmental education.

c) Late Registrations

Grace provided a form to the group that is currently in use for late registrations. Faculty must sign off on all late registrations.

Nora stated that no brand new students are added to a class after the drop/add period but Grace stated that a few have gotten through. Sue Shain suggested using this form only for students who are added in the third week of classes. Beth suggested a check off for faculty.

Lane had a question about the approval process and Beth stated that faculty feel pressured to add students late.

Sue asked how the process is working, meaning how well do the students do who have been added late.

ACTION(S): Deans will discuss the form and the philosophical impact for the success of the students. Will revisit issue in a few months.

d) Program Review, Ellen Wentland

Ellen entered into a discussion with the group regarding Program Review and how it relates to other areas of the college. There was also discussion about when a program develops an Outcomes Assessment plan it also be incorporated at the course level. She feels that this will communicate the expectations of the course to the student.

Ellen also feels that it should be noted on the syllabus that Assessment is going on in this course, if in fact, it is. She also suggested that after the assessment review, some courses could lead to collaboration with other areas.

Lane suggested that Ellen see if there is another model of her form that could be graphical for visual learners.

Lane also stated that faculty are doing excellent work with their program reviews and outcomes assessments. Lane also stated that there is still work to do in refining outcomes assessment to make the process simpler for all involved. Bill agreed with this statement.

Lane asked for feedback from the Program Review Summit and Patty responded that she felt it went well but that there should be more faculty involvement. Ellen would like to have another session in October to review the four programs that have already undergone review.

Ellen presented the group with her website showing what has been done to date.

ACTION(S): Deans will review Ellen's document and provide feedback to her. Ellen will also share her form with her advisory group.

e) MACER

Reassigned Forms were discussed and modified at MACER.

The final exam schedule will be moving to a four day schedule.

f) Program Marketing

Paul Chanley and Lori Heymans provided ideas to market their programs. Lane has asked Ron Taber to how two workshops on specific program marketing.

ACTION(S): Sue and Beth will volunteer to put this marketing approach to work. The will also identify a few faculty to assist in this process.

g) Academic Master Plan

Core group has met for the first time. August 17 will be the orientation for the Steering Committee.

ACTION(S): Lane will notify the Deans of who the steering committee members are.

h) Holiday Break Schedule

Lane believes that essential services will be open over the holiday break. He would like to have a plan in place by October 15 of what offices will be open.

The day after Thanksgiving is a regular work day.

ACTION(S): The Deans will work with their departments to determine what offices should be open over the holiday break.