

**Expanded Academic Affairs Leadership Team  
Thursday, November 20, 2008**

I. CHECK – IN

a) Agenda

- NECC Leadership Academy – Ellen & Bill
- Underenrolled Courses - Lane
- FT Faculty Prioritization – Jackie
- Space for Lawrence Campus – Jackie
- Applied Science – Bill
- AALT Charge - Group

II. ACTION ITEMS

a) NECC Leadership Academy – Ellen and Bill

Bill stated that currently there are five candidates in the Leadership Academy program. He also noted that five other candidates have dropped out of the program. The Deans will speak to prospective candidates to let them know that they will have to give up one Friday per month for the Fall and Spring semesters to be in the program. Bill also stated that in order to succeed the candidates will need the support of their supervisors.

b) Under-enrolled Courses - Lane

Lane reminded the group of their commitment to move towards a minimum attendance in all courses of 15 students. Sharon created a report that showed for the Fall semester there were fewer underenrolled courses.

Lane congratulated the group on their efforts at scheduling.

c) FT Faculty Prioritization – Jackie

Jackie let the group know that she is working on moving up the timeline for FT faculty prioritization for the fall. If the schedule is moved up too far, a problem arises with not having the Spring 2009 enrollment data. The group agreed that the dates could be moved up by one month and still work for everyone's schedule.

Janice asked about the viability of replacement positions and Lane stated that he will let the group know at a future date if there will be any.

**ACTION(S): Sharon will adjust the timeline and send it to Jackie for review.**

d) Space for Lawrence Campus new building – Jackie

In the new building in Lawrence there will be 23,000 square feet of assignable space. The building has less space than at first anticipated. Due to the size of the space, not all Health Profession programs will be able to be housed in the new building. At this time, Jackie is trying to decide which programs will be moving over.

The group feels that classrooms should be a priority in the new building. They would also like to see flexible space made available. There will be a minimum of five new classrooms in the new building.

e) Applied Science Degree – Bill

The program is ready to start for Fall 2009. The lab space for the program is E261 is almost completed. Bill stated that they are getting ready to start recruiting students and that they are vigorously recruiting within the industry for their advisory board.

f) AALT Charge – Group

Lane asked the group to review the charge for our group that is posted on the Academic Affairs website. Janice stated that she felt that the mission was appropriate but that maybe the group needed a name change.

**ACTION(S): Janice will send a description to the group for review.**