

Academic Affairs Leadership Team
Thursday, December 6, 2007

I. CHECK – IN

a) Agenda

- High School Initiatives
- Program Marketing
- ATD Practice & Policy Check List
- Assessment Policy for Non-Matriculated Students
- Course Repeat Policy
- PHI THETA KAPPA
- Faculty Training Objectives (Advising)
- Other Items

II. ACTION ITEMS

a) High School Initiatives (Cynthia Therrien)

Cindy talked about a new project with area Comprehensive High Schools, which will be modeled after the Tech-Prep Agreements already in place with MVOTECH high schools. We are currently in the signature process with Haverhill High and Methuen High Schools for an articulation agreement for Applied Technical Math. Georgetown High is also interested in our Business Entrepreneurship course.

Cindy is asking for assistance from the faculty who are willing to do course evaluations and curricula alignment. However, she does not have funding to pay faculty should we receive a large number of requests. Depending on the amount of work and deadlines that will need to be met to bring the high school courses in alignment with our courses, faculty may be asked to work during their break. The MVOTECH grant cannot subsidize the Comprehensive High School agreements. Several alternative ways to fund this was discussed.

b) Program Marketing (Ron Taber)

Ron has made presentations to several departments to help develop ways to promote and market their programs. He handed out an informational packet of ways to help promote programs.

On side note he shared plans for redesigning the school's website. Within the next month it is hoped the website will have a weekly "newsletter" containing all the college wide broadcast emails (emergency messages will be put on as needed)

c) ATD Practice & Policy Check List

Grace presented a draft of the check list with a summary sheet of the NECC gaps. She stated there is another revision from MEA that being worked on and needs to be sent to Lane. Some questions of wording were raised. In the Learning Communities section, it was questioned if reference to community service should be given its own section.

d) Assessment Policy for Non-Matriculated Students

The NECC Academic Catalog currently states (pg 25) a non-matriculated student will be allowed to register for up to six credits prior to assessment (with the exception of courses requiring assessment {i.e. English, Math}). The question of re-definition was discussed. Transcripts of several students who are non-matriculated with over six credits were looked at and determined that in almost every case the student either has a prior degree, taking courses for self interest, or possibly exploring areas of interest. Question: can we develop a policy of alert through the Banner system whereas when a student reaches a certain number of credits, they will be required to speak with an advisor.

e) Course Repeat Policy

Currently, there is no limit on the number of times a student can repeat a course. However, students receiving financial aid have specific federal guidelines they are required to follow.

A proposal is going to be made to limit the number of times a student will be allowed to repeat a credit bearing course, effective fall 2008.

f) PHI THETA KAPPA

Interest in having a PHI THETA KAPPA Chapter at Northern Essex Community College has been expressed. Beth told the group that about six years ago, she and Nita Lamborghini had investigated the possibility and found, at that time, the cost to support a chapter would be approximately \$6,000 per year. The consensus was, if funding could be found, having a chapter at NECC will be advantageous.

g) Faculty Training Objectives (Advising)

New faculty will be training with Grace every Thursday 2pm – 5pm during the spring 2008 semester. An outline of the training was shared with the group.

h) Other Items

Calling Ranges

Since the switchboard at NECC has become automated, it is no longer possible to go through the operator to make calls outside of a designated calling range. It was brought up that current calling ranges of faculty and staff may need to be changed in specific instances.

ACTION(S): 1; Grace Will contact Noemi, who worked on the Learning Communities section of the ATD Practices & Policy Check List. 2; Re-visit the Assessment policy for non-matriculated students when more team members are in attendance. 3; Beth will share the PHI THETA KAPPA information with Lane. 4; Gail Gadd will send the Faculty training dates and times to the Deans. 5; further discussion of Calling Ranges