

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, OCTOBER 26, 2006**

I. CHECK – IN

a) Agenda

- How do we want meetings to be run?
- Top three items Deans are working on
- Review of Fall 2007 Scheduling Materials
- Lawrence and Haverhill repro-graphics use
- Board of Trustee Reports
- MCCC Counsel Legal Training Series 2006 – The Art of Hiring
- MACER meeting
- Calendars and Cell Phones
- Planning
- Future Agenda Items

II. ACTION ITEMS

a) How do we want the meetings to run?

- ◆ Set an agenda and stick to it
- ◆ Come prepared
- ◆ Start on time/end early but never run over
- ◆ No cell phones
- ◆ Discussions – timed out
- ◆ Agenda items should be group issues that lead to action items
- ◆ Send information items via email instead of using valuable meeting time
- ◆ Look at ourselves and how we interact with others on campus
- ◆ Have fun and NO whining

b) Top Three Items Deans are Working on

Ellen; Orientation, GLCAC grants, Museum of Science grant

Terry; Faculty evaluations, stabilization of Science Department, Program Reviews

Beth; Classroom observations, scheduling, trip to Ecuador

Sue; Service Learning, attracting, retaining and supporting Latina students in Science & Technology, New theater and rehabbed chemistry lab

Jackie; Enhance systems effectiveness and efficiency for faculty and staff who work on the Lawrence campus, community outreach, mentoring new faculty and three new department chairs

David; Sustain growth and entrepreneurialism within division, sustain growth and entrepreneurialism within MCO, TASS conference planning
Patty; Reallocation of resources in Lawrence, classroom evaluations, faculty/staff personal problems
Grace; Virtual Advising Center, training staff to work with instant messaging, training center for Adult & Alternative Staff to work with Career Planning staff on community outreach
Angela; Online support services including assessment, piloting online tutoring services, expand the tutoring center by cross training staff, space issues in Lawrence, nurturing leadership skills in staff
Bill; Disney program, class observations, student problems

c) Review of Fall 2007 Scheduling Materials

Terry completed a statistical analysis of the spring 2006 courses that are scheduled during the off times and they do fill.

Sue G. suggested that there was a need for a meeting devoted to scheduling and some of the issues are:

- ◆ Could the scheduling timeline for the fall be revised
- ◆ Some scheduling tasks need to be integrated into the Banner system but NECC does not have a scheduling module
- ◆ Process is needed for scheduling smart classrooms

ACTION(S): November 9 meeting will be dedicated to scheduling. Deans will send Sue O'Brien a bulleted list of specific issues. Issues will be combined and sent out before the meeting for review.

d) Lawrence and Haverhill Reprographic use

Jackie provided the group with a process that has been worked out between Steve Fabbrucci, Mark Andrews, Security and Jackie:

- ◆ Faculty in Lawrence delivers the graphics jobs to Grisbelle by noon each day. Jobs will be delivered to Haverhill and placed at the head of the queue. Exams will be placed in a sealed envelope. All materials will be delivered and returned by shuttle.
- ◆ Faculty members can also email documents to Secretarial Support and they will submit the work to reprographics. Jobs received through Secretarial Support will not be placed at the head of the queue.

e) Board of Trustees Reports

Lane reviewed the revised list of BOT reports.

ACTION(S): Each Dean will notify the presenters in their divisions.

- f) MCCC Counsel Legal Training Series 2006 – The Art of Hiring

Lane announced that he would be attending the session on November 29 and he encouraged the Deans to register for the series also.

- g) Issues Raised at MACER meeting

Practice of hiring full time faculty – Lane has been reviewing the hiring of full time faculty over the past three years.

Health and safety issues in NECC labs in E building, C11, the Tech Center, and in Lawrence were discussed and Steve Proietti will provide a list of concerns

The Spurk Committee has recommended which classrooms in Spurk should be converted to smart classrooms

ACTION(S): Lane will meet with Sue G and Terry to discuss the science labs and he will also meet with Patty to discuss the reading lab. Al Foucault will join the Spurk Committee.

- h) Calendars and Cell Phones

Deans will provide Sue O'Brien with their cell numbers and access to their calendars. Lane's calendar is available for viewing by all the Deans.

- i) Planning

Academic Deans need to monitor the Management Objectives/Academic Affairs Goals and Priorities.

KPIs – Academic Affairs is not present

ACTION(S): Lane will invite Tom Fallon to a future meeting to present his KPI report. Based on report, Deans can work with faculty and staff to address areas of need in the KPIs.

- j) Future Agenda Items

Institutional Effectiveness Report Presentation (Tom Fallon)

Scheduling (November 9, 2006 meeting)

Two minute topics