

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, NOVEMBER 16, 2006**

I. CHECK – IN; **“Continually moving in the direction of the ideal.”**

Richard Paul

a) Agenda

- Holiday Recess
- 07 Scheduling
- Student Evaluation/Proctoring
- Form Reform
- New Faculty Orientation
- Prerequisites/Corerequisites
- Romney’s Budget Cuts

II. ACTION ITEMS

a) Holiday Recess

Keeping the college open on the day after Thanksgiving has become a staff morale issue. The NECC Administrator’s Association Executive Board plans to take this issue to David Hartleb.

ACTION(S): Lane will raise the issue with President Hartleb or at the Cabinet meeting on Monday, November 20 as appropriate. At this time, please follow the instructions from the HR office as to how to use vacation or personal time for that day.

b) 07 Scheduling

DAAS need summer 06/fall 06 master schedule information from the Registrar in order to proceed with the scheduling process.

The issue of listing faculty names on the master schedule is on the 11/16 MACER agenda. The new faculty collective bargaining agreement has Sept. 30 as the date to submit faculty preferences.

ACTION(S): Sue O’Brien will contact Sue Shain and Colleen Walsh to provide the scheduling materials to the Deans. Deans will submit full time faculty names to the Registrar on 11/17 if at all possible. Jim Brown and Haidee Morris from the Counsel’s Office suggested that a statement of “subject to change” be added to each page of the master schedule.

c) Student Evaluation/Proctoring

Are forms required? Check the union contract.

ACTION(S): Have a coordinator bring this issue up at the 11/20 department chairs/coordinator’s meeting.

d) Form Reform

Lane suggested the book – Sacred Cows Make the Best Burgers. Which forms are necessary? Some are contract driven, some are required by HR, and some are needed by committees.

ACTION(S): As questionable forms are found, set them aside and bring them to another meeting for review.

e) New Faculty Orientation

New faculty are overwhelmed by the Advising Center. Time in the Advising Center takes away from department issues. Faculty needs Advising 101 orientation, especially in regard to assessment. Do new faculty need mentoring?

ACTION(S): Lane will speak with Judith Kamber regarding the new faculty orientation. Culture of Advising was added to the list of future strategic items.

f) Prerequisites/Corequisites

Grace asked the Dean's to remind program advisors to sign off on the registration forms when they override a prerequisite/co requisite.

ACTION(S): If an issue can be resolved in Enrollment Management then do so. Deans need to work with advisors. Could Judith Kamber's area provide advising training for long term faculty?

g) Romney's Budget Cuts

Lane informed the group that the budget cuts will be addressed at the Cabinet meeting on Monday, November 20, 2006. He will keep the group informed.