

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, NOVEMBER 30, 2006**

I. CHECK – IN

a) Agenda

- KPI report
- Budget Cuts
- Elimination of Programs
- Program Review
- CCSSEE
- Convocation
- Academic Affairs web pages/photos
- Data Group
- Facilities Communication between Haverhill and Lawrence

II. ACTION ITEMS

a) KPI report by Tom Fallon

Tom listed the 10 KPIs:

- ◆ Grade Distribution Report
- ◆ Theme: Persistence, Degree and Certificate Completion
“NW” grade – increase in “cost grade distribution report for fall 06 vs. grade distribution report for fall 04. Need to see if there are any changes and pattern of changes.
- ◆ English Comp I – completion rate – performing under 20 – 30% completion rate. This area needs to be looked at. Suggestion by Lane for a faculty member from the English Department to serve on the committee. Beth will find someone to step forward.
- ◆ Math – from December 04 to December 05 not significant.
- ◆ Committee on Overall Retention Rates – Fall to Fall meeting goals line; want to increase number of faculty on this, Sue G is going to join the committee and will also seek two faculty to join, Angela G. indicated that two Developmental Ed faculty were needed also
- ◆ Efficiency and Quality; State of the Art customer/administrative systems; online service the most up to date.
- ◆ Program Review and Development – great progress last year. Fall enrollment higher than for the year.
- ◆ Diversity; gone from 2% to 10% for full time faculty up to 12% for 2006. Heading in the right direction.
- ◆ Access; financial aid.
- ◆ Quality and Efficiency; student satisfaction survey with college and its services. Goal is positive improvement; improve overall quality and service provided to students

b) Budget Cuts

Lane handed out packages containing different scenarios for FY07. He asked for initial thoughts regarding data.

Lane will keep the group informed.

c) Elimination of Programs

Academic Affairs Committee wants to know their role in this process. The VP asked the AA Committee to think about it and bring their thoughts to him.

d) Program Review

Ellen Wentland is the Director of Program Review for the College.

Lane would like the Academic Affairs Committee to be part of this process.