

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES  
THURSDAY, JANUARY 11, 2007**

I. CHECK – IN

a) Agenda

- FT Faculty Prioritization
- Electronic Communications – DCE Faculty
- Under-enrolled DCE courses
- AI Planning
- CCSSEE
- Convocation
- Academic Affairs web pages/photos
- Data Group
- Facilities Communication between Haverhill and Lawrence

II. ACTION ITEMS

a) Review of Facilities Communication between Haverhill and Lawrence

Ellen Grondine stated that one of her support staff has a serious disability to certain odors and fumes such as paint, perfume etc.

Painting was going on in the Haverhill campus which was not communicated to the Lawrence campus and the staff member had to leave the Haverhill building immediately.

Jackie had a similar incident with the air conditioning being in need of repair in Lawrence and faculty members on the Haverhill campus not being notified that there was no air conditioning in the classrooms.

**ACTION(S): Lane will follow up with Mary Ellen Ashley to streamline the communication procedure between the Lawrence and Haverhill campuses. Lane will report back at the January 25<sup>th</sup> meeting.**

b) Data Group

Terry Lindgren updated the group on what the data group is doing.

They will meet again today.

Currently they are identifying activities that the data group needs to report on.

The focus of the group is to work on student success using Banner to work on scheduling.

The group will also talk to dept. chairs/coordinators for input.

Group will report back in early March on their findings.

c) Full Time Faculty Prioritization

There is great interest in how full time faculty are selected for employment.

Lane wants to include dept. chairs/coordinators in the hiring process of FT faculty.

Beth suggested that whatever plan is implemented, it gets run by MACER. Each division will assemble a list of priorities for FT faculty positions.

**ACTION(S): Sharon will email last year's memo requesting faculty positions to the Deans for feedback.**

d) Electronic Communications

All contractual communications for the DCE faculty must be sent to the home address. When electronics communications is implemented in May of 2008, contractual information will no longer be sent to the home address.

Steve Fabbrucci is a member of the electronic communications committee and they are working on a draft of how this will be implemented.

**ACTION(S): Sharon will provide a draft from Steve Fabbrucci for review if it is available.**

e) DCE Under-enrolled Courses

The Deans will come to an agreement that is appropriate for under-enrolled courses to be run.

Consistent under-enrolled courses need to be reviewed for an explanation of why they are not becoming fully enrolled.

Criteria to be considered when running an under-enrolled course:

- ◆ Upper level courses needed to complete a program
- ◆ Courses needed for community agencies
- ◆ One credit courses are paid at full salary
- ◆ Space/equipment limitations
- ◆ Teach outs
- ◆ New courses/programs
- ◆ Special initiatives
- ◆ What impact the courses will have on students if not run
- ◆ Timelines/publications

**ACTION(S): Sharon will email out the Spring 2006 under-enrolled spreadsheet for review by Deans.**

f) AI Planning

Ellen Grondine reports that the group is working towards a new strategic plan for the college.

The group is developing a draft of an inquiry guide to interview individuals on both campuses.

May 3, 2007 will be a three day summit for the group.

Lane is working with Judith Kamber to sustain the group through the process.

Some people were not notified that they did not get on the committee.

g) CCSSE

There is a website available to get information regarding CCSSE (CCSSE.org). A survey will be going out to students which will take approximately 45 minutes to one hour to complete.

Faculty are urged to allow this survey to be completed in the classroom. David Hartleb's office will send out information electronically next week.

h) Convocation

Lane has asked for a volunteer to assemble a quiz on the college to distribute on the day of Convocation. Prizes will be awarded for the most correct responses.

**ACTION(S): Ellen and Jackie will develop the quiz and solicit donations for the prizes.**

i) Academic Affairs Webpage/photos

Photos will be taken on January 25<sup>th</sup> after the Dean's meeting for the website. Candy Rentas will coordinate.

There will also be a section for the Academic leadership team.

j) Banner Access

Coordinators need more access to Banner for student information.

**ACTION(S): Sharon will contact Jim Cotton and invite him to the next Dean's meeting.**

k) Budget Training

**ACTION(S): Sharon will try to arrange for a Banner training session in February for the support staff.**