

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, FEBRUARY 8, 2007**

I. CHECK – IN

a) Agenda

- Banner Access for Coordinators
- College Success Seminar
- DCE Staff Support Location - Haverhill
- Facilities Committee - Lawrence
- Probationary Students
- CPT Assessment Platform
- Faculty Names on MS – Fall 2007
- Course Cancellations
- Full time Faculty Prioritization

II. ACTION ITEMS

a) Banner Access

Jim Cotton attended the meeting to discuss access for coordinators/faculty to review all student records other than just their advisees.

Jim requested that all parties seeking that level of access receive approval from their immediate supervisors before access is granted.

ACTION(S): Deans will provide list of names to Jim for coordinators/faculty seeking more access to student records. Ellen will make a formal request for other reports that may be needed.

b) College Success Seminar

This course currently is listed under liberal arts.

Bill Heineman will review the syllabus for this course.

Course is listed as an open elective and an explanation will be inserted to denote that this course does not fill a liberal arts credit.

c) DCE Staff Support Location - Haverhill

Support staff clerk will be located in B201 next to the operator.

ACTION(S): Sharon will order supplies for the clerk and also a new telephone.

d) Facilities Committee - Lawrence

This committee is similar to the Spurk Committee in Haverhill. Members will include two representatives from Ellen, Jackie and Patty's area. The Committee will provide feedback on space issues in Lawrence at a later date, and may choose to join the collegewide "Academic Facilities Committee" that Lane is working on chartering.

ACTION(S): Lane will charter the Academic Facilities Committee and seek assistance from Terry Cargan in recruiting members.

e) Probationary Students

Grace and the Advising area have started a workshop for students at risk. The workshop will be ready in Fall 2007. Grace will provide guidelines to Beth for students at risk in her area.

ACTION(S): Grace will look into forgiveness policies and how many times a student can repeat a course. Grace will also send the Deans guidelines on how to handle suspended and probationary students. Ellen and Grace will bring this information to the retention committee.

f) CPT Assessment Platform

Angela is expanding the potential to assess students online with Vantage (reciprocal system). The writing assessment will not be done online and will be addressed because it is not done on CPT. Barbara Stachniewicz is on sabbatical working on Writing Across the Curriculum.

ACTION(S): Beth will start conversation with Suzanne Van Wert regarding students who have assessed at another college so they can move into Comp I.

g) Faculty Names on MS – Fall 2007

Deans feel that name changes are not made in a timely manner. Lane would like to receive faculty schedules from the Deans no later than one week after this meeting. Data report group will develop tools to use in scheduling.

ACTION(S): Lane will schedule a meeting with the Deans to work on space issues with Colleen Walsh.

h) Course Cancellations

143 courses were cancelled this semester including shadow courses. 73 of those courses actually had students in them.

Lane suggested we discuss a minimum enrollment number for most of our courses—a number of students required for a class to normally run. If classes achieve the number, they run; if they do not, they are either cancelled, or run with low enrollment for specific reasons (e.g. upper level course needed for graduation, new course, space limitations, etc.) We should work toward paying full salary to instructors for all courses, regardless of enrollment, if it is financially possible.

An analysis of the cancelled classes clearly shows that the students affected in the cancelled courses did not leave NECC, but in fact signed up for alternate courses at the college.

i) Full Time Faculty Prioritization

There was a question of mixing day and DCE classes on the worksheet from Lane.

It was decided that the table should include D courses.

Lane will give more thought to the spreadsheet procedure and discuss it with the chairs and deans.

ACTION(S): Deans will review the prioritization memo and provide feedback to Lane.