

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES  
THURSDAY, MARCH 15, 2007**

I. CHECK – IN

a) Agenda

- Timelines
- AI Update
- Libby Jensen
- Data Committee
- Budget
- Product Contracts
- Achieving the Dream Project
- Facilities Committee

II. ACTION ITEMS

a) Timelines

Jackie is concerned with the turnaround time for some of the projects and routine processes that are ongoing (e.g., annual budget timeline, faculty change of rank process, and quick response requirement for final proofing of fall schedule). Lane takes responsibility for the confusion regarding due dates on the budget and faculty change of rank process. Terry suggested putting due dates on AA website. Lane stated we will be working toward a simplified process for annual scheduling that, if implemented, would begin with the 2008/2009 academic year.

**ACTION(S): Lane will get the Master Schedule Committee together to look at scheduling process, timelines etc. Later, another group will be established to consider course delivery innovations and practices.**

b) AI Update

Ellen said the meetings went well and that the summit will be a great event. There will be more information forthcoming regarding the agenda for the summit. The group felt that the meetings reenergized people on campus. Patty hoped that no one would be turned away who wanted to go because of the venue not being large enough to accommodate everyone. At the end of the summit, the hope is that there will be a new strategic plan.

**ACTION(S): Lane will let the group know what the summit will look like, i.e. agenda, etc.**

c) Libby Jensen

Libby would like to have an Alumni Networking event on campus. She would like to hold this in the fall in the evening. Libby would also be working with a career networking committee to assist in providing career alumni who would attend the event. Libby also suggested that this could be used as an assignment for a class or for extra credit. Terry did not support the idea that this event should be used as an assignment for classes. Beth stated that a lot of the faculty are alumni and that they could be good resources for students. Sue Grolnic suggested that Libby send information out to the Deans so that they can disseminate it to their faculty. David stated that the faculty would need a reason to attend such an event. Grace suggested starting off with the ESL students to show the students that there are successes to be had.

d) Data Committee

Survey questions have been returned. The Committee is generating questions to ask Banner. David asked the Deans to assist in getting the faculty interested in the upcoming MCO conference.

e) Budget

The due date for budget information to be returned to Lane and Sharon is now April 20. Budget workshops have been scheduled for April 2 in Haverhill and April 12 in Lawrence.

**ACTION(S): Sharon will send out reminder email before the workshops.**

f) Product Contracts

The process for product contracts will be digitized in the near future to eliminate some of the confusion regarding timelines and signatures.

g) Achieving the Dream Project

This project will look at minority and low income students who achieve at community colleges. There is an opportunity for four colleges to be involved in this project and David Hartleb would like NECC to be involved.

**ACTION(S): Lane will provide more information to the Deans at a later date.**

h) Facilities Committee

Looking for faculty participation. The committee should choose one or two projects to start with (e.g., scheduling smart classrooms, art gallery space).