

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, APRIL 26, 2007**

I. CHECK – IN

a) Agenda

- Advising Software
- Overloading Online Courses
- Reinstatement of NP Students
- Lawrence Campus Planning
- Proficiencies
- PT Faculty Professional Development
- Hiring Committees
- KPI's

II. ACTION ITEMS

a) Advising Software

A presentation of new advising software was given by Grace and Jamie Desjardins. This software will be compatible to the Banner system. A demonstration was given on how to use the new software. Grace would eventually like to move into having the faculty use this software also.

This software will be inserted into Banner self-service. Lane asked what the response time for students would be and Grace stated that they are working on this issue. There was widespread interest from the Dean's in using this program. The next step would be to continue the training with Grace's staff and the target date for implementation would be Fall 2007.

b) Overloading Online Courses

Bill Heineman met with the Registrar to discuss overloading of online courses. In the past, the policy was to have a max of 25. Lane feels that there will be a compromise on this issue.

ACTION(S): Lane stated that for now the Deans may open up one shadow section for overloaded online courses. Until this issue can be discussed further with the Distance Learning Committee additional sections, particularly near or after the start of the semester, need to be reviewed on a case-by-case basis.

c) Reinstatement of NP Students

Beth raised the question of faculty being notified that they must reinstate students online. She said that they had not been notified of this change in policy.

Grace stated that the reinstatement form needs to be adapted for the new changes.

ACTION(S): Grace will seek clarification and notify the Deans. Deans will then send out email to faculty notifying them of this change.

d) Lawrence Campus Planning

The group discussed how planning for the Lawrence campus expansion is evolving. Lane clarified that the recently established Academic Facilities Committee is not the group charged with planning the expansion. It is expected that later this summer the planning process will begin. Lane will begin by requesting that each area prepare a short document describing existing program needs and future program needs. During the planning process, there will be opportunities for all affected programs to provide input and feedback. Lane has suggested to President Hartleb that the college simultaneously plan for the expanded space, and for the use of vacated space in the existing building.

e) Proficiencies

Grace stated that proficiencies are not active in the system. Sue suggested that all proficiencies be activated.

ACTION: Lane will meet with Grace and Sue after the meeting to discuss.

f) PT Faculty Professional Development (Judith Kamber and Melissa Juchniewicz)

Judith introduced Melissa as the coordinator who will be developing further PT Faculty Professional Development issues regarding teaching and learning. Melissa would like to meet with the Deans to discuss their ideas. Sue suggested Melissa speak with Alison who is the part time DCE support person in the evening.

September 18, 2007 will be an all day Teaching and Learning conference for PT faculty both new and returning.

ACTION: Judith and Melissa will contact the Deans for further information.

g) Hiring Committees

The group discussed the formation and management of faculty hiring committees over the summer. A question was raised regarding whether all committees had to have a student representative.

Lane stated that he would like a student to be part of these committees. It provides candidates with a message about student engagement at NECC, and the committee with additional perspective.

ACTION(S): Department chairs will receive compensation as required by the MCCC Agreement. Other faculty serving on hiring committees over the summer may apply the time toward fall college service hours. Unless extraordinary circumstances interfere, all hiring committees will have a student representative.

h) KPI's

Angela is taking the lead on this and will report back in the near future.