

ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, May 10, 2007

I. CHECK – IN

a) Agenda

- Academic Master Plan
- Community Outreach
- Pre semester DCE meeting
- New Faculty Orientation
- Presidential Scholar Mentor Program
- Workforce Development Brochure
- IT Purchases
- Budget Updates
- Expanding AALT Meetings

II. ACTION ITEMS

a) Academic Master Plan

Lane stated that he will start to solicit interest in the Academic Master Plan in June. The steering committee will be people who will also be facilitators. Forums will be held in the fall semester on “Areas of Excellence”. Lane will try to engage as many people as possible in this process and to promote leadership.

On Convocation Day a schedule and further information will be available. A draft plan should be in place by November/December of this year.

David Kelley brought up the Achieving the Dream and how it relates to this process. Lane stated that it is a tool for us to use and connect us to other institutions with similar causes. Process Management is also a tool for use to use.

b) Community Outreach (Mary Ellen Ashley and Nyurka)

Mary Ellen and Nyurka attended the meeting to discuss community outreach in the Lawrence area. Nyurka is the community spokesperson who is working to maintain a positive outlook for NECC with the community. She is involved with many local groups within the community working towards similar goals.

David Kelley brought up the connection between schools and educators. Mary Ellen stated that those connections are directed to Charles Diggs.

Lane suggested that Nyurka attend some divisional meetings to provide information to faculty on what is occurring in the communities.

c) Pre semester DCE meeting

Lane met with Joe Rizzo and Sue Van Wert to discuss the DCE information packet. It was agreed that this packet needs improvement. Lane would like to see this document revised and/or changed to another document, perhaps in electronic format (CDs or flash drives).

ACTION(S): The tentative assignments will be sent out without the DCE packet. A meeting will be set up to discuss changing this document with Sharon, Judith, Beth, two faculty and one union representative.

d) New Faculty Orientation

Beth asked if Lane is pursuing the same model for new faculty orientation that has been used in the past. Lane suggests inviting Judith in on this discussion. There was also a question about how quickly new faculty start advising students.

ACTION(S): Invite Judith to a future meeting to discuss new faculty orientation.

e) Presidential Scholar Mentor Program

Lane is soliciting Deans to mentor students. Grace, Ellen, Sue, David and Lane have all agreed to mentor a student. A student will be matched with each volunteer.

f) Workforce Development Brochure

Ron Taber is seeking input as to what should go in the Workforce Development Brochure. He would like to see this marketed effectively.

g) IT Purchases

All IT purchases should go through Nancy Moran's office. There was some discussion about special IT needs within Academic Affairs that may be outside the "standard" order (e.g., computers for CIT).

ACTION(S): Lane will meet with Nancy to discuss this issue.

h) Budget Update

Lane and Sharon are working to finalize the budget and it will be ready for Mark Casey by May 25.

i) Expanding AALT meetings

There was discussion about having expanded meetings in the future and including directors and other Academic Affairs staff.

ACTION(S): Lane will propose an agenda and set a date for an expanded AALT meeting in the summer.

