

Expanded Academic Affairs Leadership Team
Thursday, July 17, 2009

I. CHECK – IN

a) Agenda

- EMSS Updates - Nora
- CAP Fees - Lane
- Mid Semester Progress Report - Grace
- Delegation of Authority - Lane
- Process Management Team – Lane
- Snow Tree – Lane
- WFD Committee – Kelly
- CADA - Beth

II. ACTION ITEMS

a) EMSS Updates - Nora

Nora Sheridan gave the group an overview of changes that have been in EMSS. Financial Aid has become automated which has reduced the number of errors in processing. Students will now be able to view their accounts online since Financial Aid moved into the Banner system.

Nora also stated that NECC will become a direct loan school which will also benefit the students.

b) CAP Fees - Lane

Lane provided the group with a list of how the CAP fees will now be disseminated to the various classes. The process has evolved into a three tier system depending on the needs of the various classes.

Lane suggested that the group share the list with their department chairs/coordinators. He also stated that the course proposal form will be modified by the Academic Affairs Committee. Special Topics courses will need to be calculated by the individual divisions where the courses are housed. The Dean of the particular division will assign a CAP fee to these courses. The CAP list can be found under the Cost of Attendance link on the NECC website.

c) Mid Semester Progress Report - Grace

Grace stated to the group that last fall the Advising Center implemented satisfactory progress reports on self service. Feedback was scarce on these reports. Grace asked the group for their support in using these forms.

Jackie made note of the fact that due to the large volume of email faculty receive, it could be possible that they are not reading their NECC email. Lane stated that workshops could be offered if the group felt the need.

ACTION(S): Grace will attend division meetings to discuss the reports with faculty.

d) Delegation of Authority - Lane

Lane notified the group that the Delegation of Authority policy has been put in place. He also stated that he would get clarification on signature approval when someone is absent or not on campus.

e) Process Management Team - Lane

Lane notified the group that due to the numerous changes going on in the Accounting & Finance department, a process management team has been selected to develop a method to smooth out the process.

f) Snow Tree - Lane

Lane brought the snow tree issue back to the group after our last meeting. He let the group know that MACER had suggested this policy.

ACTION(S): Lane will look into various methods of communicating with the college as a whole.

g) WFD Committee – Kelly

Kelly updated the group on the progress of the Workforce Development Committee. He stated that a dashboard will be created for the committee. Kelly also stated that a marketing subcommittee will be looking at how to better advertise what Workforce Development offers.

h) CADA – Beth

Beth stated that she attended a Professional Day for CADA. She notified the group that the main topic of discussion was how the different colleges are handling the current fiscal crisis.