

**Expanded Academic Affairs Leadership Team**  
**Thursday, October 29, 2009**

I. CHECK – IN

a) Agenda

- Designation of Web Enhanced Courses - Alan
- Annual Course Scheduling and CADA - Beth
- Integrated Learning Communities - Janice
- Opening of “B” Sections - Beth
- CADA - Beth
- Core Academic Skills Assessment - Beth
- Drop/Add Policy - Grace

II. ACTION ITEMS

a) Designation of Web Enhanced Courses - Alan

Al Foucault attended the meeting to speak to the group regarding Web Enhanced Courses. Al stated that 70% of students who are on Blackboard are not registered in Distance Education courses.

A discussion ensued regarding students who are in web enhanced courses who may not have access to a computer to hand in homework, take quizzes and tests, etc. Al had a discussion with Lane in regards to adding a revised course description to the syllabus when the course is web enhanced. Lane did not feel that this should be a necessary requirement. Al felt that the faculty should disclose whether a course was web enhanced and that the faculty member should have a backup plan in case the student does not have access to a computer.

Student complaints have been issued regarding the use of web enhanced courses. The group felt that there should be backup plans in place if students do not have internet access for the web enhanced courses.

b) Annual Course Scheduling

Beth discussed with the group the CADA issue surrounding ISBN numbers being issued when faculty names are put on the master schedule. There was a discussion about when the ISBN numbers will be put on the master schedule. The numbers will be added at the division level when the master schedule is being built.

Jackie and Pat stated that due to the late start of the semester the health division clinical courses were affected. There was a discussion of changing the schedule at the end of the semester.

**ACTION(S): The issue will be brought up at MACER.**

c) Integrated LC's – Janice

Janice stated that every year the same faculty request integrated learning communities and that the committee is in the discussion phase of recommending standardized integrated learning communities. If that is put in place, funds could be saved from the budget to provide other opportunities for integrated learning communities.

d) Opening of "B" Sections - Beth

The policy of opening "B" sections when 75% of face to face courses are full was brought up for discussion. Chuck asked what the face to face 75% means. Beth suggested that when all the face to face classes are at 75% capacity, you should open a "B" section. She also suggested that folks might not want to open up too many "B" sections.

e) CADA - Beth

Beth let the group know that Peter Sfaris has met with the CADA committee. He informed the group that the MCCC/MTA has reached a new agreement. Two key items in the agreement are that redundancies will be removed from the agreement and that there is a raise incorporated into the agreement. The agreement will be presented to the legislature.

f) Core Academic Skills Assessment - Beth

The Core Academic Skills Assessment committee has created a proposal for a pilot project for the spring semester. The committee is working on a rubric for assessment and would like to have it ready before it goes out to faculty. The pilot group will be complete before the NEASC reaccreditation is complete.

The committee will discuss the implementation process with Lane. The committee is also thinking of having Ellen Wentland participate in the implementation process.

g) Drop/Add Policy – Grace

Grace informed the group that the new policy was piloted this fall. The only issue is the fact that students should not be added to a class the day before they start unless the faculty agrees and fills out a form.

