

**Academic Affairs Leadership Team
Thursday, September 8, 2011**

I. CHECK – IN

a) Agenda

- Core Academic Skills - Bill
- Drop/Add - Grace
- Space Planning - Bill
- IT Visits - Bill
- Distance Ed Issues – Bill
- ATD Core Team - Bill
- Other Business

II. ACTION ITEMS

a) Core Academic Skills - Bill

The Core Academic Skills committee has made a proposal to have at least one intensive course be taken by students who are in an associate's degree program. Ellen Wentland and Suzanne Van Wert will be the new co-chairs of the Academic Core Skills committee.

Ellen and Suzanne will work out a checklist to address what an intensive course is and what the parameters need to be. Bill suggested that administrators support the efforts of faculty who are willing to participate in this process. A pilot process will be in effect this fall semester. The earliest group of students who might need to meet this requirement would be the students beginning in the Fall of 2013.

ACTION(S): Ellen and Suzanne will visit divisions to discuss the issue at department meetings.

b) Drop/Add - Grace

Grace informed the group that she is going to draft an email to all faculty notifying them of the drop/add policy. Grace feels that faculty are not familiar with the policy and a reissuing of the policy to the faculty will be helpful.

c) Space Planning - Bill

Bill reminded the group that their requests for space planning should be ready to discuss at the next AALT meeting.

d) IT Visits - Bill

Bill notified the group that he had been on a tour with Dave McAskill on campus to discuss IT issues. Jeff Bickford or Dave McAskill may also be visiting divisions around campus to discuss IT issues.

e) Distance Ed Issues - Bill

There were major Blackboard outages at the beginning of the semester. The problem was complex and involved multiple issues, apparently most of them with Blackboard and not NECC.

Bill also let the group know that when a faculty member has discussed with them and Melba the development of a Distance Ed course, the Dean will then fill out the request to employ form in order for the faculty member to be paid. Melba will notify the Dean when the course is ready to be paid.

f) ATD Core Team – Bill

Bill notified the group that Terry Cargan will be leaving her position on the ATD Core team and that the group is requesting that new faculty join.

ACTION(S): The group will notify Bill of faculty who wish to join the ATD Core team by the next AALT meeting.

g) Other Business - Bill

Perkins has been sent out today for approval. The College's allocation was reduced by 10-15%.

The work teams are scheduling meetings and choosing facilitators. Bill would like to know when the groups are meeting so that he can sit in for the first meeting.