

## Strategic Planning Steering Committee Meeting Minutes

November 17, 2014

2:30-3:30pm

Pailes Room

Present: Maria Carles, Tom Fallon, Bill Heineman, Richard Lizotte, Linda Meccouri, Dawna Perez, Chuck Phair, Mark Reinhold, Janice Rogers, Wendy Shaffer, Marcy Yeager

Not Present: Terry Cargan, Noemi Custodia-Lora, and Lane Glenn

Recorder: Cathy Lavery

Mark and Wendy welcomed everyone to the meeting.

There were two agenda items for this meeting: planning meeting dates for the spring semester and “report outs” for each goal team.

It was agreed that the Strategic Planning Steering Committee will meet the second Tuesday of every month during the spring semester 2015 from 3:00 – 4:00 pm. The dates are as follows:

January 13, 2015

February 10, 2015

March 10, 2015

April 14, 2015

May 12, 2015

June 9, 2015

Each Goal Team Chair reported out:

Goal Team Four: GT4 Co-chair Dawna Perez started the “report outs” by noting that the college has a “Merrimack Fellow” working with learning accommodations students on career preparation. NECCLink is moving along nicely, we are now targeting online students. This Goal team is working on budgeting for Candid Careers, to avail our students of 4500 plus short videos that depict multiple job areas, how people got their jobs/pathways leading to the career, etc. The cost is about \$1,200 - \$1,500 (perhaps this could be incorporated in a future Perkins Grant). Candid Careers can also come to NECC and interview the college’s alumni for these videos that could then be placed on the website. This Goal team is also looking at how to grow our internship program, focusing on graduating students and they are currently planning an event for May 14, 2015—a networking night for all graduating students. (Bill noted that the week before graduation is busy and he suggested checking on the date for conflicts).

Goal Team Two: Bill Heineman next reported on the work of Goal Team 2. The Team is having a joint meeting with the Student Senate to get student feedback and involvement in the process. Achieving the Dream coaches are coming soon for a site visit. The College Success Seminar is morphing into the First Year Seminar and will be made into a required course for all new students in their first semester. Bill noted that Dawna Perez presented at the President’s General staff meeting today and talked about Starfish and Early Alert. Rick added that two mini-grants will start up by end of semester. Rick is doing a SOTL (Scholarship of Teaching and Learning) project; efforts are underway to revive it and make it a continuing part of the college.

Goal Team Five: Marcy Yeager spoke about the new work of Goal Team 5 re: a professional growth plan that lines up budget processes if individuals choose to create a plan for growth. The Team is looking at redefining what professional development is, and perhaps broaden the term. Linda noted that we need to record “instances” of professional development... maybe it was a book, a webinar, a presentation, a mentor, etc. Bill asked, “How do you deal with the supervisor?” This is a big issue. First stage is self-departmental growth, second stage is interdisciplinary growth; if there’s a culture of learning, then the supervisors will also be learning and we need to plan for this. It’s a “squishy” goal, involves culture shift. Linda also noted the race amity conference this past weekend. Finally, Marcy indicated that the Culture and Equity team draft will be on the SP Steering Committee December agenda.

Goal Team Three: Janice Rogers reported on Goal Team 3. She invited everyone to an Information Literacy Open House on the 24<sup>th</sup>. The Accessible Media Vision Statement has been approved by the SP Steering Committee and now formally endorsed by the President in a college-wide email. Earlier today, Janice noted that several of us met with individuals from the Carroll School to talk about ongoing efforts (funded with Perkins grant money). Joan Scionti is working with DegreeWorks—for students within a semester of graduating, there’s a new “box” that will remind them to meet with their advisor, and petition to graduate. The Tutoring Center was in the Observer, they are anticipating a change in tutoring requests because of new developmental courses and are working on how to support this.

Goal Team One: There was no report from Goal Team One at this meeting.

Wendy asked that all the goal teams send her the list of meeting days for next year and they will be posted on the Strategic Planning website.

The next meeting of the Strategic Planning Steering Committee is scheduled for Monday, December 4 at 2:00pm in the Pailles Room.