



Strategic Planning Committee  
Meeting Minutes  
Friday, October 12, 2012



**Team Members:**

**Present** - Mary Ellen Ashley, Chuck Phair, Janice Rogers, Jason Bohanan, Magdalena Suarez-Shannon, Ellen Grondine, Rachel Hellmann, Mary Chatigny, Beth Donovan & Ashley Bragger

**Absent** - Lane Glenn, Bill Heineman, Terri Cargan, Tom Fallon, Dawna Perez, & Judith Kamber

**Steering Committee Updates:**

The Steering Committee met on Friday, October 12th. Goal leaders provided updates and team progress to date (please see below).

Ellen distributed a revised task and timeline with the new steering committee meeting dates for the upcoming year. These dates are available on the steering committee webpage.

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/>

Ellen reminded the goal team leaders to be specific with their team progress when reporting out. Detailed updates are necessary in order to update the board of trustees. Fall progress reports are due Nov 30<sup>th</sup>. She has received a few inquiries from individuals about some of the committees and will share those inquiries with the respective team leaders.

Student representative Jason Bohanan informed the team that the Student Senate met with Sue Grolnic regarding coops and internships and Sue indicated that not many students are applying for internships. The Student Senate voiced their concerns about lack of blackboard tutoring for students and the continued interest in developing a "Genius Bar".

**Goal Team Updates:**

**Goal Team 1-** Met on Sept 21<sup>st</sup>. Reviewed improvements on Dimitry building map. The library move from the basement to the first floor in Dimitry building is in planning stages. The El-Hefni Allied Health Center is scheduled to be completed sometime during the fall 2013 semester. Steel is up and work will continue inside the building during the winter months. MEA will apprise team of updates on Massworks grant when she knows more. MEA met with city to discuss parking plan for Lawrence campus. Working on implementing a decal system for students (and a set price for parking between city and NECC). MEA to meet with Mary Farrell, dental & rad tech coordinators to review their needs (not wants) regarding space. PK-12 is hosting Principals and Superintendents breakfast on Tues, Oct 16<sup>th</sup>. Updates on the PARCC initiative and PK-12 can be found on the goal one site as well. Goal one updates are available on the team webpage

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-1-lawrence-campus-planning-team/goal-1-meeting-minutes/>

**Next meeting scheduled for Fri, Oct 19<sup>th</sup> 12:00pm LI44**

**Goal Team 2**– Met on Sept 19<sup>th</sup>. A successful press for completion grant (Walmart Grant) kickoff was completed in Sept. The Supplemental Instruction (SI) application process has been implemented. Approx. 20 Spring 2013 sections have been approved. Rebecca Rose will help spread the word along with advertising to students through pre-registration and the Observer. We have 28 sections of CSS, two are 13wks sections. We had 586 students enrolled and after first NP we are still at 539. Two new subcommittee teams have been created, the Transition to Gateway Courses and the Culture and Equity team. New subcommittee pages have been created off of the goal two webpage. Goal two updates are available on the team webpage.

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-2-improve-student-learning-and-retention-and-graduation-rates/>

***Next meeting scheduled for Wed, Oct 17<sup>th</sup>, 2:00pm SC213***

**Goal Team 3** – Met on Sept 24<sup>th</sup>. Plan for combining tutoring services is ongoing. Team will present a plan to MEA by the end of the semester. Expansion of DegreeWorks still in process. New team working on Early Alert will be meeting soon as well. Issues have been raised about the outdated learning accommodations equipment and the lack of student orientation/training surrounding blackboard. In addition, a student group is working on developing a “Genius Bar” (student run computer support group). This request has been brought up at the Space and Facilities Committee, Student Activities Committee and Professional Day. Goal three updates are available on the team webpage.

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-3-improve-academic-support-services/goal-3-reports/>

***Next meeting scheduled for Mon, Oct 22<sup>nd</sup> 2:00pm SC213***

**Goal Team 4** – Met on Sept 24<sup>th</sup>. Ashley Bragger (Merrimack Fellow) working on developing questionnaire that will go out to all advisory members. Research shows we need to focus on developing a clear job placement office (i.e. job board, valley works etc.). CIS grant is looking at putting mentoring program together and linking to businesses. Goal four updates are available on the team webpage <http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-4-improve-student-career-preparation/goal-4-meeting-minutes/>

***Next meeting scheduled for Mon, Oct 22<sup>nd</sup> 1:00pm L144***

**Goal Team 5** – Met on Sept 13<sup>th</sup>. Reviewed all culture and learning goals at college. Piloting individual professional development plans with cabinet. The plan will be to store this info in Banner and to develop a professional portfolio. Ellen Wentland is working on revising assessment tools. Goal five updates are available on the team webpage

<http://facstaff.necc.mass.edu/vision-and-planning-initiatives/strategic-planning/strategic-goals-2012-2015/goal-5-culture-of-learning/>

***Next meeting scheduled for Thurs, Oct 25<sup>th</sup> 12:30pm C208***

#### **NEXT STEPS:**

- *Next meeting scheduled for Fri, Nov 16<sup>th</sup> 1:30-2:30pm LA101*
- *Fall progress reports due Nov 30<sup>th</sup> 2012*