

Notes from 13-week session support meeting

12-10-13 SC214

Present: Ray Short, Erin Galvin, Alexis Fishbone, Grace Young, Linda Shea, Laurie Dimitrov, Linda Giampa, Dina Brown, Joanna Fortna, Janice Rogers (did I miss anyone?)

The purpose of our meeting was to put in place support services similar to those for the 15-week session, but tailored to students in the late-start 13-week session. We agreed that there may be some overlap for students doing both the 13- and 15-week schedules, but the majority of the late-start students will be new to the college and following that schedule exclusively. The 13-week classes in Haverhill and Lawrence are blocked to create informal student cohorts around the College Success Seminar and follow an afternoon/evening schedule. The CSS sections will be taught by instructors who are also the Retention Ambassadors from the Student Success Center. The other classes will be taught by experienced faculty where possible.

Registration Period:

January 13 to January 31, 2014. Only self-paying students will be able to register after that date.

Assessment Period:

Grace will discuss with Donna Bertolino cutoff dates for students taking the *Accuplacer* exam.

Extended Bookstore Hours:

Jan 15 & 16	9am to 7pm	
Jan 17	9am to 4pm	
Jan 20	Closed MLK Holiday	
Jan 21, 22, 23	9am to 7pm	<i>First week of 15-week classes</i>
Jan 24	9am to 4pm	
Jan 25	9am to 1pm	<i>First Saturday classes</i>
Jan 27 & 28	9am to 7pm	<i>First night of M and T evening sections</i>
Feb 5, 6 10 & 11	9am to 7pm	<i>First week of 13-week classes</i>

Textbooks and materials:

Copies of the class texts will be put on reserve in the library. (Linda S and Janice will coordinate)

Book vouchers will be valid through February 12, a full week after the session begins.

The Financial Aid lending library will also be open through February 12. Students in need should contact their FA advisor, listed on the FA website.

Additional codes for *StrengthsQuest* and *MyMathLab* are needed (Janice and Alexis will coordinate)

Ray suggested we look into adding the cost of texts & materials to certain courses using

Follett's *includED* one fee program. (Alexis, Ray, Janice will pursue for fall)

Mandatory Student Orientation:

Feb 3 3:30-5:30pm Lawrence

Feb 4 3:00-5:00pm Haverhill

The orientation will be an abbreviated version of the regular orientation, including: icebreaker activity, photo IDs, college policies, classroom expectations and time management, tour including visit to a computer lab to teach students how to access NECC email, and financial aid and bookstore information. Dina will work with CIT to provide students & faculty access to online orientation through Blackboard.

Dina's office will send postcards to students with the orientation dates. A student sign-up list in both CPAC sites will include student contact information (phone, email).

Tina's staff will do phone outreach to students as they register in the 13-week classes. She will coordinate outreach efforts with Dina.

Tutoring and Tech Support:

Lynne and Linda S said that no special accommodations would need to be made for the 13-week session. Classes will have orientations to the Writing and Reading centers.

Shuttle service:

Erin said she would let us know if there are any changes to the shuttle schedule. The current schedule will work for the 13-week students.

Please send any comments to Janice at j1rogers@necc.mass.edu. Thank you for participating in this collaborative effort on behalf of our students!