Division Meeting Minutes
September 4, 2012

In attendance: Chuck Phair, Shar Wolff, Sue Pelletier-, Joyce Brody, Trish Butler

(LESP Division): Luce Aubry, Judi Ciampi, Gail Feigenbaum, Kevin Fleese, Jane Gagliardi, Magdalena Suarez Shannon, Larry Stephen, Jody Carson, Maureen Lundergan, Diana Mele, Paul Cavan, Erin O'Brien, Melissa Fleming, Deidre Budzyna, Themia Gilman

(ABCT Division): Michael Penta, Cathy Latourelle, Trish Kidney, Rachel Hellmann, Linda Desjardins, Lance Hidy, Biff Ward, Sue Sanders, Kristen Quinn, Pat Morrow, Ken Langer, Wayne Kibbe, Pam Donahue, Bill Zannini, Tony Mak, Russ Gouveia, Joanne Ronsivalli, Kathy Proietti, Mike Broughton, Marc Mannheimer, Marina Javits

(TAA Grant): Megan Shea, Renee Deyermond

Interpreters: Karen Higgins and Kellie Hickey

Excused Absence: Scott Joubert, Michelle Deane

The following agenda items were addressed at the meeting:

I. Welcome and Introductions
Faculty and staff from both divisions introduced themselves.

II. Few Words Regarding Interpreters at Meetings
The LESP division has two full-time faculty (and a few DCE faculty) who are deaf or hard of hearing. As a result we will have Interpreters at our division meetings. A few suggestions to help both the Interpreters and faculty they are assisting at meetings:

- Please no overlapping conversations
- Please raise hands and wait to be called to talk
- Note where the Interpreters are in the room, and
- Talk a bit slower

III. Changes
Sue Grolnic is now the Dean for Experiential Learning. Chuck Phair will take her place as Dean of the Arts, Business, Communication and Technology (ABCT) division, and remain Dean of the Law, Education and Social Professions (LESP) division. He’ll be working with Shar Wolff the current Assistant Dean for ABCT. There will be discussions about how the two divisions might come together to form one entity.
Sue Pelletier will continue to provide assistance to the Business, Computer Science/Technology and Engineering departments with Joyce Brody assisting with Arts, Communication, Journalism and Performing Arts. Trish Butler will assist the programs in the Law, Education and Social Professions Division.

Since we have become a very large dual division, we will have two combined division meetings this semester (today’s and one in December) and separate division meetings in October and November.

Bill Heineman, VP of Academic Affairs, will attend the October meetings to further address this division merger (and various concerns related to it). You are encouraged to give feedback. Bill may also have additional focus groups on the subject if needed.

IV. Professional Development Funds

Because the Perkins Budget this year was slashed, divisional budgets have had to cover the additional expenditures (i.e. software, travel), faculty are encouraged to apply for professional development funds for conferences you normally attend. Contact Judith Kamber in Staff Development (and visit website: http://facstaff.necc.mass.edu/departments-and-organizations/cpd/professional-development-funds/) and apply now.

Chuck would also like to meet with faculty to further explore professional development opportunities. Education is forever!

V. College Service

Proposed College Service forms (E5) are due to the Dean by October 12th. College Service needs to be more than just attendance at Division and Department meetings. Faculty are encouraged to dedicate 3-4 hours weekly on other college committees and/or activities. It’s been observed that while some faculty are quite involved (truly dedicated) in college service activities others participate only minimally. The goal is to achieve great parity within the division in regards to college service.

VI. Travel Policy

A new Employee Travel Policy went into effect July 1, 2012. A PDF of the policy can be downloaded from the Administration and Finance’s Policies webpage (via the Faculty/Staff site). Quick Link: http://facstaff.necc.mass.edu/departments-and-organizations/administration-finance/policies/

Please read thoroughly. There have been a number of changes. Two notable ones: 1) MapQuest directions are no longer required as attachments to mileage or travel forms (however you should use the MapQuest website as a reference for determining miles) 2) each union (MCCC, AFSME, etc.) has set meal reimbursements for breakfast, lunch and dinner. You no longer need to attach receipts for these meals you are given the max reimbursement set by the union. One exception is if the meal had been included with the conference fee (no double dipping).
Please submit mileage on a monthly basis, (not at end of semester, etc.). Late submissions may not be reimbursed.

VII. Grants
Faculty are encouraged to seek additional grants whenever they can. Please let Chuck and Shar know what your interests are. Wendy Shaffer and her staff can assist us with finding and applying for grants.

VIII. Reminders/due dates
• Please utilize Blackboard. All courses have a Blackboard shell and faculty are encouraged to reduce printing/coping expenses by posting handouts and other course materials on blackboard for students to download.
• Course Materials: Syllabi (and Distance Learning Interaction Plans if you teach an online or hybrid course) are due BEFORE the end of the add/drop period – 9/11/12. Send to your division’s administrative assistant(s) – hard copy or via email.
• Classroom Observations: for those faculty in an evaluation year (or DCE faculty not on the MCCC seniority list) the administrative assistant in your division will be contacting you by email to set up an observation by either the Dean or Assistant Dean.
• Cancellation Policy: It’s important to give as much notice as possible that you will be out. Please don’t contact us 10 minutes before the class begins. Please also read and follow the Cancellation policy posted on website: http://facstaff.necc.mass.edu/faculty-resources/class-cancellation-policy-procedures-for-all-credit-courses/.
• Book Reserves: Its important to get course books reserved at both the Haverhill and the Lawrence Campus Libraries. Many students have trouble affording course books. This gives them an option. Note: textbook reserves should be for “in library use only” and please retrieve these books at the library when they become obsolete. Let us know if you need help getting textbooks from publishers. Usually they are willing to send a copy or two to you free of charge. (Added Note - unfortunately there is no divisional money to purchase books for reserve.)
• Syllabi: Please be sure your syllabi cover your policy on absences, tardiness, exams, cell phones and other expectations. It’s important to be thorough and clear. It’s a contract between you and the student. Expectations clearly stated make it easier to address student compliance issues later on.
• Student Issues: If you are having a problem with a student please let us know ASAP. The Dean and Assistant Dean are here to protect, advocate (when appropriate) and assist you as needed. Don’t delay and wait until it becomes a big issue.
• NP Rosters: Two dates are noted on the Academic Calendar each semester. Faculty must submit rosters via self-service online for their classes. Please be timely.
• Risk/Consent Forms: If you plan to take your class on a field trip/activity outside of the college – each student must complete and sign these forms. The administrative assistant in your division should hold on to these forms and be informed of the date/class etc. of the field trip. The Registrar also needs to be informed that a class will
not be on campus at its scheduled place/time. If you need this form please contact the admin. in your division.

- **Room changes**: on a similar note, if you plan on a certain date(s) to have your class meet not in its scheduled room but at another location within the college (computer lab, library etc.) – you again need to let the admin. in your division know and the registrar know. This is so a student can be located in case of an emergency.

**IX. Miscellaneous/Comments/Questions**

- **Question**: When will we know what money is in our budgets? *The current AY13 budgets are loaded into banner and can be accessed and viewed via self-service. Sue Pelletier offered to help with viewing this online if needed.*

- **Question**: Why are the divisional budgets so tight this year, even with healthy increases in enrollment and higher student fees...? *It was explained that the budgets had to absorb expenses (i.e. for some capital equipment/software/travel) previously covered by Perkins, when the Perkins budget was severely cut (and it was too late to change the operational budget). The Business department which has 850+ students (12% of NECC enrollment) especially expressed concern about this development. Asking students to access all course materials online (as a way to control budget costs) may be an issue for very poor students with limited accessibility and funds.*

Chuck added that budget requests need to be tied directly to measurable goals in order to justify them. Faculty are encouraged to become more involved when budgets are put together. The budget process for next fiscal year begins mid-March and finishes mid-April. Start having a conversation now about what your program needs.

- A week before each division meeting an email will go out to everyone asking for agenda items. Please let us know ASAP.

- It was asked if all division meetings could be video-conferenced between Haverhill and Lawrence. Currently LESP meetings in October and November will be (using rooms A112/L244). We will look into this, but, there are only two conference rooms in Haverhill (A112 and TC103A/B) and one room (L244) in Lawrence that have this capability and they are frequently reserved. We may not be able to accommodate this request this fall.

**X. Remaining Fall Division Meetings**

- **Friday, October 5th** (12-1pm, E350) **ABC & T only**
- **Monday, October 15th** (12-1pm, video conf L244/A112) **LESP only**
- **Monday, November 5th** (12-1pm, E350) **ABC & T only**
- **Friday, November 16th** (12-1pm, video conf L244/A112) **LESP only**
- **Friday, December 7th** (12-1pm, SC213) **both LESP and ABC & T divisions**