

**A**s prescribed by the Charter of the All College Assembly, the Executive Committee is pleased to present the seventeenth annual report of Assembly activities to Assembly members, President Glenn, and the Board of Trustees. This report summarizes the accomplishments of our five Standing Committees for the academic year 2014-2015.

### **Academic Affairs Committee**

***Charge: to make curriculum recommendations to the president regarding all proposals for changes, additions, and deletions in all curricula offered by all divisions of the college. In addition, the committee may recommend changes in college-wide academic policy and standards.***

Eighty (80) proposals for new or revised courses, programs and certificates were submitted for review by the Academic Affairs Committee. Seventy (70) of these proposals were recommended for approval and have been processed for implementation.

The committee also reviewed and recommended approval of revised or new policies related to:

- Credit Hour Descriptions
- Community Colleges Common Transfer Agreement
- General Studies Program enrollment and implementation of the GS: Individualized Option
- Core Academic Skill requirements for students entering NECC with transfer credit
- Implementation of a First Year Seminar course as a graduation requirement
- Mandatory Assessment and Course Placement (MAPP)
- Credit and fees for High School students with articulated credit

*Many thanks are offered to all committee members, Vice President Heineman for his continued support and advice and especially to Jane Bailey for her tremendous contributions work as Administrative Assistant to the committee.*

***Respectfully submitted by:  
Patricia Willett, Chair***

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### **Finance Committee:**

**Charge: recommendations to the president with respect to the allocation of all funds within the proposed and approved budget of the college (providing that such recommendations do not violate collective bargaining laws and agreements) and may review at any time the expenditure of all approved allotments of funds within past completed operating budgets. In performing these functions, the Finance Committee shall have timely access to all necessary information through its chairperson or his/her designee.**

The following are among the Finance Committee's activities this year:

- We discussed the use of "swing space" during the Spurk renovation. We considered ways of using this space in the most efficient manner possible. We also recommended to the President that the Little Sprouts child care center be retained on campus.
- We had Jeff Bickford appear twice before the committee to recommend beneficial technical innovations for the college. We are especially concerned with upgrading technology in the classroom. (More and better WiFi connections would be an objective here.)
- We discussed ways of increasing enrollment with Vice President Bill Heineman. The committee recommends continuation of the experiment with the January intersession. At a time of decreasing enrollments, such experiments could be of value.
- With President Lane Glenn, we discussed the college's connections with the Dominican Republic. One possibility: We might send some of our bilingual students there to work on socially beneficial projects. (some schools already engage in such projects through the Community Colleges in International Development program.) Potential students in the Dominican Republic would then become aware that NECC offers a congenial and familiar environment for those who decide to study in the United States.
- The committee members also considered ways for the college to attract more students from southern New Hampshire. Some of our own students could appear at New Hampshire high schools to publicize the advantages of an NECC education.
- We also considered ways for the college to increase its reputation for promoting service learning and community engagement. (The projects in the Dominican Republic would be helpful here.) The State of Massachusetts expects community colleges to increase their participation in such projects.

***Submitted by:***  
***Professor Andrew N. Morse,***  
***Chair***

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## **Information Technology Committee**

**Charge: The ITC Committee shall consider and make recommendations to the president concerning all areas of information technology including, but not limited to: The benefits, costs and sustainability considerations of acquiring, adapting, discontinuing and/or redeploying any IT resource. Policies related to the use of IT resources by faculty, staff and students and procedures to ensure that all major IT acquisitions, changes, and discontinuances are properly reviewed by all affected personnel.**

Activities included

- ITC Proposal for Review Request Form  
Implemented a Proposal for Review Request form which captures the requestor(s), sponsor(s), stakeholder(s), overview and background, goals and objectives, and benefits to the colleges
- ITC Review and Recommendation Form  
Implemented a Review and Recommendation form for the review of applications. The form provides the ability to track product information, member feedback. We also incorporated accessibility compliance VPAT when reviewing applications.
- Pilot Group for Blackboard Community  
ITC was the pilot group for the Blackboard Community to be used for Standing Committees. A template for committees was developed by CIT based upon the input and feedback from the group. Blackboard Community gives faculty and staff the ability to see all organizations and committees in one place. It is a great organization tool. We are hoping for other committees to be placed in there as well.
- Catalog Management Application  
We reviewed several course management applications which included: Acalog – demoed on Thursday, November 20, 2014, CourseLeaf – demoed on Thursday, December 4, 2014 and Smart Catalog IQ demoed on Thursday, March 26, 2015. A catalog management application would resolve some of the challenges with revisions, editing and process changes. The solution would provide in real time on the website the course catalog to be used by prospects, students, faculty, and staff.
- SchoolDude Crisis Manager  
Reviewed a Crisis Management application, which would be a great tool to help manage emergency scenarios. We would like to make specific emergency instructions available through mobile devices and emails for faculty, staff & students. We received a demo of SchoolDude Crisis Manager on Thursday, November 6, 2014. There was also a discussion on Emergency Response Calling.

***Submitted by:  
Joan Scionti and Professor Lori Heymans  
Co-chairs***

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### **Student Affairs Committee:**

**Charge: The Student Affairs Committee shall consider and make recommendations concerning all areas of student life including but not necessarily limited to: recruitment, admissions, orientation, advising, retention, student services, diversity issues, student activities, classroom climate and student morale.**

**Highlights from the Student Affairs Committee during the 2014-2015 academic year include:**

- **First Year Seminar:** The committee examined the proposal to require the FYS of all incoming students. The data was not convincing. Suggestions were made to amend the proposal but it was not changed. The committee sent a letter to the VP of Academic and Student Affairs expressing great concern over this recommendation for a required three-credit course.
- **Spurk renovation:** The committee discussed the effects the Spurk renovation would have on students. Two main areas of concern are the possible closing of Little Sprouts day care center and the handling of food when Jitters is closed.
- **Food on campus:** The committee discussed the price and quality of food on both campuses with CFO David Gingerella. A food survey was created by a student on the Board of Trustees and passed out by members of the SA committee. The possibility of food trucks was discussed, especially during the Spurk closing.
- **Bookstore issues:** Two issues came up this year. One concerned the question of why books are ordered so early but don't show up on the master schedule until very late. We were not given a satisfactory response to this concern, but the Textbook committee was informed. A second question concerned the process of the Financial Aid lending library. Suggestions were made to remind faculty and students of this service on a regular basis. A website of current holdings is being created.
- **Student Senate:** The Committee was faced with several complaints from members of a disgruntled Student Senate. We met with the Senate and hopefully helped them with the Senate's mission and goals.
- **Student of the Month:** As in past years, the Student Affairs Committee gave several students the Student of the Month certificates, and awarded six students with Follett gift cards.

***Submitted by  
Ginger Hurajt, chair***

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## **Executive Committee**

***The Executive Committee of the All College Assembly is charged with matters concerning planning and policy for the college, as well as matters of college-wide importance in partnership with other Standing Committees or matters beyond their purview. The committee tends to ACA matters, which includes handling all “housekeeping responsibilities,” planning and overseeing four-five ACA meetings a year, and functioning as a “Mothership” for other Standing Committees. Consequently, our activities always include the following:***

- ***providing information and help if either is required or requested by a Standing Committee; keeping track of Standing Committee membership***
- ***assisting with recruitment if any of the four constituencies (Faculty, Professional Staff, Non-Unit Administrators, and AFSCME members) are underrepresented on any specific committee***
- ***ensuring—to the best of our ability—that the committees are functioning smoothly and effectively***
- ***overseeing annual membership elections.***
- ***maintaining an inventory of all school committees.***
- ***overseeing this Annual Report of Participatory Governance’s activities.***
- ***remaining informed about current issues and initiatives affecting Northern Essex Community College, primarily by meeting with President Glenn on a regular basis, other administrators as needed, as well as receiving input from our committee members We follow the activities and decisions of the Board of Trustees and have a member attend as many Board meetings as possible.***

Besides the above, Executive Committee’s agendas are usually determined by college-wide initiatives, suggestions from the president, constituency concerns and priorities. These led to a focus on the following:

- Ensuring the continued relevance of participatory governance by dedicating an ACA meeting to clarifying what it means, what it does, and why it matters. (Doing so did result in an increase in membership on Standing Committees.)
- Working to “improve communication among all sectors of the college,” as stated as part of our charge in the ACA Charter.
- Assisting, as needed, to support the work of the Strategic Planning Steering Committee, such as meeting with Wendy Shaffer to provide input on Standard One.
- Arranging meetings with relevant individuals and preparing extensively for two ACA meetings focusing on significant Academic issues: attracting the adult learner and the First Year Seminar.
- Meeting with Marcy Yeager and approving the revised charge for the Cultural and Equity Committee and Cultural and International Studies Institute (CISI)

**continued**

### **Executive Committee continued**

- Reviewing materials from “Sightlines” on NECC’S Strategic Facilities Initiative.
- Arranging fall 2015 meeting schedules and room reservations for 3 standing committees.
- Proposing the naming of ArtSpace for Linda Hummel-Shea, based on requests from her colleagues.
- Electing a new and ideal committee chair: Amy Callahan.
- With the help of our excellent administrative assistant, Linda Buckley, the committee also completed its charge as defined by the Charter including maintaining an ACA website.

*With special thanks to the above-mentioned Linda Buckley for so graciously helping in a myriad of ways, despite her demanding schedule.*

*Thanks also to Rick Ingham, who has seamlessly moved us into the world of Skype, and who made all ACA teleconferences possible.*

**Submitted by:  
Professor Terry Cargan,  
Chair**