



**Executive Committee Meeting Minutes  
Room SC203 (PDR) & Lawrence Teleconference  
April 13, 2016**

**Attendees:** A. Callahan, T. Cargan, R. Correia-Branco, K. Garcia, L. Giampa, L. Hidy, N. Julin , G. Medelinskas; B. Pardo, L. Buckley

**Guests:** Michael Pierce, Pat Willett

Chair Amy Callahan called the meeting to order at 2:05 pm.

**Minutes**

The minutes of the March 30 Executive Committee meeting were approved, with the addition of the following sentences: 1) Academic Affairs Process for Change: George Medelinskas noted that part of the discussion was also about the scope of the Academic Affairs committee and their responsibility in addressing wider academic issues; 2) Strategic Plan Draft: Lance Hidy suggested that the word “accessibility” be added to the language in Goal One.

**Standing Committee Elections**

The election of the standing committee members will be held before the first Standing Committee meetings held in May.

**Strategic Plan**

Amy Callahan reported the following from a recent meeting with Lane Glenn: Lane noted that Touchpoint II for the Strategic Plan went well in Boston; there were no concerns and we are proceeding as planned. Also, Lane confirmed that he is going to seek a student fee increase next year of approximately \$9 per credit hour, similar to the previous year’s increase, due to the budget shortfalls in view of the dropping enrollments. Regarding open positions not being filled, Lane said that hiring freezes are against his own approach, so we should not expect an official hiring freeze. However, Bill said at the recent ACA meeting that he is prepared to not fill some open positions “in hopes of not having to let people go”.

Amy reminded the committee that she attends meetings with Lane in order to update him on any issues or concerns that are brought up in our meetings; therefore, if there is an issue that Amy might be overlooking, please let her know.

**Enrollment**

The enrollment is predicted to go down in September. It has been down 17% in total since 2011 – mostly on the Haverhill campus. However, the Lawrence student enrollment is growing, along with the online enrollment. Linda Giampa noted that we need to consider that sometimes the online enrollment increases because the college is no longer offering those classes face to face, or the programs have moved to Lawrence. Lance Hidy stated that he heard from an advisee, with a 4.0 grade average, that she is very grateful that we have an increasing selection of online courses that are also of very high quality. The cost of online and face-to-face courses has been asked of the Finance Committee in the past, but this data has not been obtained.

**Academic Affairs Committee**

Amy reported that she informed Lane that the Executive Committee planned to respond to widespread complaints about the cumbersome AAC process. She said that Lane pointed out that the rigorousness of this process is necessary to maintain the high level of standards, since it has been noted that the state would like to take on a bigger role regarding this. When new programs are proposed, those standards should remain high. It was stated that often people making minor changes are having difficulty. Amy noted that this was a distinction that we should make. The complaints and frustration are about the minor changes and not those involving proposing new programs.

Amy explained there is a critical mass of department chairs and others that are complaining about the process. Amy suggested asking the Academic Affairs committee if they are willing to consider making some suggestions on improvements since there seems to be a problem.

George Medelinskas stated that there seemed to be a multiple number of databases in the realm, resulting in data redundancy and people not seeing some changes that may have been made in one place. The form itself has some inconsistencies.

Terry asked that the form be more streamlined and more simplified with steps that are easily followed.

Pat Willett stated that there are guidelines that are provided; however, people do not read these guidelines. Also, there are many people who review the forms before the committee reviews them. Pat stated that every division has a faculty member on the committee that would be happy to help. Klinbert suggested having a template to guide people. Amy stated she would talk to Bill Heineman about having a point person for the more than 100 forms being-submitted.

George stated that at North Shore Community College the forms were brought to the Division meetings for a vote after reviewing and commenting on them. This process would help the faculty become more familiar with the form. A request could be made to the Deans that, before they approve them, could they present them to the Division, as part of the agenda. The proposals would be sent to the Division beforehand for review. Amy and Pat said this would add to the already time-consuming process.

Terry Cargan suggested handing out information regarding this process at Convocation.

Pat said that she and Jane Bailey are part of a task force regarding a new software package that is being presented this summer for this process. Lance Hidy stated that it may be effective to have an annotated form for each question to be helpful. Lance wondered if the design could be changed to make it more user friendly. Pat said that there is a five-page course proposal guideline for each question on the Academic Affairs website. Also, Pat stated that she didn't have the resources to address the design of the form.

### **Competency-Based Education**

Amy stated that as the college pursues competency-based education, faculty members are going to be generating their own content rather than funneling in content from former partner Pearson. Competency based education at the college is going to be introduced as a special kind of certificate program, led by Kim Burns. These courses are designed to be self-paced. Amy said she will invite Kim Burns to a future meeting to discuss CBE.

### **Michael Pierce**

Michael's recent tasks have involved overseeing the Spurk renovation and faculty moves, which will be updated on the website with more detail in the next few days. Also a major task is Safety and Security issues.

Lance Hidy brought up an incident involving a threatening student on the second floor of B Building. The faculty member called the posted emergency Public Safety number. However the Lawrence Public Safety was reached. They said that they could not help and to call the Haverhill campus. This created a great concern among the faculty. Also, the wrong number was posted on the board. Michael replied that Public Safety in Lawrence should have dealt with the emergency by contacting the Haverhill Public Safety, while keeping the faculty member on the line. Also, signs, with the corrected Haverhill emergency number, are in the process of being made with different colors to easily see that they have been changed. In addition, he has recommended stickers with emergency numbers be printed to place on computer monitors and phones.

Michael stated that he would follow-up on the telephone protocols and confirmed that this telephone issue referenced above will be taken up with Public Safety and that he will discuss it again.

**Suggestions for Klinbert to address to the Student Senate:** Concern about what is our bathroom policy and its effect on trans students. What overall problems are the students facing and that, as student representative on our committee, Klinbert could keep us informed. Is a Math course required within 15 credits? Also, Klinbert is to inform them of the student fee increase. With no further issues, the meeting was adjourned at 3:40 pm.

Respectfully submitted by Linda Buckley

April 25, 2016