

Academic Affairs Committee Minutes

Tuesday, September 13, 2016 2:00-4:00 pm, SC213

Attendees: S. Courchesne, M. Cross, D. Felisberto, C. Knoepfler, M. McCarthy, H. Mores, J. Ronsivalli, S. Wares, P. Willett, H. Wilson, G. Young

Guest: F. Gilkey

Recorder: J. Bailey

1. Review of minutes from 5/3/16 meeting - accepted
2. Academic Affairs Committee training sessions – training sessions will be held on dates below. Joanne Ronsivalli volunteered to attend Lawrence, and Kathy Holmes volunteered to attend Haverhill. Suggestions of topics: checkboxes, Academic Affairs Committee/Marketing process, copy Jane & Pat on proposal submission and signatures.
 - Thurs. 9/15/16 2 to 4 pm (SC213) Haverhill
 - Mon. 9/19/16 2 to 4 pm (L244) Lawrence
3. 2:15 pm Francesca Gilkey, Institutional Research
Francesca submits data files to Higher Education Information Resource System (HEIRS) on behalf of NECC, and asked the committee's assistance in obtaining information on proposal forms and communicating information to her. Particularly in the following areas:
 - **Program Focus:** Identify whether program is a transfer, career, non-degree, or both transfer and career focus. Grace indicated that most NECC programs are both transfer & career focus. Pat said for now we will ask the question. In the future the question will be added to the proposal form.
 - **Distance Education Indicator:** Indicate whether a program is delivered at least 80% in a DE format, at least 50% in a DE format, or N/A. It was determined that method of delivery is not related to the committee's work. Jane updates the information annually (in April) and updates the DE portion of the NECC website. If IR needs this information more frequently, they can obtain this from the 3 deans: Mary Farrell (Health), Judy Zubrow (Liberal Arts), and Kelly Sullivan (TAPSS)
 - **Program Classification:** BHE defines programs as Major, Concentration, Certificate, or No Award – Francesca will get clarification on this category and work with Jane to determine how this gets submitted to DHE.

Jane has requested read access to the Academic Affairs Committee folder for IR staff: Francesca Gilkey, Lauren Lynch, Mike Swiniarski, and Kelly Saretsky. Jane will copy Francesca on committee minutes.

4. Proposals for initial review –

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	Department	status
1617-001			Advanced Manuf. Precision Machining Cert.	Spring 2017	Fall 2017	Revision of program	J. Fallon	TAPSS	Remove EST113 from certificate. Only required in Associates. Approved
1617-002			Liberal Arts: Psychology	Fall 2016	Spring 2017	Revision of program	I. Gagne	Liberal Arts	Remove 1 LLIT, add 4 th PSY for transfer pathways. Approved
1617-003		CHM221	Organic Chemistry I	Fall 2017		New course	K. Thomas	TAPSS	Mirrors UML for transfer. Approved
1617-004		CHM222	Organic Chemistry II	Spring 2018		New Course	K. Thomas	TAPSS	Mirrors UML for transfer. Approved
1617-005			A.S. Biology Program	Fall 2017		Revision of program	K. Thomas	TAPSS	Remove 6 credit electives and add CHM221 & 222. Approved
1617-006		CRJ204	Criminal Investigation	Spring 2017		Course revision	P. Cavan	TAPSS	Remove CRJ103 & 202, add ENG101 and prereq. CRJ101. Approved

5. Bill Heineman – Start of semester letter

Cc: F. Gilkey