



2017-2020 Civic Action Plan

Executive Summary

In March of 2016, President Lane Glenn signed onto Campus Compact's 30th Anniversary Action Statement of Presidents and Chancellors reaffirming Northern Essex Community College's dedication to civic engagement. As part of this commitment, NECC pledged to create a campus Civic Action Plan documenting the action steps and expected impact. NECC agreed to make this plan public, along with the assessment of its progress.

In order to create this plan, information was gathered campus wide to document current civic engagement efforts and goals for the next three years. NECC has never gathered this breadth of information about civic engagement before. Based on this information, a writing team constructed four outcomes specific to NECC:

- 1) Faculty are encouraged and supported to implement civic learning and service-learning into coursework across academic disciplines.
- 2) Students receive civic education and practice leadership/civic engagement skills necessary to be informed, active citizens.
- 3) NECC students, staff, faculty, and alumni facilitate and/or participate in co-curricular and curricular community service opportunities demonstrating an understanding of their value.
- 4) NECC contributes to the economic, social, environmental, educational, and political well-being of our communities.

The implementation plan exhibits the widespread interest and participation in civic engagement across campus. Much of the plan includes maintaining current programming that works towards the above outcomes. In addition, there are some expanded areas for growth, including:

- Instituting faculty mentor and peer recruitment elements into service-learning programming.
- Creating a system to recognize faculty for civic engagement work.
- Exploring systematic ways to assure students graduate with experiences and knowledge needed to be active, informed citizens.
- Improving data collection for civic engagement efforts campus wide.
- Implementing comprehensive assessment of service-learning programming.
- Pursuing grants and resources to expand programming.
- Applying for applicable college wide honors and recognition for programming.

Current levels of both personnel and financial support will be necessary to begin the pursuit of these new areas and completion of them may require new grant or other support. A communication plan is also included to document how NECC plans to share its successes.

Vision/Mission

Northern Essex Community College strives to create an environment that supports and encourages civic engagement among our students, faculty, staff, and as an institution. NECC's Civic Action plan embraces this vision by preparing our students to be active, informed citizens; by empowering the NECC community to pursue partnerships to benefit local and global communities; and to institutionally contribute to the health and strength of our local communities. This plan will help NECC live out its mission "to educate and inspire our students to succeed" and "to create vibrant and innovative opportunities that encourage excellence and enhance the cultural and economic life of our region." In addition, the Civic Action Plan aligns with the first three affirmations in the Campus Compact 30th Anniversary Statement of Presidents:

- We empower our students, faculty, staff, and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus—nearby and around the world.
- We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.
- We embrace our responsibilities as place based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically.

Approach

Currently, Northern Essex Community College fosters civic engagement through curricular and co-curricular offerings, as well as institutional support for efforts to better our local communities. NECC wants to continue and grow these efforts over the next three years. Below is an outline of what currently exists and serves as our baseline.

Curricular: NECC offers General Education/Core courses and also advanced or specialized courses, particularly those in the Liberal Arts division designated as "Civic Learning" courses, which nurture civic engagement. In these courses, students have the opportunity to explore the following themes:

- The structure and operations of governments, how the branches and levels of government relate to each other.
- Constitutions and how they are interpreted.
- U.S. political traditions, parties, processes and a range of government policies.
- How community activism can influence politics and in turn, how politics influences how government actually works today and in the past.
- Social, economic and cultural influences and institutions that influence the adoption of political ideologies and political socialization.
- Comparison of governmental systems around the world to those in the U.S. in order to more clearly understand the U.S. systems.

In more advanced or specialized courses in the Liberal Arts division students have the opportunity to go into more depth in exploring the objectives listed above. These may include courses in American Literature, U.S. History and Macroeconomics which present the historical, economic and cultural settings in which government functions, in which political ideas develop and in which activism occurs.

In other courses (such as ESL, First Year Experience, English Composition, and others), students have the opportunity to

- Integrate the themes discussed above as part of assignments or projects as directed by instructors in their sections.
- Engage in Service-Learning projects related to the course and to the idea of civic engagement.

In addition, off-campus experiences are available to students that foster civic learning and engagement:

- Participate through service-learning in partnerships with public, private and non-profit organizations in the community to address critical social, economic, cultural and political needs, and at the same time reflecting on the work as well as the issues through activities in the classroom.
- Learn about society, economy, culture and politics in their communities, in the state and U.S. through field trips and by attending educational, artistic, and political events in their communities.
- Work in internships in government offices, for elected officials, political campaigns and in community based organizations where they will learn about the relationship between government, society, economy and culture and prepare them for life times of civic engagement.

Co-curricular: In these student club activities and public forums, students have the opportunity to engage in activities that help them to:

- Understand how government works and how politics influences government.
- Understand important social, economic, cultural and political issues as they arise and learn what their personal responses might be to the challenges that these issues present.
- Become involved in community activism that promotes social, economic, cultural and political change.
- Educate the college community about the important social, economic, cultural and political issues that affect students' everyday lives.
- Become aware of social, cultural and political movements outside of the college through various outside speakers, films, commemorations and celebrations of events and movements such as Black History Month.
- Promote involvement in their communities through voter registration drives and events that foster voter education.
- Participate through volunteer projects in which the members of the college community help to addresses specific needs in the community.

Institutional Community Support: Northern Essex Community College is a founding member of the Lawrence Partnership, dedicated to propelling the economic development of the city of Lawrence. NECC has provided support and leadership to the Partnership's efforts. In addition, NECC has been working to help the local immigrant community attain the needed credentials for viable work and employment by validating course credit from other programs.

Tracking and Assessment: Some baseline data exists on student participation in civic learning courses, service-learning courses, co-curricular civic engagement, and voting participation. In order to measure the scope of participation and effectiveness of the above programs, a more comprehensive tracking and assessment needs to be implemented. There are two models that the college uses for other programs, which could be considered:

- a. Global Scholars Program – In this program students accumulate points for different activities related to study of the world beyond the U.S. For example, Global Awareness Intensive courses, one-time activities, international study, all have designated points. When a student accumulates 100 points, he/she is eligible for a Global Scholars designation on the transcript.
- b. Core Academic Skills Assessment - In this program, products produced by students for assignments in classes designated in a particular core academic skills are assessed by a team assembled for that purpose. Rubrics are used. This program measures the effectiveness of the dissemination of the core academic skills in the designated courses.

At the minimum, current levels of staff time need to be maintained to coordinate data collection and assessment for this plan.

Support: NECC hopes to continue and grow these efforts during the next three years. Current levels of both personnel and financial support will be necessary to continue the current work and to start pursuit of new areas. Completion of new areas of growth would require new grant or other financial support.

Civic Action Plan Development Process: In October, Dean Dawna Perez and Janel D’Agata-Lynch, the Civic Engagement and Service-Learning (CE and S-L) Coordinator attended the Campus Compact Civic Action Plan session at Holy Cross in Worcester. With information gathered from this meeting, Dean Perez and Janel D’Agata-Lynch presented the process and the need for a writing team to NECC’s Civic Engagement and Service-Learning Group on October 31st. From this meeting, two faculty members, Steve Russell and Paula Richards, volunteered to form the writing team with the CE and S-L Coordinator. The writing team met several times in early November to create a process of collecting input for the plan from the campus and a timeline. The team created a document explaining the plan and asking for input, which was sent late November to all persons, groups, and departments on campus that are known for doing civic engagement. The team asked for input before winter break. The CE and S-L Coordinator met with several staff and faculty members to help clarify and collect this information. In addition, this document was also sent to all academic department chairs in early December. Some feedback was returned before winter break. During the intersession, the CE and S-L Coordinator worked to organize this information.

At spring 2017 Convocation, the planning committee took a few minutes to explain the Civic Action Plan and asked for participants’ input via pre-printed cards placed on each table. These cards were collected and the information was recorded. In addition, a campus-wide e-mail to faculty and staff followed the Convocation Announcement as a “last call” for input. The CE and S-L Coordinator met with several entities on campus to help gather this information and followed up with entities that had not contributed, but are known for doing/supporting civic engagement.

The CE and S-L Coordinator gathered the input into a 32 page document with contributions from over 50 departments, programs, clubs, and individual faculty/staff. From this information, four potential outcomes were drafted and brought to the larger Civic Engagement and Service-Learning Group for their input.

Of the five affirmations presented in the 30th Anniversary Statement of Presidents, these three statements align best with NECC’s submissions:

- A. We empower our students, faculty, staff, and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus—nearby and around the world.
- B. We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.
- C. We embrace our responsibilities as place based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically.

Outcomes

OUTCOME	Type of Change	Commitment Alignment	Measure(s)	Indicators(s)	NECC Strategic Plan Goal Alignment
Faculty are encouraged and supported to implement civic learning and service-learning into coursework across academic disciplines.	Culture Capacity Development Policy	A, B, C	Professional development sessions on civic learning. S-L Faculty Fellows program participation Faculty recognition for this work. Faculty self-report their activities and evaluate support/needs annually.	Increased number of faculty implement civic learning into their classes. Increased number of service-learning courses being offered. Increase number of disciplines report this work is being done.	Professional Growth Integrated Student Experience
Students receive civic education and practice leadership/civic engagement skills necessary to be informed, active citizens.	Culture Capacity Development	A, B, C	Self-report of course sections including civic learning. Student participation records in leadership/civic engagement activities. Number of civic engagement/leadership offerings at the college.	Increased number of students that received civic education. Increased student participation in NECC programs, clubs and activities that do this type of work. (i.e. Alumni Board, Student Leadership Development Program, Student Senate, Gay/Straight Alliance, Students for a Democratic Society, Contemporary Affairs, Observer, Speechpalooza, etc.) Increased number of offerings for students to practice leadership/be civically engaged.	Integrated Student Experience Student Career Opportunities

<p>NECC students, staff, faculty, and alumni facilitate and/or participate in co-curricular and curricular community service opportunities demonstrating an understanding of their value.</p>	<p>Capacity Development Culture</p>	<p>A, B, C</p>	<p>Service-learning student participation records.</p> <p>Student participation in service/volunteerism as collected by NECC programs, clubs, and groups.</p> <p>Evaluation/reflection data from students participating in service.</p>	<p>Increased number of student participation in service-learning courses.</p> <p>Increased numbers of students' participate in service/volunteerism through co-curricular activities (i.e. Student engagement, SLDP, GSA, PACE. Jumpstart, Athletic Dept., etc.)</p> <p>Students report an appreciation for the importance of service/volunteerism in the community.</p>	<p>Integrated Student Experience</p> <p>Student Career Opportunities</p> <p>Professional Growth</p> <p>External Partnerships</p>
<p>NECC contributes to the economic, social, environmental, educational, and political well-being of our communities.</p>	<p>Capacity Development Culture</p>	<p>C</p>	<p>Program/initiative specific report of activities and any programmatic outcomes. (i.e. Library services/Art Space, Lawrence Partnership, Peace Poetry, Internship program, International Book Fair, Credentialing).</p> <p>Number of non-profit/public sector placement options for work study students.</p>	<p>Activities supported the local community.</p> <p>Increased number of non-profit placement options for work study students.</p>	<p>Student Career Opportunities</p> <p>External Partnerships</p>

Implementation Civic Action Plan FY 2017-2020

Outcome #1: Faculty are encouraged and supported to implement civic learning and service-learning into coursework across academic disciplines.

Activity	Report Date	Responsible	Status
Coordinate, promote, and support faculty and staff efforts around civic engagement and civic learning on campus, such as the 2016 Election Teach-In.	Annually	Civic Engagement and Service-Learning Coordinator	Implemented Fall 2016; Ongoing
<p>Service Learning Faculty Fellows Program (SLFF):</p> <p>Continue to provide the SLFF program to 5-8 new faculty members each spring.</p> <p>Recruit faculty from 1-2 new disciplines to the program each year.</p> <p>NEW: Plan and implement a mentor element to the SLFF program, where experienced faculty fellows mentor faculty newer to service-learning.</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>SLFF Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator</p>	<p>Scheduled Spring semester 2017, 2018, 2019 and 2020</p> <p>Implemented Spring 2017; Ongoing</p> <p>Implement Spring 2018</p>

Engage faculty in Lawrence Campus events and internationally to increase understanding and connectivity to our students and potentially collaborations with local and international educational/community.	Annually	Vice President of Lawrence Campus & Community Relations	Implemented October 2016; Ongoing
Center for Professional Development: Provide support and trainings for faculty and staff to support civic engagement efforts at the college.	Annually	Professional Development Faculty Fellow Dean of Professional Development	Implemented Fall 2017; Ongoing
Provide support and trainings for faculty and staff to expand civic engagement efforts at the college in online learning environments.	Annually	Director, Instructional Technology and Online Learning	Implemented Fall 2016; Ongoing

Outcome #2: Students receive civic education and practice leadership/civic engagement skills necessary to be informed, active citizens.

Activity	Report Date	Responsible	Status
Students engage in civic learning and engagement in the classroom setting across academic disciplines.	Annually	NECC Faculty (ESL, Human Services, English, Health, Art, Math, Philosophy, CAEPP-Adult Ed, Global Studies, etc.)	Implementation dates vary among faculty members; Ongoing
Students are given the co-curricular opportunities to learn more about political and social issues, participate in civic engagement, and/or apply this learning outside of NECC.	Annually	Faculty Advisors for <ul style="list-style-type: none"> • Students for a Democratic Society • Amnesty International • Contemporary Affairs • GSA • NECC Observer • Speechalooza Civic Engagement and Service-Learning Coordinator	Since individual clubs' inception; Ongoing
Students engage in out of the classroom civic learning experiences, such as fieldtrips to the MA State House and Islamic Center in Boston.	Annually	Global Studies Department Chair Global Studies Faculty	Implemented 2012; Ongoing

Bring speakers to the NECC campus to enhance civic learning and engagement.	Annually	Global Studies Department Chair Global Studies Faculty Civic Engagement and Service-Learning Coordinator Student Clubs	Implemented 2002; Ongoing
Student Senate: Create opportunities for our student leaders to analyze and evaluate the student experience on campus and within the greater community.	Annually	Student Life Student Engagement Student Senate	Implemented Fall 2016; Ongoing
Student Leadership Development Program: Cultivate social change leaders by providing leadership workshops centered on tenets of the social change leadership theory.	Annually	Student Life Student Engagement	Implemented Fall 2016/ Implement revision Fall 2017; Ongoing
One Geographic Region: Students have the opportunity to increase their global knowledge and awareness through participation programming, such as First Fridays, lectures, shared learning experiences and classroom experiences.	Annually	Faculty Fellow for Global Scholars/One Geographic Region	Implemented Fall 2015; Ongoing

<p>Global Scholars Program: Students will have support, resources and opportunities to become persons more understanding of diversity, global interdependence, and equity through participation in this diploma designation program that recognizes students' work as global citizens.</p>	<p>Annually</p>	<p>Faculty Fellow for Global Scholars/One Geographic Region</p>	<p>Implemented Fall 2016; Ongoing</p>
<p>Learning Accommodations Center: Students, faculty and staff are educated on an individuals' rights under the American with Disabilities Act and Section 504 of the Rehabilitation act through numerous formal and informal trainings.</p>	<p>Annually</p>	<p>Learning Accommodations Center Director</p>	<p>Implemented circa 1973 for Section 504 and early 1990's for ADA; Ongoing</p>
<p>Voter Registration: Coordinate student, staff, faculty, and outside groups' efforts to register voters on campus.</p> <p>NEW: Explore how voter registration can be implemented at NECC to reach more students.</p>	<p>Annually</p>	<p>Civic Engagement and Service-Learning Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator</p>	<p>Implemented Fall of 2016; Ongoing</p> <p>Implement Summer 2017</p>

<p>Civic Engagement and Service-Learning: Coordinate, promote, and support faculty, student, and staff efforts around civic engagement and civic learning on campus, such as the 2016 Election Teach-In.</p>	<p>Annually</p>	<p>Civic Engagement and Service-Learning Coordinator</p>	<p>Implemented Fall 2016; Ongoing</p>
<p>Provide leadership and civic engagement opportunities for NECC students at campus events in Lawrence.</p>	<p>Annually</p>	<p>Vice President of Lawrence Campus & Community Relations</p>	<p>Implemented Fall 2014; Ongoing</p>

Outcome #3: NECC students, staff, faculty, and alumni facilitate and/or participate in co-curricular and curricular community service opportunities demonstrating an understanding of their value.

Activity	Report Date	Responsible	Status
<p>Volunteerism/Community Service:</p> <p>Maintain a formalized process to help students find a community organization to complete volunteer/service.</p> <p>Hold a volunteer recruitment event on each campus annually.</p> <p>Student clubs and groups provide service opportunities for student participation.</p>	<p>Each semester</p> <p>Annually</p> <p>Annually</p>	<p>Civic Engagement and Service-Learning Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator Student Engagement</p> <p>Student clubs (i.e. PTK, COG, etc.)</p>	<p>Implemented Fall 2016; Ongoing</p> <p>Implemented Fall 2016; Ongoing</p> <p>Implemented Fall 2016; Ongoing</p>
<p>Service-Learning: Offer classes that incorporate service-learning each semester across academic disciplines.</p> <p>NEW: Implement an assessment of service-learning on the student, faculty, and community partner level, including tracking of retention among student participants.</p>	<p>Each Semester</p> <p>Fall 2017 and annually</p>	<p>Service-Learning Faculty Fellows NECC Faculty Service-Learning Faculty Fellows Coordinator Civic Engagement and Service-Learning Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator SLFF Coordinator S-L Faculty</p>	<p>Implemented 2013; Ongoing</p> <p>Implement Spring 2018</p>

<p>Athletics: Offer volunteer opportunities throughout the academic year for student athletes.</p> <p>Offer Alternative Winter and Spring break volunteer opportunities to NECC Students.</p>	<p>Annually</p> <p>Annually</p>	<p>Athletic Director</p> <p>Assistant Coordinator of Athletics</p>	<p>Implemented 2000; Ongoing</p> <p>Implemented circa 2007; Ongoing</p>
<p>Health Professions: Provide opportunities for civic engagement, service-learning, and volunteering specific to health professions and public health outreach, independently and/or connected to their practitioner site experience.</p>	<p>Annually</p>	<p>Public Health NEW: Certificate Community Health Worker Program Coordinator</p> <p>Dental Assistant Coordinator</p> <p>Medical Assisting Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator</p>	<p>Community Health Worker – In process</p> <p>Implemented circa 2005; Ongoing</p>
<p>Career Services: Offer resume review sessions for students engaged in service to assist with implementing their service into their resume.</p> <p>Offer the Value of Community Service workshop twice a semester.</p>	<p>Annually</p> <p>Annually</p>	<p>Career and Experiential Learning Director Service-Learning Faculty Civic Engagement and Service-Learning Coordinator</p> <p>Career and Experiential Learning Director Civic Engagement and Service-Learning Coordinator</p>	<p>Implement Spring 2017</p> <p>Implemented Fall 2016; Ongoing</p>

<p>Student Recognition: Implement two new awards, one for Civic Engagement and one for Service-Learning, to be given out at Awards Convocation annually.</p> <p>Recognize and showcase student work through holding a Civic Engagement and Service-Learning event at least once per year.</p> <p>Promote the student Newman Civic Fellowship (and other relevant awards/opportunities) to faculty to elicit student nominations.</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>Civic Engagement and Service-Learning Coordinator</p> <p>Civic Engagement and Service-Learning Coordinator Service-Learning Faculty</p> <p>Civic Engagement and Service-Learning Coordinator</p>	<p>Implement Spring 2017</p> <p>Implemented Spring 2013; Ongoing</p> <p>Implement Spring 2017</p>
<p>College Recognition:</p> <p>NEW: Prepare and submit applications/grants to recognize the college's commitment to civic engagement, including potentially applying for the 2020 Carnegie Classification for Community Engagement.</p>	<p>Annually</p> <p>Carnegie application due in 2018</p>	<p>Civic Engagement and Service-Learning Coordinator SLFF Coordinator</p>	<p>Research Spring/Summer 2017; Submit as opportunities arise</p>

<p>Promote Civic Engagement and Service-Learning: NEW: Recruit students to help promote Service-Learning through giving various means, such as video clips, testimonials, etc.</p> <p>Promote NECC's Civic Engagement and Service-Learning work through the compilation of annual and event specific reports, website updates, and through the news and media.</p>	<p>Annually</p> <p>Annually</p>	<p>Civic Engagement and Service-Learning Coordinator SLFF Coordinator S-L Faculty</p> <p>Civic Engagement and Service-Learning Coordinator</p>	<p>Implement Fall 2017</p> <p>Implemented Summer 2016; Ongoing</p>
<p>Alumni:</p> <p>NECC Alumni are offered at least one opportunity to participate as a group in a community service project each year.</p> <p>The college's alumni are offered an opportunity to give back to current students by serving on the NECC Alumni Association Advisory Board.</p>	<p>Annually</p> <p>Annually</p>	<p>Alumni Director</p> <p>Alumni Director Alumni Advisory Board Members</p>	<p>Implemented Fall 2016; Ongoing</p> <p>Implemented July 1973; Ongoing</p>

Outcome #4: NECC contributes to the economic, social, environmental, educational, and political well-being of our communities.

Activity	Date	Responsible	Status
<p>Local art/culture community support:</p> <p>Support the local arts community through the exhibits of the Linda Hummel-Shea ArtSpace.</p> <p>NECC sponsors with other academic partners an annual International Book Fair in Lawrence, celebrating literature, music and film.</p>	<p>Annually</p> <p>Annually</p>	<p>Director of Library Services</p> <p>Vice President of Lawrence Campus & Community Relations</p>	<p>Implemented 2007; Ongoing</p> <p>Implemented Fall 2015; Ongoing</p>
<p>Community History:</p> <p>Establish a digital record of the college's history and impact on the community with the archives collection.</p> <p>Sponsorship of collaboration with the Lawrence History Center). Planning for academic symposium in May 2018.</p>	<p>Annually</p> <p>Annually May 2018</p>	<p>Director of Library Services</p> <p>Director of Library Services</p>	<p>Implemented Spring 2016; Ongoing</p> <p>Planning Started Spring 2017; Event Scheduled for Spring 2018</p>

<p>Lawrence Economic Development:</p> <p>NECC participates in and supports the Lawrence Partnership which aims to</p> <ul style="list-style-type: none"> • Lower unemployment rate in Lawrence and better prepare trained workforce • Provide access to capital for small- and mid-sized businesses in Lawrence • Provide mentoring opportunities for Latino entrepreneurs and community leaders in Lawrence 	<p>Annually</p>	<p>Lawrence Partnership Vice President of Lawrence Campus & Community Relations Board Chair Board of Directors</p>	<p>Implemented Fall 2014; Ongoing</p>
<p>Public and Non-Profit Workforce Support:</p> <p>To increase non-profit partners as potential work study placements by</p> <ul style="list-style-type: none"> • NEW: Add 1-2 non-profit organizations as potential placements. • Outreach to 2-3 new non-profits each year about potentially becoming a non-profit partner for work study positions. 	<p>Annually</p>	<p>Director of Financial Aid Civic Engagement and Service-Learning Coordinator</p>	<p>Implement Spring 2017; Ongoing</p> <p>Implemented Spring 2016; Ongoing</p>

<p>Outreach to local non-profits, local city and state government leaders about our internship program.</p>	<p>Annually</p>	<p>Career and Experiential Education Director Civic Engagement and Service-Learning Coordinator</p>	<p>Implement Fall 2017</p>
<p>Networking Night: Outreach local city and state government leaders and local non-profits to connect with students.</p>	<p>Annually</p>	<p>Career and Experiential Learning Director Civic Engagement and Service-Learning Coordinator Networking Night Committee</p>	<p>Implemented Spring 2017; Ongoing</p>
<p>Immigrant Community Support:</p>	<p>Ongoing</p>	<p>Vice President of Lawrence Campus & Community Relations</p>	<p>Implemented July 2016; Ongoing</p>
<p>Support the immigrant community attain the needed credentials for viable work and employment by validating course credit from other programs.</p> <p>Collaborate with local, national and international partners to continue and advance this validation work.</p>	<p>Ongoing</p>	<p>Vice President of Lawrence Campus & Community Relations</p>	<p>Implemented July 2015; Ongoing</p>

Civic Action Plan: Communication

Outcome #1: Faculty are encouraged and supported to implement civic learning and service-learning into coursework across academic disciplines.

Internal Communication

- Administration explicitly expresses support for faculty implementation and integration of civic engagement efforts (curricular and co-curricular] via administration’s communications to/with faculty and staff, via letters, broadcast e-mails, and campus-wide meetings.
- Encourage Division Deans and Dept. chairs to actively pursue civic engagement campus representatives as guests at their meetings and communicate civic engagement professional dev. opportunities for/to faculty in their areas.
- Co-curricular and curricular civic engagement activities and projects are represented via NECC News, NECC student newspaper, social media, Civic Engagement newsletter and NECC faculty and staff website.
- Faculty present at campus-wide meetings and conferences [ex. Convocation, Division and Dept. meetings, All College Assembly and Professional Day conferences].
- Faculty are actively recruited [via formal and informal means of communication] for Professional Development opportunities such as the Service-Learning Faculty Fellows Program and opportunities to be mentored and to mentor colleagues in their disciplines.

External Communication

- Administration explicitly communicates support for faculty implementation and integration of civic engagement efforts (curricular and co-curricular] via participation in local, state, national and international meetings and conferences [including Pre-K-20 partnerships, government entities, businesses and non-profit organizations].
- Co-curricular and curricular civic engagement activities and projects are represented via MARCOM, local newspapers, social media, and NECC public website.
- Faculty present at state, national and international conferences.
- NECC is part of a Service-Learning Collaborative with Mass. Colleges and universities; NECC engages in collaborative S-L research and works to share this via submissions to Academic Journals.
- Civic Engagement projects and activities [such as Election Teach-In] are shared with and via Mass. Campus Compact media outlets; these activities are also shared with community partners via Civic Engagement and S-L Advisory Board, SLFF Workshops and CE and S-L Coordinator and faculty meeting with community partners. Support and strategies are reciprocal and shared with community partners.

Outcome #2: Students receive civic education and practice leadership/civic engagement skills necessary to be informed, active citizens.

Internal Communication	External Communication
<ul style="list-style-type: none"> • Students are informed about NECC student clubs, Honor Societies, Student Leadership opportunities, volunteer opportunities and political and social issues via Student Orientations, Broadcast E-mails, flyers, NECC student newspaper, classroom announcements, classroom discussions, and informal recruitment efforts by faculty and staff. • Students are informed via participation programming [ex. One Geographic Region, First Fridays and Global Scholars’ Program and on-campus workshops]. • Students are invited to participate in panel discussions at college-wide meetings, gatherings and conferences. • Students are informed via NECC website links: Student Services (including career links, videos, workshops, ESL, Learning Accommodations and Veteran’s Services, academic expectations, and social and counseling services), Student Life (including student clubs and organizations, leadership and experiential learning opportunities) and Community partner links. • Students are informed via ‘Fairs’ such as the Civic Engagement and Service Fair. • Statistical data on student engagement, such as NSLVE research, is communicated through annual reports to staff, faculty, and students. 	<ul style="list-style-type: none"> • Students and the community stay informed via fieldtrips sponsored by student classes, clubs and organizations. • Students and the community stay informed via guest speakers [representing the arts, business, politics, nonprofits, educational institutions – local, national, international] facilitated by faculty and staff including White Fund Speakers. • Community partners are connected with students via campus/community events such as the Civic Engagement and Service Fair, Peace Poetry Event, Civic Engagement and Service-Learning Recognition Event, NECCLink and Work-Study opportunities. • These opportunities and student involvement in becoming informed and active citizens are then communicated to the surrounding community via social media, flyers, posters, local media outlets and partnership meetings. • These opportunities for student involvement in becoming informed and active citizens are then communicated to partner educational institutions via faculty and staff presentations at conferences. • These opportunities for student involvement in becoming informed and active citizens are then communicated to partner educational, business, and health institutions and nonprofits via faculty, staff and administration participation in campus and community advisory boards.

Outcome #3: NECC students, staff, faculty, and alumni facilitate and/or participate in co-curricular and curricular community service opportunities demonstrating an understanding of their value.

Internal Communication	External Communication
<ul style="list-style-type: none"> • Faculty, staff and administration explicitly communicate support for these efforts (curricular and co-curricular) via input and implementation of Strategic Goals and AMP [opportunities via the integrated student experience]. • NECC students, staff, faculty, and alumni will be informed of a formalized process to partner with community organizations via social media, broadcast e-mails, NECC Civic Engagement website, Student Engagement office and alumni staff. • Students can complete an online form requesting information about volunteering on the NECC Civic Engagement website link. • Students are notified of Service-Learning designated courses via the ‘pop-ups’ on the NECC Academics link and on the Civic Engagement section of the NECC website • NECC students, staff, faculty, and alumni will be recruited by CE and S-L Coordinator and Student Engagement staff to contribute to and participate in an annual volunteer recruitment event [via broadcast and individual e-mails]. • Student organizations and clubs will continue to offer and communicate civic engagement opportunities for students via broadcast e-mails, meetings and social media. • Assessment of Service-Learning at all levels: student [including retention and self-efficacy], faculty, staff [including IR] and community partner will be implemented and results shared with immediate stakeholders to identify strengths and strategize paths for improvement. • Alumni of the Service-Learning Faculty Fellows Program mentor new SLFFs [ex. via individual consultation, Collegial Conversations, conference presentations, panel and roundtable discussions, video testimonials, visiting classrooms]. 	<ul style="list-style-type: none"> • Faculty, staff and administration explicitly communicate support for these efforts (curricular and co-curricular) regarding implementation of Strategic Goals and AMP [opportunities to improve the integrated student experience] by welcoming/soliciting community partner input. • Students and the community stay informed via engagement in volunteer opportunities with community partners [local, state, national, global] sponsored by student classes, clubs, and organizations. • Students partner with community organizations, nonprofits, businesses and educational institutions via NECC Service-Learning and volunteerism • Community partners will be informed of the formalized process to partner with NECC students staff, faculty and alumni primarily via the collaboration between the Civic Engagement and Service-Learning Coordinator and the Student Engagement Office. • NECC students, staff, faculty, and alumni will be asked by CE and S-L Coordinator and Student Engagement staff to contribute names of community partner contacts who might want to participate in an annual volunteer recruitment event. • Student organizations and clubs will be proactive in communicating faculty and student participation in civic engagement activities both within the NECC campus and with community partners by providing photographs, testimonials and articles with which to promote and share these activities with the public. • After assessment of Service-Learning at all levels: student [including retention and self-efficacy], faculty, staff [including IR] and community partner, strengths, challenges and strategies for improvement are identified and shared with the broader community

<ul style="list-style-type: none"> • NECC students, staff, faculty, and alumni will be given the opportunity to promote the benefits and value of participation in co-curricular and curricular community service opportunities on campus via Professional Day presentations, panel discussions, mentoring, guest speaking at SLFF workshops and via other forms of testimonials, most importantly by modeling the behavior and continuing to engage in such activities and informing others. • They will continue to advocate for support of Civic Engagement endeavors at the college regarding faculty, staff, student and alumni participation via advocating for support [financial, professional development, promotion and time] when they serve on committees. • Student, faculty and staff participation in Civic Engagement will be supported, promoted and recognized via Recognition and Awards events [with exploration of awarding a scholarship to returning and graduating students]. 	<p>[ex. conference presentations, round table discussions, and collaborations with high schools and colleges].</p> <ul style="list-style-type: none"> • Alumni of the Service-Learning Faculty Fellows Program advocate for S-L [ex. via advisory meetings, conference presentations, panel and roundtable discussions, and written and video testimonials]. • NECC alumni are invited to participate in opportunities to enhance the integrated student experience via their participation in campus and community events and curricular and co-curricular community service opportunities with students, faculty and staff [ex. A Day of Service, Professional Day Presentations, panel discussions, voter registration activities, and as guest speakers]. Alumni involvement is then publicized and reinforced via MARCOM, NECC website and social media and participation/presentations at conferences. • Student participation in Civic Engagement will be supported, promoted and recognized via Recognition and Awards nominations at the local, state and national levels. • College will share information via this Civic Action Plan, Carnegie Community Engagement Classification and by administration articulating their understanding of the value of Civic Engagement with our local, state, national and international partners.
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Outcome #4: NECC contributes to the economic, social, environmental, educational, and political well-being of our communities.

Internal Communication

- Via broadcast e-mails and MARCOM in partnership with the Dir. of Library Services, Exec. Dir. of the Lawrence campus and others inform NECC faculty, staff, students and administrators regarding their artistic and cultural contributions [ex. Service-Learning Diversity Project by NECC photography students, NECC student and faculty dance, theatre, and music performances, writing awards, and art displays].
- In partnership with NECC’s Dir. of Library Services, focus on community history projects such as the college and its impact on the community throughout the years. Provide students with an opportunity to engage in and contribute to these endeavors.
- NECC involvement in Lawrence Economic Development initiatives will be effectively communicated to NECC faculty, students, staff and administrators. This will contribute to a greater appreciation for these endeavors as well as consideration of possible civic engagement projects that could involve faculty, staff and students in partnership with the business community.
- In partnership with NECC Financial Aid and Career Services more work-study positions and internships with non-profits and government agencies, organizations and offices will be explored, established and communicated to students via NECC website, NECCLink, each of these two offices mentioned and Networking Night.
- The immigrant community will be supported and informed of these supportive measures [ex. credentialing, navigating the college experience and community resources] on campus via ESL faculty/advisors, One-Stop registration staff, Lawrence Campus Exec. Dir and staff, Social Services staff and Counseling Services. This work will be shared with the college via meetings, MARCOM and faculty and staff presentations.
- Civic Engagement and Service-Learning collaborations with Pre-K-20 partnerships and other local high school programming will be shared with faculty, staff, students, and administrators at NECC via Recognition events, MARCOM and advocacy.

External Communication

- Via broadcast e-mails and MARCOM in partnership with the Dir. of Library Services, Exec. Dir. of the Lawrence campus and others inform the community about NECC faculty, staff, and students’ artistic and cultural contributions [ex. Service-Learning Diversity Project by NECC photography students, NECC student and faculty dance, theatre, and music performances, writing awards, and art displays].
- In partnership with NECC’s Dir. of Library Services, sponsor collaboration with the Lawrence History Center; promote awareness and support of this collaboration via local media outlets and community and advisory board meetings.
- Business partners will be encouraged to strategize ways that NECC students could partner with them regarding Civic Engagement efforts. NECC faculty and students had partnered with Comcast and the City of Lawrence [ex. Earth Day/Comcast Cares Day].
- More work-study positions and internships with non-profits and government agencies, organizations and offices will be explored and promoted on NECCLink, the NECC website, local media outlets, Networking Night and via community partners’ methods of communication.
- The immigrant community will be supported and informed of these supportive measures in the community via ESL faculty/advisors, Lawrence Campus Exec. Dir and staff, Social Services staff and Counseling Services in collaboration with local, national and international partners. This work will be shared with the community via various media outlets.
- Expanded Civic Engagement and Service-Learning collaborations with Pre-K-20 partnerships and other local high school programming will be shared via various media outlets, community and advisory board meetings, and local, state national and international consultation/collaboration gatherings.