

AALT Minutes

Thursday, April 19

10am to 11am in A112/LC301

In attendance: Sharon McDermot, Judy Zubrow, Kim Burns, Melba Acevedo, Mary Farrell, Carolyn Knoepfler, Janice Rogers, Grace Young, Donna Bertolino, Nancy Julin, Mike Hearn (recorder)

1. Directed Study policy – Grace
 - a. Grace reviewed current policy and proposed revisions, changing from 5 students to 7 max. Any exceptions must be approved by the respective dean.
 - b. Sharon still receiving requests for this semester. There needs to be an established time limit for requests to be made, such as the end of the drop add period.
 - c. A question was asked about whether students need to fill out forms if a directed study is converted when a course is cancelled. This has been done so that students will know they are in a directed study because some may not want it. If converting a cancelled course to a directed study, paperwork won't be necessary as long as students are notified
 - d. Question: Is the change to 7 students a contact issue? It was agreed to refer the change to MACER before proceeding.
2. Course loads
 - a. Current policy is that students wanting to take more than 18 credits during fall and spring need an administrative override. This is becoming a burdensome because so many overrides are being asked for, especially since adding winter session. Proposed to increase threshold to 22. The financial aid office is aware of the proposal and is not opposed. Summer limit will remain 16 across all sessions
3. HR Stipends – Kim Burns
 - a. Requests to Employ need to be complete with total number of hours, rate, and calculated annual amount. This is for compliance with earned sick time laws because that needs to be tracked.
 - b. Mixed messages about this are reportedly coming from Human Resources, and consistency is needed. HR is communicating with the state comptroller's office for clarity, and we are awaiting their direction.
 - c. Timesheets will need to be submitted for the work performed, but this is an issue with course development work, as well as online courses. Faculty need to be paid while the work is going on.
 - d. Sharon will invite Chris Severance and Justine Caron to a summer meeting to facilitate a discussion about the issue.
4. Intersession – Sharon
 - a. It is not too early to think about what to offer for winter session. Advertising usually goes out in August. Send your preferences to Sharon ASAP.
 - b. It was asked whether an announcement can be put in Blackboard about winter session advertising? Melba stated that it can, once dates are decided.

5. Distance Ed. Priorities – Sharon
 - a. It was previously agreed to fund all the online course developments from the list, however it is suggested that we only approve the top 6 in case other course priorities arise. After discussion, it was agreed to develop 8, leaving flexibility for 3 additional ones. It was noted that if a case arises where money isn't available, there is also the option of course reassignments
6. NEASC E-series forms are due May 1st - It was agreed that a reminder needed to go out from the office of the VPAA.
7. Proposal not to run shuttles on Fridays in the summer. No opposition was voiced since there are no classes scheduled.
8. Awards Convocation – Sharon reminded everyone about the Awards Convocation scheduled for May 15th at 7pm. All are encouraged to attend. This year's ceremony has been shortened somewhat.
9. Other issues
 - a. Kim mentioned that there will be end of semester gatherings at the Office of Professional Development office, and that invites are forthcoming
 - b. Early college - Better communication is needed from that area, as some are receiving conflicting info on meetings, planning, payments, etc. Send specific issues with details to Sharon for follow up.
 - c. Program review - Kick off will be in January, with next year's summit being around the same time as this year. There are a lot of programs due for review