

Northern Essex Community College, Academic Affairs Leadership Team

Thursday, August 3, 2017

Attendees: Sharon McDermott, Grace Young, Mary Farrell, Nancy Julin, Janice Rogers, Carolyn Knoepfler, Donna Bertolino, Mike Hearn, Amy Callahan, Judy Zubrow, Heather Mores

1. **State Authorization for Distance Education-** Heather Mores explained that Massachusetts is in the process of applying to join the state authority reciprocity agreement (SARA) for distance education courses, but this will not be in effect for fall 2017. NECC cannot enroll students from most other states into a fully online program until we receive the authority to do so. There are additional rules related to physical presence that may affect students doing clinical rotations or internships in other states (such as New Hampshire) which need to be addressed.

2. **Spurk Update-** Sharon stated that the occupancy permit for Spurk is expected this week. The Tutoring Center and the Center for Professional Development have priority and will move on Friday, August 11th to be ready for Monday, August 14th to avoid disruption in service. The Liberal Arts deans and admins will also move on August 11th. C309 (computer lab), and copiers will be set up soon after. Faculty will be moved later in the month. Two murals that were in the Spurk lobby will be hung in the El Hefni building. The Spurk lobby will become an art space with a rotating display of student art and have some new and some existing furniture. A system for controlling keys is being discussed. Security will open all classrooms for day and evening classes. Jitters will stay in E building and move back to Spurk in mid-October. 1st floor classrooms are being set up.

Dimitry is still slated to close at the end of December although construction in the Haffner building hadn't begun. Riverwalk is ready with a new walk-in lab with library staffing for limited hours. Sharon is working on getting coverage for the front desk in the 3rd floor lobby. Deans, CPD and HR will be on the 4th floor.

3. **Assessment Day-** Kim announced that Mark Nicholas, Exec. Director of Institutional Assessment at Framingham State University, will be the keynote speaker. A poster session for faculty to present their Trifecta Challenge work was suggested, along with a TK20 session. Deans will decide on how time in the afternoon will best be used for their areas.

4. **Critical Thinking Intensive application draft-** Amy presented a revised draft application for critical thinking intensive courses that has significant changes from the original and is closely aligned with the contract language in Article 12.03/B6 of the day contract. It puts more responsibility on the faculty member to demonstrate how they will meet the criteria to receive the designation. Both Linda Giampa and Suzanne Van Wert reviewed and approved the draft which would become effective for spring 2018 pending approval of the TAPSS deans. Applications will need to be submitted each semester, and the process will be centralized through the Academic Affairs office and applications stored on the shared drive. Deans will meet in October (and February) to norm the applications, using the LEAP rubric for reference.

5. **New Faculty-** Grace asked deans to tell her which day the Advising training for new faculty will take place in the spring semester so that she can plan. The Health and Liberal Arts divisions agree that Mondays will work for faculty schedules. TAPSS needs to weigh in.

Amy learned that new faculty names can be added to the master schedule once faculty complete and submit key forms such as the I-9. This can be done electronically. HR will meet with new faculty in person at the end of August to cover additional information.

6. **Waitlist and registration-** Janice discussed the need to remind staff of the waitlist policy and its impact on opening “B” sections of an online or hybrid course. As noted in the April minutes, one of the College’s cost-saving strategies is to run only 01B sections with enrollments of 10 students or more as evidenced by the waitlist. Cheryl Tine’s staff need to inform students of this policy as they provide information in the call center.

Grace mentioned that there will no longer be drops for non-payment. Staff will do continuous student outreach. The new bursar will be invited to an AALT meeting to review the new policy.

Next meeting: Lane will attend the next AALT meeting on September 7th. Please bring questions for him at that time.

Minutes submitted by Janice Rogers, August 3, 2017