



**All College Assembly Meeting Minutes  
TC 103AB, Haverhill Campus & LC 301, Lawrence Campus  
December 10, 2018**

Co-Chair Amy Callahan called the meeting to order at 12:30 pm. The minutes of the October 1<sup>st</sup> meeting were unanimously approved, following a deletion of an incorrect sentence regarding the Student Affairs Committee under Reports from Chairs.

### **NECHE**

Michael Hearn gave a primer on the 2020 accreditation process.

The Co-Chairs responsible for organizing this process in addition to Michael are Bill Heineman, Kim Burns, and Scott Lancaster. Teams need to address the 9 standards and find evidence that the college is meeting these standards.

- **Schedule:**

- January – August, 2019: Prepare bullet points for self study

- August – September: Create the chapters

- Fall of 2019: Commentary and Revisions

- February, 2020: Draft to NECHE

- Spring of 2020: Complete Revisions

- October, 2020: Final version to President for visiting teams in October.

### **Student Gateway**

Kirsten Kortz presented information regarding the new Student Gateway which provides support services to new first semester college students. They are working in the Student Center, also at the Riverwalk, and can set up a shop in Lawrence, but do not have a permanent location there. Kirsten showed how to access their community page in Blackboard.

### **LIFT Campaign**

Ellen Yarborough gave a thorough presentation regarding the “Leading Into the Future Together (LIFT) campaign, encouraging 100% participation utilizing any of the following methods: online donation form, payroll deduction, capital campaign pledge form, and via cash or check that can be dropped off at the Institutional Advancement office.

### **Exploratory Program**

Janice Rogers, Program Coordinator for Exploratory Program, gave a detailed presentation about this program in which new students with undecided career goals are supported by a team, comprised of an FYS instructor, a classroom academic prep mentor, career services, and the community student Gateway instructors. Currently, the program has 29 students in the Fall and will be fully operational in the Spring. The goal is to expose students to career resources that examine options within a career, job shadowing, and academic centers. Once students have chosen a specific field of study, the students will be ushered to the appropriate Academic Centers and connected with the Center Leads. Eldiane Elmeus will assume the Program Coordinator position of the Exploratory Program in the Spring 2019 semester.

### **Learning Accommodations**

Amy expressed gratitude to the many people who expressed their concerns and wishes that resulted in the upcoming move of Learning Accommodations to their original location on the first floor of the Student Center; a great example of the participatory governance system in our community.

### **Course fees**

Bill Heineman addressed a question on questionable course fees and noted that more work will be done to ensure that course fees that may be incorrectly assigned to courses will be adjusted as necessary, and welcomed any volunteers to explore the high cost course fees, as it is a very complicated issue.

With no further issues, the meeting was adjourned at 1:30.

Respectfully submitted by Linda Buckley.

December 18, 2018