

In attendance:

Paul Saint-Amand, Deb LaValley, Liz Teoli, Brian MacKenna-Rice, Kelly Sanborn, Alexander Quiroz (student), Isabelle Gagne, Deb McKinney, Hilmar von Strunck

Absent:

Amy Cameron, Jennifer Levesque, Karen Hruska, Kathy Hudson, Meredith Gunning (Sabbatical), Biff Ward, Solanyi Munoz, Matt Day (student),

1. Meeting called to order
 - a. 2:15 pm by Paul Saint-Amand, seconded by Brian MacKenna Rice
2. 10/15/2018 minutes
 - a. Motion to approve by Brian MacKenna Rice, seconded by Kelly Sanborn
3. Update on LA Program – Kelly
 - a. There will be an open forum on Dec. 14, 2018, to discuss how to proceed with the relocation of Learning Accommodations back to the first floor.
 - b. Tina Favara proposed a variety of suggestions on how to keep LA on the second floor where it currently is.
 - c. Deb McKinney: Why don't we hold all student-related programs on the first floor, and move people who don't work directly w/ students onto the second floor.
 - d. Deb LaValley: To prepare for the summit each department should create a document (pro/con list) expressing all of their concerns about current spaces, and potential impact of everything.
4. Student of the Month Nomination Potential Update - Liz
 - a. Tabled due to lack of time.
5. Student of the Month Nominations— Colby Patrie and Joshua Littlefield
 - a. Colby Patrie was selected as the Student of the Month for October 2018.
6. Visit with Bill Heineman
 - a. Paul Saint-Amand: Registration, is it looking up?
 - i. Registration is 1 week longer this Fall than it was last Fall. This makes the comparison somewhat tricky. The enrollment dashboard is not quite correct due to this fact. The physical number of students is essentially the same as last fall.
 - ii. The FTE is lower than last fall (>3%), BUT there are still a large amount of students registering, and there are actually more students here now than there were last fall.
 - iii. This (potentially) has to do with the hold activity changes, and the academic hub centers helping out.
 1. Donna Bartolino's offices have made 700+ phone calls to encourage students to enroll. There is a significant amount more elbow grease added this fall than there was in the past.

- iv. Paul Saint-Amand: If advisees aren't contacting their advisors, then what should we do, should we send them to the academic hubs?
 - 1. Isabelle Gagne: This is increasing the demand for her and the department and it is limiting the amount of time teachers spend teaching.

- v. Deb McKinney: What is the registration process?
 - 1. Bill Heineman: Students should go to their assigned advisors first. If they don't have a faculty advisor (or if they are MIA) they can go to the Student Center to see an academic advisor.

- vi. Deb McKinney: Can advisors actually register the students?
 - 1. Bill Heineman: Some advisors have the training to do so, but it's a small amount at this time. Rosalie Catalano is working PT in multiple centers and can register, as can Grace Young and her 2 staff members.

- vii. Deb McKinney: When do you think that all faculty advisors will be able to register people?
 - 1. Bill Heineman: This is the goal, but there is no timeframe. We are doing this at the business center and will know how well it works in Spring 2019.
 - 2. If the academic pathways work as they should then this should help to alleviate the strain on other advisors/departments.

- viii. Isabelle Gagne: How are you dealing with the inequality in the workload? All of this is on a "volunteer" basis. How can we distribute the work equally among the staff? Burnout is bound to happen, and it's a major concern. None of this is in the job descriptions, and this is leading to a host of confusing information for students.
 - 1. Bill Heineman: The advising piece is the least well-developed piece of the new ISE system. It is the most complicated, and it couldn't happen w/o other pieces being up and running. There is now an Advising Council to discuss these issues.
 - 2. Advising obligations ARE in the FT Faculty contracts: 3 hours per week (equals 18 students). The time commitment varies based upon the time of the semester.
 - 3. Potentially, NECC could ask faculty to do their 3 hours in the advising center and remove the 18-student workload. This is still within the contract guidelines but breaks with tradition.
 - a. Doing this could remove a valuable relationship-building tool if students don't have an assigned advisor, but it also doesn't necessarily really exist, as the bulk of students

don't actually meet with their assigned advisors due to a number of factors.

- ix. Paul Saint-Amand: What's happening with the ISE Survey?
 - 1. Bill: Kelly Saretsky is implementing the survey. Not sure it's complete at this time, but Bill will add us to the distribution list.
 - 2. There has been a significant amount of student response, but it is not complete yet.
 - a. Early indication is that students are not unhappy.

- x. Isabelle Gagne: There's a greater need for mental health concern over the past few years. How are the mental health resources utilized?
 - 1. Bill Heineman: This follows the national trend, it's been on an incline amongst students over the past 10 years. NECC's response was to hire 2 mental health personnel, and to try and support the counseling department as best it can.

- xi. Deb LaValley: Can you speak to the Career Pathway documents?
 - 1. Bill Heineman: We're more well-developed with the end of student experience (i.e. internships), and we can do better with the beginnings.
 - 2. The idea is to have the Career Pathways be companions to the Academic Pathways to help students make sure they are heading in the right direction(s).
 - 3. Isabelle Gagne: The main problem is that there is different information all over the place as the different departments were not necessarily contacted about what they wanted to have on the website.
 - a. Bill Heineman: The website is developed and maintained by Marketing. They have a vision and it is often difficult to change the outlook of their visions. Bill Heineman is working on this with a variety of other individuals.

- 7. Visit with Janice Rogers – Re: Student Success Hub and Exploratory Program
 - a. Can be [found in the catalog](#) on the NECC website.
 - i. It is incredibly difficult to find this program, and Janice is working with Nathan Gilbert on making it more visible and easier to locate.
 - b. The program wasn't slated to begin until January 2019, but we had 28 students this semester who were unsure about their academic pathway (9 were current students), so they rolled it out early.
 - c. Students not in FYS classes have a more difficult time going through the programs. There are seats for 140 students in the spring. The idea is that they will go into FYS (if they're a new student), the FYS instructor will be part of a team that's working with the student. (FYS instructor, Kirsten Kortz, and the Career Center will be the team).

- d. If students are not in FYS classes mentors are having a difficult time locating the students, and making their lives easier.
 - e. If the mentors don't have the answers to all of the questions that the incoming students will ask, then students can get placed into incorrect programs, which can lead to lengthier stays here at NECC. This is more complicated because programs are getting tighter than they have been in the past.
 - f. Isabelle Gagne: How do I find out who a student's mentor is?
 - i. This can be found in Degree works along with the courses the students should be taking and other relevant information
 - g. Paul Saint-Amand: Do regular faculty advisors have to advise exploratory students?
 - i. Janice Rogers: No, exploratory students will only be with their assigned mentors.
 - h. Mentors are working primarily out of the Haverhill Hub, but also have an office/presence at Riverwalk.
 - i. Isabelle Gagne: This seems like a large number of resources being allocated to a small group of students when there are a significant amount of departments that have minimal/limited resources.
 - i. Janice Rogers: This works similar to the PACE program. There have not been new resources added, just current resources being reallocated.
8. Career Pathway Documents – Deb LaValley
- a. Tabled due to lack of time
9. Motion to adjourn the meeting at 3:54 pm
- a. Deb LaValley motioned to approve, Liz Teoli seconded.

Submitted by Liz Teoli 11/26/2018 and Paul Saint-Amand 12/3/2018