

## **Student Affairs Committee - Minutes of meeting - April 23, 2018**

**Present:** Amy Cameron, Linda Fagan, Meredith Gunning, Karen Hruska, Deb LaValley, Joe LeBlanc, Brian MacKenna-Rice, Deb McKinney, Aaron Moreno, Paul Saint-Amand, Chair, Kelly Sanborn, Liz Teoli  
Students in attendance: David Ducharme and Linsey Cohen

**Absent:** Linda Comeau, Kathy Hudson, Jennifer Levesque, Biff Ward

- **Meeting was called to order**
- **Approval of March 19, 2018 minutes** - motion to accept as is, seconded and approved.
- **Guest: Dr. Bill Heineman, VP of Academic & Student Affairs**- Bill fielded questions from the committee that Paul had sent to each member in an email.
  - Registration issues, limited sections of classes, too many online, four day schedule not enough time, etc. Bill indicates that this is still a work in progress and takes much communication. Friday is not meant to be an empty day and this is trying to be changed. Class schedules are built from the bottom up starting with chairs/coordinators. It is a decentralized system and trends may not be accurate.
  - How can enrollment be increased when offering fewer and fewer classes? Bill revealed that enrollment rate has dropped 34% over the last 8 years but sections are only down by 19%. Suggestions were made to improve student life; help students make connections. Big Brother/Sister Program where students who've been here a while mentor new students.
  - Student club meeting time 12:30 - 1:30 but science labs are scheduled then. Paul offered mixing up schedules like Monday/Thursday. Bill explained that there never has been a truly empty hour for these meetings. Fall 18 schedule already out so changes won't be seen until Spring 19.
  - Guided pathways/lock students into a major - there are pros and cons to this but much effort will go into creating intensive interviewing and advising processes. There will be a decision process that will move students toward the classes they need to take. The Accuplacer test is going to stop being the gatekeeper that says what a student can or cannot take. There will be other tools such as what they do now with math. If a student has been out of high school less than 3 years, the students' high school GPA can be used to decide what classes are appropriate. Idea is to have multiple measures.
  - Bill would like specific circumstances of the issues students face when choosing classes and why they don't think they have options. Meredith Gunning may be able to put together a survey for students. Summer classes seem to have too many online courses - perhaps good for faculty but not so good for students? Email Bill with your specific concerns with specific students so he can see patterns. Bill Heineman [whineman@necc.mass.edu](mailto:whineman@necc.mass.edu)
- Paul thanked Liz Teoli for her work on the poetry event in the library the previous week; National Library Week. Liz is hoping to collaborate with meta major centers and increase student participation in the library in general.

- **Student of the Month Flyer** - The developed flyer cannot be used for broadcast emails. We could put it up on digital signage at the school and have paper copies placed around campus where faculty frequent and in major meta center.
- **Committee Elections/Standing Committee Sheet** - Paul went over the sheet to determine who was staying, leaving, and were up for election.
- **Student Representatives** - It was agreed by all that this committee would function best with student representatives. Both Linsey and David expressed interest.
- **Accessibility Forum Report** - Paul and others attended and thought it to be compelling with a great deal of information about what needs to be improved; what's working and what's not. Much talk about the cost and the prioritization of needs.
- **Broadcast emails/Ron Taber** - Agreed to invite Ron Taber to our next meeting. Much talk about our website and whether it has a calendar of events. The communication gap needs to be addressed without the many emails that go unread.
- **Library Hours** - The issue of students being asked to leave the library prior to closing hour has been rectified. Mike Hearn was pleased it was brought to his attention and will address again, if necessary.
- **Veterans on Campus Forum Report** - Paul and Karen reported about NECCUM college network that talks about what they do on campus to serve the needs of veterans. NECC has a new Coordinator of Veterans & Military Services, Sean Goldman. Sean is also a Mental Health Clinician and is located in the Student Center. Karen handed out a packet titled, *Ten Things You Should Know About Today's Student Veteran*.
- **Meta-Major Centers** - Much more to learn!
- **Other Business** - May is Mental Health Awareness Month. Rubens Run will be held in honor of a NECC student who died last semester. May 7<sup>th</sup> - last day of classes. Register at 11:45 and it starts at 12:15. SGA is involved.  
Peace Poetry will be held in TC103 at 6pm on Friday, May 4<sup>th</sup>. Paul reports there will be many participants.
- **Call to adjourn and seconded.**

**Next meeting is Monday, May 7, A112/LC301 from 2 - 4pm  
Submitted by Linda Fagan 5/2/2018**