



**Executive Committee Meeting Minutes
Room SC203, Haverhill Campus, February 27, 2019**

Attendees: Amy Callahan, Susan Fichera, Jenny Fielding, Gladys Gomez, Lance Hidy, Nancy Julin, Kelly Sullivan, Andy Montilla, Sheila Mueller, Heather Mores, Trish Portanova

Guests: Michael McCarthy

Chair Sheila Muller called the meeting to order at 2:07 p.m. The minutes of the February 13th meeting were approved, following three minor sentence changes, with a motion presented by Jenny Fielding and seconded by Nancy Julin. All members approved, with the exception of two who abstained.

Update from Co-Chairs

Amy informed the committee that she will not continue as Co-chair starting in the Fall, since she is taking on the role of Liberal Arts Coordinator but will remain on the committee.

ACA Discussion

- Chair Muller asked the committee to compare the two standing committee lists, dated Feb. 1 and Feb. 14. The Feb14 version displayed the new 4 divisions (Liberal Arts, Business and Professional Studies, STEM, and Health Professions) with correct number of members as stated in the ACA Charter. All standing committees will be advised of the change and updates will be made.
- It was recommended that the number of meetings be reduced to once a month, with special meetings arranged, as needed.
- Change in ACA reporting—all standing committees should report out what they're working on and what they've accomplished—a suggestion was made to provide information in the Announcement prior to the ACA.

Committee Audit

It was reported that the committee inventory audit was successful due to the forms distributed at the last ACA meeting. Jenny Fielding will update the committee audit Excel Sheet.

Course Design

Lance Hidy introduced a discussion; “Regarding Articles 12 and 13, management continues to propose language that would require faculty to use the learning management system provided at their respective colleges to not only post all course materials but also have an online gradebook; language that would require faculty and professional staff to utilize the primary advising software used at their community colleges; and be evaluated on the use of both the LMS and advising software. We have rejected these proposals multiple times and countered on several items but management is insistent (As of 2/13/19)” (<https://goo.gl/VkHKej>) Trish Portanova noted that this asks faculty to turn over their intellectual property by placing all course material on an LMS.

Also noted, was the frustration students feel when going from one course to another without ~~the~~ Universal Design. Finding a balance is important – using a basic format for ease of students. Poor course design is a factor in poor student retention. It was also noted that professors should use a PDF file for slides, rather than a PowerPoint file, in order to decrease the amount of printing.

Other Discussions

- Having a format at ACA for Chairs to report on the work of their committees.
- Reorganization of Adult Education and Workforce Development under Janice Rogers and the reporting structure.
- (Accessible Media Committee)– Jay Byron would like to collect information for students with Disabilities.

With no further issues, the meeting was adjourned at 3:30 with a motion presented by Jenny Fielding and seconded by Sheila Muller.