

**AALT Meeting** November 8, 2018 10:00 am A112/LC301

Present: Farrell, Julin, Sullivan, Zubrow, Rogers, Hearn, Young, Burns, Acevedo, Boersma, D'Agata-Lynch, McDermot, Shain, Yeager Not present: Knoepfler, Bertolino

**Civic Scholars Proposal** – Janel D'Agata-Lynch (handout)

Janel explained about the transcript notation for civic engagement and civic learning. The handout outlines the requirements for the point system. Steve Russell was consulted about the concept and created a draft of the proposal. This effort was created to encourage civic engagement and to acknowledge the students' work in civic-minded learning and education. There is an updated proposal that includes a social justice component.

Janel noted that there is an overlap with Global Scholars designation. Judy said that the Sociology Department is interested in developing more courses in social justice. Judy further suggested to include the Early College effort, which Marcy was supportive of for both Global and Civic Scholars. Janel is interested in having someone help her promote and track the program this for reassigned time.

**Satisfactory Academic Progress** – Grace Young (handout below)

This a combined policy for Financial Aid suspension policy and SAP. Grace and Alexis created this combined policy for clarity for students. Grace explained that we are looking for ways to keep low-GPA students here after one semester, giving them a chance to redeem themselves academically. Grace explained to process that is outlined in the handout.

**Guest Speaker Policy** – Sharon McDermot (handout below)

This proposal was created at Compliance meeting (Heather Mores) and they are looking for feedback on the proposed policy on the handout. Did apply to any off campus speakers. Also if a speaker rented out space at NECC. Kelly Sullivan spoke for the policy in Heather's absence.

**Intersession Dates** – Sharon McDermot (handout below)

Sharon circulated a handout that had the January 2019 Intersession dates. This was issued to the college community and the online catalog earlier.

**MetaMajor Center Supplies** – Sharon Mc Dermot

Let Sharon know what supplies the Centers need for spring 2019.

**Kim Burns** announced Symposium Jan 15 -16 Teaching in Turbulent Times: Difficult Dialogues in the Classroom. She will send out a notice.

Assessment day opinion results: loved not having a speaker, liked the concentrated time to work on SLOs; didn't like the lunch

**Sue Shain** sent a message about Fall 2019 master schedule notice to academic team members. She also reminded us that NECC won't have summer courses on campus on Fridays, but clinicals and offsite internships will continue on Fridays.

**Marcy Yeager:** Got the approval yesterday (November 7, 2019) to share the permanent schedule for Early College so that there are direct pathways to NECC programs.

**Melba Acevedo:** NECC participates in the Massachusetts College Online (MCO) website – she posts NECC courses, and has had some interest in our courses.

**Grace** has \$\$ for faculty who want to work during WinterSession. Contact Grace.

### **Civic Scholars Program\* Proposal**

Why join?

- Enhance your civic learning, which is essential to becoming a responsible citizen.
- Learn to think critically about issues that affect our communities.
- Practice problem solving skills needed to effect change.
- Through volunteerism, explore new and different types of jobs.
- Enhance your scholarship, resume, and transfer applications.
- CE Scholars transcript designation and special cord to wear at graduation.

### **What is civic engagement? Civic learning? Service-Learning? Volunteering?**

**Civic engagement** in higher education involves the participation of faculty, staff and students in the civic life and institutions of the community (local, regional, statewide, national and global) through reciprocal partnerships with public, private and non-profit organizations, to address critical social issues and align curriculum, scholarship, research and creative activity with the public good. (This includes service-learning and community service/volunteerism.)

**Civic learning** means the acquisition of the knowledge, the intellectual skills and the applied competencies that citizens need for informed and effective participation in civic and democratic life; it also means acquiring an understanding of the social values that underlie democratic structures and practices.

**Service-learning** is a credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs, and they reflect on the service activity...to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility.

**Volunteering** area activities carried out by individuals, of their own free will, that benefit others and that are not compensated.

\*Tentative Name



## Academic Standards and Progress Policy

All matriculated students at NECC are expected to meet academic standards set by the college and to demonstrate satisfactory academic progress towards earning a degree or certificate. To be considered in good academic standing students must meet a minimum grade point average requirement and completed credit requirements.

### **STANDARD 1: Grade point average (GPA)**

Students must maintain a minimum cumulative GPA of 1.8.

**NOTE:** Eligibility for graduation from all Associate Degree programs and Certificates requires a minimum GPA of 2.0 and completion of all stated program requirements (See Graduation Requirements of the Academic Policies for more details).

### **STANDARD 2: Credit Completion**

The pace at which a student progresses through a program is calculated by dividing the total number of credits the student has successfully completed by the total number of credits attempted. All periods of enrollment count when assessing progress, including all credits transferred into NECC. A student must successfully complete (with letter grades A, B, C, or D) two-thirds or 67% of all credits attempted.

**EXAMPLE:** A student who has attempted three (3), 3 credit courses for a total of 9 credits must successfully complete 6 credits (6/9 or 2/3rds) to meet this standard. A student who has attempted 10 credits but only completes 6 credits (6/10 or 60%) would not meet this standard.

**Attempted Credits:** All credits in which a student has registered are considered attempted credits whether or not the course is completed. Repeated courses as well as grades of F, course withdrawals (W), courses from which a student has been dropped for non-participation (NW), and courses that are not completed (I) at the end of the semester are included as attempted.

**Incomplete Credits (I):** Credits which are attempted but not completed (I) are included as attempted credits. If the course remains incomplete by the end of the following term (the end of spring semester for fall classes and the end of fall semester for spring classes and summer classes) the class is coded as a failure (F).

**Repeated Credits:** These credits are included in the calculation for both attempted and earned credits.

Transfer Credits: All transfer credits that have been or could be applied to the student's current program of study are considered when calculating the maximum time frame requirements for a program.

### **Academic Standards Review**

A student's academic record is reviewed and updated at the end of each term (Spring, Summer, and Fall) based on the following standards:

#### **Academic Probation**

Any student in a degree or certificate program who fails to meet Standards 1 and/or 2 of the Academic Standards Policy for the first time is formally placed on Academic Probation, and will receive a letter in the mail/email informing them that they are on Probation. A student will be allowed to enroll in an additional semester to improve the standard(s) they did not meet. Students will be referred to Academic Coaching for additional supports but it is not required.

#### **Academic Suspension**

If standards 1 and/or 2 are not met after a student is placed on Academic Probation, the student is placed on Academic Suspension. A student placed on Academic Suspension is no longer eligible to register for classes or receive any form of financial aid if using financial aid (loans, grants or scholarships) to cover the cost of their program. The student will receive a letter in the mail/email with the information that either or both standards have not been met. A student may appeal their Academic Suspension.

#### **The Appeal Process:**

1. Submit a type-written letter of appeal to the Academic Progress Review Committee by the deadline stated in the letter in the email.
2. Include "official" supporting documentation on organization letterhead from a service provider, clergy, the court system, law enforcement, academic advisors, or counselors. Supporting documentation cannot be from family members.
3. Notification of the committees' decision is sent to students in writing.

#### **Special Probation**

If a student successfully appeals their suspension, they are placed on Special Probation and must follow an established academic plan. While on Special Probation a student:

- Is not allowed to study abroad, participate in NECCUM cross registration, CO-OP, Internships, Disney, etc.
- Is not allowed to take more than 8 credits during their first semester of Special Probation
- Is not allowed to take 100% online courses
- Is not allowed to take summer courses
- Is not allowed to register online
- Cannot register for the next semester until after grades are posted for the current semester

- Must follow their academic plan and participate in academic coaching
- Must complete the semester with a term GPA of 2.0 or higher and 100% completion rate.

With the approval of the Director of Academic Advising in collaboration with your academic or faculty advisor students may be permitted to take a 12 week summer course and/or online courses.

### **Subsequent Semesters**

At the end of the first Special Probation semester, the student's academic progress is evaluated. If the student is still not meeting Academic Policy standards at the end of the Special Probation semester, the conditions of their appeal are reviewed.

- If the conditions of the appeal are not met, the student is placed back on Academic Suspension (*See Above*).
- If the conditions of the appeal are met, the student continues to be on Special Probation until they meet the Academic Standards Policy. .

### **ADDITIONAL REQUIREMENT FOR STUDENTS RECEIVING FINANCIAL AID**

**Standard 3: Maximum Timeframe (150% Rule)**. Students receiving financial aid must complete their program within 150% of the published length of the educational program. Part-time attendance counts in the maximum timeframe calculation. Students who do not complete their program within this timeframe are no longer eligible to receive financial aid. Up to 30 developmental credits and all ESL courses are exempt from this requirement.

**Transfer Credits**: All transfer credits that have been or could be applied to the student's current program of study are considered in calculating the maximum timeframe requirements for the program.

**Program changes**: All attempted and earned credits (including grades of F, W, NW, I and repeats) that have been or could be applied to the new program of study are considered in calculating the maximum timeframe requirements for the new program.

A student who fails to meet Standard 3 is placed on Financial Aid Suspension. A student may appeal a financial aid suspension by submitting the Financial Aid Suspension Appeal form and all supporting documentation to the Office of Student Financial Services. The Financial Aid Suspension Appeal form can be found at: <https://www.necc.mass.edu/afford/financial-aid-policies/>

At Northern Essex Community College (NECC), our mission is to educate and inspire our students to succeed. To that end, we are dedicated to creating vibrant and innovative opportunities that encourage excellence and enhance the cultural and economic life of our region. At NECC we host cultural events, offer community educational programs, and provide resources for enrichment such as our Speakers' Bureau and Linda Hummel-Shea Artspace Gallery.

## **Guest Speaker Policy**

Students, faculty and staff are encouraged to invite to campus guest speakers who have a demonstrated expertise in an area of interest to the College community. Recognized student clubs and organizations may invite to the College any person who contributes to the intellectual or cultural life of the College. Individual students wishing to invite a speaker to campus should seek the sponsorship of a recognized student club or organization. This will assist the College in its efforts to offer a full, varied, and balanced program of guest speakers that will result in the broadest exchange of ideas and opinions.

As a public institution of higher education, NECC must comply with the Commonwealth's Ethics and Campaign Finance laws. Therefore, to the extent the College hosts political candidates or events, it shall provide equal access to its facilities.

A guest speaker event may be subject to reasonable and content-neutral time, place and manner restrictions. Speech that seeks to incite imminent violence or constitutes harassment, threats, defamation or obscenities is prohibited. It shall not be inferred or implied that any guest speaker event conducted in accordance with this policy is endorsed by the College.

To schedule College facilities for a guest speaker event, contact the College's Event Coordinator at [events@necc.mass.edu](mailto:events@necc.mass.edu) or 978-556-3964 in order to ensure proper planning and the availability of security, facility equipment and/or personnel and/or food services, to the extent requested or required. College facilities are assigned based on space availability. The President's Office should be notified of any invitation to a political or high profile speaker.

Faculty or staff who have questions regarding this policy should contact the President's Office at 978-556-3854 or Public Relations at 978-556-3862.

Students and student groups who have questions regarding this policy should contact Student Life at [engagement@necc.mass.edu](mailto:engagement@necc.mass.edu) or 978-556-3731.

## Winter Intersession Courses (On-Campus)

Dates specific to *Enrollment Period*:

**January 2 – 11, 2019**

Book Vouchers Begin	<b>January 2-4</b>
Last Day to Drop with 100% Refund	<b>January 3</b>
NS (No-Show) and NW (Non-Participation) roster due	<b>January 4</b>
Last day to withdraw with a "W" grade	<b>January 7</b>
Last day to NW a student for non-participation	<b>January 7</b>
Financial Aid Disbursement	<b>January 9</b>
Final Exams	<b>January 11</b>
Make up dates	<b>January 5 &amp; January 12</b>
Grades due by 12:00 pm	<b>January 14</b>
Grades posted	<b>January 16</b>

## Winter Intersession Courses (Online)

**January 2 – 25, 2019**

Book Vouchers Begin	<b>January 2-4</b>
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NS (No-Show) and NW (Non-Participation) roster due	<b>January 4</b>
Last Day to Drop with 100% Refund <sup>5</sup>	<b>January 4</b>
Last day to withdraw with a "W" grade	<b>January 11</b>
Last day to NW a student for non-participation	<b>January 11</b>
Financial Aid Disbursement	<b>January 16</b>
Final Exams	<b>January 25</b>
Grades due	<b>January 28</b>
Grades posted	<b>January 30</b>

10/22/18