

**AALT**  
**11 FEBURARY 2021**

- FY22 BUDGET
  - DUE BACK 26FEB21
  - Follow-up meetings to follow
  - Use supplemental sheet for any additions
  - Use Perkins sheet for any Perkins request
  - Questica (budgeting software coming for FY23 process)
  - Departments will not be penalized for not using their budget
- Distance Ed Request process
  - Do we need to do this process this year?
  - 90% of courses already converted, so do we need this?
  - The “100% online” courses are outside of this process.
  - Kelly / Amy / Scott / Carolyn agree we don’t need the process but will have asks for some conversions.
- Melba
  - iTeach starting in late May or June
    - Contact Sue and Melba to help with planning
    - Notification the earlier the better
  - Small pilot with proctoring starting
    - Math and Science – small groups
    - Training session will be record and available
    - Carolyn brought up privacy, equity and technology issues with online proctoring
      - A long discussion followed about these concerns, Melba advised that the deans talk through these with their faculty.
      - Kelly mentioned an HR issue with 30-day employment window to get an email address and other HR concerns. Sharron will address with HR.
- Fall Scheduling
  - If your not fully prepared with hybrid courses, that’s OK, we are getting the process started.
  - On campus classes will only be in the largest classrooms and there will be a 1 hour break for cleaning between classes
    - PPE and Air Scrubbers will be in those spaces
- Kelly
  - Culinary Program at NSCC is being closed, and NECC will be taking over that program, including transferring a faculty member from NSCC to NECC.
    - Opening an associates program / baking certificate.

- Update of Lawrence
  - Welcome Express work starts next week on Franklin street
  - CHP should be done in the following weeks.
  - Academic Coaching space work starts in 3-4 weeks.
- HOW is almost empty
- NECHE
  - Self-study done and printed
  - 4/11 – 4/14 site visit
- 420 Common
  - Revolving test kitchen is moving forward.
  - No update on HVAC or Regis.