

1. NECHE Syllabus Needs
 - a. NECHE needs a robust example of syllabi from each area
 - i. Spring, Summer, next Fall
 - ii. How do we ensure faculty participation? Amy thinks faculty will be responsive
 - iii. Amy will address it at LA's next division meeting
 - iv. Kim recommended including a note to faculty in Lane's next NECHE email update (✓)
 - v. MCCC knows they'll be asking for it, talk to Linda G.
2. Article 10.13 of DCE Contract (handout)
 - a. Seniority list = faculty who have worked for 5 years teaching 2 classes each fall and spring semester
 - i. It is the College's discretion to assign one course to faculty with seniority
 1. Non-grievable
 2. Kelly – All instructors on the list get one course assignment, once they are all assigned, circle back and assign remaining courses.
 - ii. Cumulative of the number of courses across divisions
 1. Example given by Sharon: a DCE faculty member who has 30 years of seniority teaching in the English Department teaches 1 semester in CIS, that DCE faculty member now has seniority for both and will appear on both lists.
 - iii. It only takes one semester to drop off the list.
 1. Once off the list, starts all over again (5yrs/2courses/Fall-Spring)
 - b. To get on the list: 5 courses over 3 years, NO BREAKS.**
 - i. Internal policy: faculty must be observed during every course they teach
 - c. If an instructor does not teach for 2 years, they don't fall off seniority list**
 - d. Current Issue: Faculty are offered courses from several different areas/disciplines and Deans are not aware
 - e. If a faculty member teaches at multiple colleges – we are required to match the step
 - i. Example: Step 3 at NSCC/Step 2 at NECC – NECC needs to upgrade to Step 3
 - f. Seniority trumps availability
 - g. If Availability Form is not returned by the deadline – assume they're not interested
 - h. QUESTIONS? CALL SHARON
3. Update on 2Yr Master Schedule
 - a. Sharon sent out conflicts to chairs/coordinators to correct them with a deadline of 11/22
 - b. Task & Timeline is with Sue and Sharon – Admins will need to stay on top of it
 - c. Deb N. is getting changes to Spring 2020 schedule
 - d. The first semester of the 2yr Master Schedule will be a lot of work, subsequent terms are expected to fall into place
 - e. Reduce the number of changes to the schedule – avoid scheduling chain reactions
 - f. Issues with ESL,ASL & Math teaching outside of the grid

- i. Recommendation to at least START their courses inside of the grid
 - ii. Consider teaching those longer courses on Fridays
 - 1. Friday is a work day – longer courses might be great for Fridays
 - 2. Students will come to class on Friday!
- g. Online courses are included in 2 year plan, common courses are already included
 - i. Common courses are not determined by modality
- h. Summer '20, Fall '20, and Spring '21 are already available in catalog
 - i. Will roll to Summer '21, Fall '21, and Spring '22
- i. FT faculty need to submit preferences by March 20th
- j. Admins will be updating courses – Sue offered assistance if needed