

## MACER Notes for January 19, 2017 Meeting



**Representing Management:** Lane Glenn, Bill Heineman, Mike McCarthy

**Representing NECCPA:** Linda Giampa, Kristen Arnold, Tom Greene, John Daly, Chris Rowse

**This meeting was held on in the President's Conference Room from 3-4pm.**

### 1. Dimitry Renovation

Linda Giampa asked for an update on the upcoming Dimitry renovation and moves. Not all details of who will be moving out of Dimitry has been decided, but Michael McCarthy shared the plan as of now:

- Workforce Development will be going to HOW
- Rad Tech and Dental will be moving to El Hefni. Rad Tech will be moving to El Hefni permanently. Dental will be returning to Dimitry once renovations are complete.
- A dental facility next door to the Lawrence campus will be rented temporarily. There is some equipment in that facility that can be utilized. Additional equipment will be obtained from Bristol Community College.
- The Library will move to the basement of Haffner.
- Tutoring will be moving to Haffner.
- Chris Rowse noted that he and John Murray teach summer classes in El Hefni and there are special considerations for moving their special equipment.

### 2. Policy on Directed Study

- Linda Giampa asked about the uptick in number of Directed Studies happening. Bill Heineman confirmed there was an increase and pointed to the need to have programs audited. Directed Studies are intended to help students who are “stuck” and certain programs such as Music have been especially reliant on them. This is a sign of the enrollment drop, he said.
- Giampa also asked for clarification on the Directed Study policies. Heineman said the process for enrolling students includes a form that is filled out and signed by the Dean and Program Chair. In general the policy allows for up to five students in a Directed Study, though he admitted there are six Directed Studies running this semester that have more than five, because the instructors permitted it.
- Giampa asked how the pay was calculated for a Directed Study vs. low enrolled courses. Heineman said the Directed Study pay is typically lower, but would confirm with Sharon McDermott. (update- Directed study and under enrolled classes are paid using the same per student formula)

- Giampa also asked about the practice of when full-time faculty have their DCE courses turn into part of their regular daytime load if they have a daytime class that doesn't fill. She asked if faculty would have the option of keeping their DCE course and being able to do other work in place of the cancelled daytime course in reassigned time. Heineman said perhaps if there were legitimate work to be done, but other options would be explored first. He understands not everyone is happy about this, but said it's happening because fewer classes are being offered with our low enrollment. He said it would be preferable to everyone if fewer sections were scheduled upfront, but that idea has been met with resistance in the past.
- Finally, Giampa asked about Co-ops. Co-ops are often treated as Directed Studies and originate with Ashley Moore or departments who do their own co-op "thing."

### 3. Program Audit

- Bill Heineman said that the first stage of the four stage process is complete - a Program Portfolio Analysis that examines the student demand, community need, and competition for programs in our region; a financial analysis that will examine net revenues/costs for each program at the college; and an "other impact" analysis that faculty leaders have prepared on each program's alignment with accreditation standards and its value to NECC and the external community beyond the education it provides to students in the major. The results are now available (see attached document)
- The second stage is now underway and a draft of these recommendations will be shared in mid-February. At that time there will be an open session to explain how this work was done. He cautioned that not everyone will be happy because "lots of assumptions have to be made."
- In the third stage, Bill's office will revise the draft recommendations based on the feedback and forward them to the President's Cabinet by March 1st.
- In the fourth stage, the Cabinet will vote on the recommendations.
- He said he understood the anxiety some members are feeling but urged everyone to know that he will be looking for patterns, and a negative conclusion in one stage is not necessarily cause for alarm. He said we can't keep doing the same kind of business with 1500 fewer students. Giampa agreed with Heineman that being transparent and open is the best approach for the whole process.

### 4. Paystub Information

Linda Giampa asked why stipends and other miscellaneous pay are listed as "other" on the state pay stub with no further detail. It's hard to tell what the money from when looking at it. Lane Glenn said he was recently at a state meeting where this was brought up and said that it appears as "other" because of the way the state handles the payroll. Currently the only way to break out the different amounts and list what they are would be a manual process through HRCRS. He said it's too labor intensive to do that each time, but if anyone has a question about something in the "other" category on their pay stubs, they can call HR on a case by case basis for help figuring it out.

5. Advising

Linda Giampa asked why faculty advisors seemingly change advisees sporadically. Tom Greene had questions about how students are assigned and noted that all his advisees have last names that start with B. He said it would be nice to keep the same advisees from semester to semester to form a stronger connection with them. Bill Heineman agreed there are flaws in the system. He is looking to overhaul the entire process and wants to get to a place where faculty and student advising is more permanent and strong. He said he is putting more energy into building this new system rather than trying to fix what is wrong with the current system. He also announced there will be significant changes to DegreeWorks coming early next fall which will require training.

6. Bookstore issues

John Daly rose a concern he had with a student interaction at the bookstore. A student was instructed to buy a new math textbook and code even though she already had both from last semester. When the student reported this to John he called the bookstore and they told him to send the student over so they could see what they could do. When the student returned to the bookstore they were told there was nothing they could do. Michael McCarthy will look into this.

7. Lane Glenn provided everyone with copies of the latest print version of the NECC2020 Strategic Plan: [www.necc.mass.edu/necc2020](http://www.necc.mass.edu/necc2020)

*Next meeting: The next MACER meeting will be February 16, 2017*