



February 28, 2012

This week, we continue to review and share elements of the work we do at the college that have been identified as needing improvement or change. As we described last week, some of these identified areas will be addressed over the next few weeks (indeed, some have already been addressed) while others will be identified as Projections – plans for change that we will include in our report.

Below you'll find some of these items from Standard Six (Students) and Standard Seven (Library and Information Technology).

The Standard Six committee has indicated that the Student Handbook is not current in either its print version or online. That publication is currently being revised and updated by Lillian Ortiz and is expected to be completed by April 2012. In addition, the college and state policy on the security and disposal of physical and electronic records needs to be updated in both publications for employees and for students. AJ Dubois will ensure that these policies are available in appropriate print resources and on the college website and this should be completed by April 2012.

There are also several areas of concern emerging from Standard Six that will require a longer process to address. The decrease in enrollment in Continuing Education is a concern and during Summer 2012 President DeFilippis and her cabinet will investigate reasons for this, as well as assessing changes that may need to occur in response to it. During the 2012-2013 Academic Year, Sarah Gager will initiate the use of faculty surveys to assess the effectiveness of the current advising program. In addition, the Fitness Center will be reopened for one semester during Fall 2012 as a pilot program to assess the feasibility of resuming this service to students. Finally, President DeFilippis will work toward creating an Outcomes Assessment position in the Office of Institutional Research, though this project is dependent on budget projections and isn't likely to be complete until the 2015-2016 Academic year.

The work of Standard Seven has resulted in several areas of effort to improve college services. The research of that committee revealed some concerns about the WiFi capacity in the library area. During March 2012 Jim Troup and Conal Larkin will carry out an evaluation of current capacity and needs.

Standard Seven's work has resulted in several plans for longer term projects to be included in our self-study. During next academic year, Sam Brown will implement regular data collection

from students and faculty following library instruction. In addition, the library will add Library/Information Literacy instruction as a required part of all FYE classes and the library will also begin offering instruction that individual students can sign up for (outside of a class exercise). During the 2013-2014 academic years, the library will increase funding for library technology and equipment as part of the regular library budget requests. The cost and training for a new integrated library system will likely be shared by the other community colleges and state universities. In addition, the librarians will plan to implement a collection overlap analysis that same year to maximize use of the collection budget.

Sincerely,

Dean Sandra Palmer & Kim O'Donnell
Your NEASC Co-chairs