The meeting was called to order at 1:06 p.m. by Chair Gail Knell.

Minutes – December 10, 2007: Motion to approve the minutes. Seconded. Approved.

REPORT FROM THE PRESIDENT – Kathleen Schatzberg:
- President Schatzberg commented on the generous BHE budget and the level-funded Governor's budget which did not include any of the BHE increases. She advised that energy cost increases and pay raises have to be worked into the CCCC budget. Discussion of a fee increase will begin with the Board of Trustees which passed a resolution last year for annual fee increases tied to cost of living increases. She encouraged all to talk to the legislators about approving the bond bill as submitted by the Governor. If approved, every institution would get its top priorities which would mean a new Science and Health Sciences Building here. Once the bond bill is approved, we need to make the case that CCCC be the first in line. Senator Therese Murray is supporting the bond bill as it will be good for the local economy.
- The NEASC visiting team will be here April 13-16. The list of members has been received and is being circulated among administrators and co-chairs; Michael Gross is working on the final report. There will be some arranged meetings with the team which will be working from the Boardroom. Most of the other meeting spaces on campus have been reserved as well.
- Kudos to Rose's staff and Rick Nastri on the successful College Connection Program which took the CCCC intake process to the students at Falmouth High School. We expect higher college-going rates in general and larger numbers of Falmouth students as a result of this program. The high school has also begun to identify those students who will not be graduating, and we plan to offer them GED preparation and testing into our DE courses. We will be looking for funding to expand the program to other high schools.

REPORT FROM THE VICE PRESIDENT – Philip Sisson:
- VP Sisson noted the successful start to the spring semester and advised that more than 200 students enrolled in the Late Start Semester pilot. Professional Day was successful thanks to Dean Miller's leadership on the external scan committee. He thanked Vice President Norris and her staff for renovations and office moves during the break.
- He welcomed new full-time faculty members – Nancy Zombro, Social and Behavioral Sciences Department, and Bruce Riley, Language and Literature Department and noted that there are still three faculty positions to be filled this spring. Marie Spadaro, Cape Cod Liaison for the South Coast Cape Cod Tech Prep Consortium, was also introduced. Richard Lawrence was announced as the part-time Clean Energy Coordinator/Sustainability Coordinator.
- Draft Academic Calendars for 08-09 and 09-10 were distributed. The VP noted that professional days have been added in the middle of the fall and spring semesters.
- College 101 – Student Success Course: there will be an open forum on Friday, February 22 in South 111 for those who are interested in teaching a section of the course to be piloted this coming fall.
- Drafts of the revised org charts for the Academic and Student Affairs area is being reviewed. Forums were held in the fall and comments/suggestions were incorporated into the changes; there have been additional conversations this semester and he welcomes feedback from the College community.
- The Noel-Levitz survey will be administered between February 19 and 29. He thanked the faculty whose classes are involved for allowing the survey time for this important effort.
- Early intervention forms were successful in the fall and faculty were encouraged to continue using the form.
- The Teaching and Learning Conference is scheduled for April 11 at North Shore CC. Jim Miller, Barbara Murphy, and Brenda Collins will be among the presenters. All are encouraged to attend.
- Deb Murphy was invited to the front to receive an award from the National Association for the Education of Young Children. CCCC's ECE Program is the first in New England to receive the accreditation.

REPORT FROM THE VICE PRESIDENT – Dixie Norris:
- VP Norris introduced the new comptroller, Robert Mucha.
• Renovations are complete in South 108 – the Writing Center, and work has begun on the Zammer Institute which will be an on-going project. She will be working with the Vice President Sisson’s staff to identify the summer projects (which are dependent on funding). The priority list is based on what is needed for student success.

• Training for handling of security issues has begun, and an emergency notification system is being implemented and will be available to staff and faculty first with students added over the summer. The only announcements for the first year will be emergency announcements, later expanding into messages of non-emergency nature. A P.A. system will be installed. The E911 system still is a challenge; it will provide building identification when emergency calls are placed.

• The electronic signboard is on its way. Permits are needed from the town to dig under the ring road and to put up a new sign.

• This will be a challenging year with regard to the budget. The format will be changing a bit, and how we spend money will match our planning. Appropriate forms and instructions will be available soon. Dissemination of discretionary monies will be a big issue. Discussion of a fee increase will begin at the Board of Trustees February meeting. Last year a portion of the fees went to financial aid and that will continue. Joyce Chasson asked if there will be evacuation drills; the VP replied that there will be and that Phil Ryan has been meeting with the Barnstable Police and the West Barnstable Fire Department to establish a drill procedure which will include a designated location for folks to gather in the case of building evacuation.

REPORT FROM STANDING COMMITTEES

Academic Policy and Standards Committee – Caren Pray
Academic Technology – Hemant Chikarmane
Counseling and Advising – Vic Smith
Curriculum and Programs – Gail Guarino
Developmental Education – Clare Niven-Blowers
Institutional Research and Development –
Faculty Professional Committee – Hemant Chikarmane

Motion: To accept the reports as posted in the public folders. Seconded. Accepted.

UNFINISHED BUSINESS

Schedule Adjustment period (formerly Add/Drop period): The motion presented in December was read by Caren Pray for the AP&S Committee:

All registered students will be permitted to adjust their schedules during the first seven (7) calendar days of the Fall or Spring semester providing the course has seats available and any pre-requisites have been met. Once the course has completed its first class meeting, students must obtain the written permission of the course instructor or if the instructor cannot be contacted, the appropriate Academic Dean to add into the course. The student is responsible for obtaining any missing course materials. Seconded.

There was brief discussion and questions were raised about prerequisite checking and on-time registration; the President offered an amendment to add the words “if the instructor cannot be contacted, the” in the second sentence between “instructor” and “or.” Amendment was seconded and carried with one abstention.

The amended motion (below) carried with one abstention.

All registered students will be permitted to adjust their schedules during the first seven (7) calendar days of the Fall or Spring semester providing the course has seats available and any pre-requisites have been met. Once the course has completed its first class meeting, students must obtain the written permission of the course instructor or if the instructor cannot be contacted, the appropriate Academic Dean to add into the course. The student is responsible for obtaining any missing course materials.

On-Time Registration: The motion presented in December was read by Caren Pray for the AP&S Committee:

Cape Cod Community College endorses the policy of On-Time Registration for all students, effective Fall Semester 2007. No student will be allowed to register after the Friday prior to the start of the semester. Seconded.
Motion carried with one abstention.

**Probation and Good Standing:** The motion presented in December was read by Caren Pray for the AP&S Committee:
The current Academic Probation policy in the 2007-2008 Academic Policy and Procedures Manual states:

“Any student with a Cumulative grade Point average that falls below the ‘Good Standing’ standard is placed on Probation. Students will have one year in which to bring his/her Cumulative Grade Point average to 2.0. Students on Probation are required to meet with an advisor every semester before registering for classes in order to create a plan including tutoring, strategic course selection and other changes in study habits”

It is recommended that the sentence: *Students will have one year in which to bring their Cumulative Grade Point average to 2.0* be changed to read: “Students will have one year in which to bring their Cumulative Grade Point Average to ‘Good Standing'. Seconded.

Motion carried with one abstention.

**GenEd Update:** Lore DeBower reported that the committee has met and prepared sample ISLO inventories which are on the W drive.

**NEW BUSINESS**

**Interdisciplinary Studies:** Gail Guarino, Chair of Curriculum and Programs Committee, moved:

To add a new General Education category to the College catalog called Interdisciplinary Studies.

Seconded.

**Rationale:** This new General Education category would accommodate courses like The College Experience that meet general education guidelines but are taught within or across several disciplines.

There was brief discussion, and Gail added that honors colloquium is another course that could be listed in this new category. It was suggested that the area be the responsibility of the Dean of Arts and Humanities. The motion will be considered in March.

**Counseling and Advising:** Victor Smith, Chair of Counseling and Advising Committee moved that:

Commencing with the Fall 2008 preregistration period, all full and part-time matriculated students will be required to meet with their assigned advisor prior to registering for classes. Advisors will review the appropriateness of the courses selected for degree/certificate completion, check prerequisite requirements, review academic status with the student and check seat availability. Advisors will then remove a ‘Hold’ on the student’s record to allow the student to register. Motion was seconded.

Vic reviewed the rationale, and questions were raised about distance learning students taking classes, implementation, and about removing the ‘hold’. The motion will be considered in March.

**ANNOUNCEMENTS**

- Dick Rand provided an update on the strategic planning process. Progress has been made on the four issues noted in previous reports. The external scan committee has collected 75 unique comments from the professional day and has developed themes and major goals. He also distributed the membership list of the Strategic Planning Committee.
- Hemant Chikarmane reported that the Academic Technology Committee will be holding a faculty and staff forum on Wednesday, February 13 in Lecture Hall B at 1:00 p.m.
- Christine Jacques announced that the Writing Center has moved back to South 108 in the mainstream of the classrooms. She asked faculty to encourage students to visit and make use of the center.
- Jeanmarie Fraser reported that the NCBI team held a successful one day workshop in January and is planning another at the end of the semester. She encouraged faculty to invite NCBI members to visit their classes, if appropriate.
- Marie Canaves announced her series of presentations on contemporary art and other topics.
- Gretchen Widegren encouraged all to visit the icon art display in the library.

Meeting adjourned at 2:09 p.m. Respectfully submitted,
Carol Canty, Recording Secretary