MEETING MINUTES

Deans & Chairs

11/23/26 | 3-4pm | *Recorder:* Sandra Stebenne

Mission, Vision, Values

Mission - Bristol Community College provides an accessible, innovative and inclusive education that prepares students to navigate and succeed in our ever-changing world.
Vision - Advancing a vibrant, diverse community through education, learner by learner.
Values - Collaboration, Communication, Inclusion, Innovation, Respect, Student Success

Agenda Item – Topic Development for Future Meetings	
Minutes	Want to make sure we address issues that need to be addressed; will spend ½ to 1/3 of D&C meetings on those initiatives. Feedback re: topics? -Meetings where a lot of information is shared with the larger community, but the info impacts D&Cs differently; can we make time in D&C meetings to unpack some of these things? -Senate talking about some of these new initiatives, learning how to use new tools; it's hard to coordinate schedules to discuss these topics. Mini-workshops on topics of interest? -Applaud scheduling piece; losing A & B distinctions with no rationale has been very difficult; did Spring schedules 3x because Dual Enrollment comes so late. If Dual Enrollment could come out sooner, that would be incredibly helpful. Response from Craig: 95% of course requests came during October timeline; Perkins funding can hold up requests. Even if we can know what's in the pipeline, even if all details aren't worked out yet, that would help; i.e. knowing in advance that 8 courses are coming your way. We recognize how complicated systems are; what happens in one area can hold up things in another. Perkins=not allowed to build classes until confirmation of approval, but we can share some information. -Budget training/management How do I apply for a budget? There's a Dynamic Form.
Follow-up	
Agenda Item – Follow-up Discussion from All College: Community-facing Initiatives	
Minutes	Arts: Conversation re: extracurricular activities & community outreach, ran out of time. Continuing conversation in how it impacts our roles. I.E. in my department, we could do workshops monthly or every-other-month that

	would be open to the public, like a print making workshop. Figuring out other ways we can engage with the community, finding a hub for this calendar of events in addition to the giant Bristol calendar. Working group where we were talking about the humanities and public-facing humanities events, another catalog that links to main catalog (Marketing is working on this). Good avenue to advertise events open to the community. A lot of events relate to our programs; can serve as gateways for community to learn about programs. Support from administration to move these things forward. We are a hub of the community and should be ushering in a vibrancy in the community; need to meet programmatic and workforce needs, but it's good to meet emotional, psychological, etc. needs as well. Think Tank this past week on Sustainability and Resilience; invited community partners on campus for that discussion. -Summer camp for kids, "Kids College." Similar initiatives? Department that handled all the details? English: Bristol Literary Fest; we have great local authors in this area, bring some of them in.
Follow Up	Continue discussion at next School meeting and then come back together
Agenda Item – Curriculum Mapping – Hands-on Activity (Tim Hathaway)	
Minutes	Connection between CIP codes and Curriculum Maps: -Recap: last time we met, we discussed CIP Codes; future financial aid eligibility will be based on this in the future, so we need to make sure they're accurate. -Next Steps: gathering feedback from faculty; recommendations will go to Earnings and Accountability Working Group, recommendations from that group will go to VPAA and then to PLT. NECHE Standards Related to Program Review; first finding from accreditation report in 2024 was that there is work to be done to realize continues improvement of teaching and learning through the use of assessment findings. Of 111 programs published in Catalog, 36% have published learning outcomes, 45% have completed Program Review Year 0. Program Review Year 0: Curriculum Maps Mission, Program Learning Outcomes, Requirements, PLO Alignment (map). How do program revisions impact Missions Statement, PLOs, Requirements, etc.? Review Curriculum Map Program Worksheet 1) Does your program have a mission statement and learning outcomes?

	2) Are they well written? 3) What categories are complete? Which are incomplete or need revision? This is a NECHE requirement; we need to get this in Catalog for next year. Quick question to answer when writing on sheet: Question #2: Are they well written? How do you know the answer? Could it be the case that it's written in such a way that it's observable? Yes, that is one way: that you're able to measure the skill. [small group discussion; not recorded in minutes]
Follow-up	
Agenda Item – Questions	
Minutes	We have a Deans & Chairs Meeting scheduled for 12/21; we realize that is a time that people have grading, etc. to do. Would you prefer to wait until January to hold the next meeting? Response seems to be overwhelmingly yes. Tim talked about CIP codes and then the work we focused on this afternoon was looking at program mission statement, outcomes, etc. CIP Code work is where we have to align out programs with CIP codes, and that will be used to determine whether program should receive financial aid. We are working with Alaina's office; she is going to do a review of where our current CIP codes look like they're not yielding high enough earnings so we can focus our attention on programs that are likely to need review (though we review everything, this is just to help us prioritize).
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