



Northland Community & Technical College Student Services

February 6, 2007

1:30 PM

Room # 306B

Membership: Gail Johnson(A), Andrea Moses, Rhonda Hettervig, Mary Fontes, Jo Ann Schill, Mary Frendin, Karla Anderson(A), Susan Ridley, Ellen Brehmer(A), Kate Schmalenberg(A), Karen Meine(A), Yvette Schneider(A), Dee Olson(A), Marna Klug, Lindsey Wangberg, Pam Schorsch(A), Janet Gontarek, Susie Harrie, Amanda Johnson(A), Sandy Bratvold(A)

Topic	Responsible Party	Discussion/Outcome
Good News Announcements Follow-Up	Mary	<p>Sue's transfers of credit piles are looking good (smaller!) It's warming up both outside and in student services!</p> <p>Safety:</p> <p>Professional Development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Affairs Conference Feb 8-9, 2007, in Arden Hills – 6 are going from TRF campus. <input type="checkbox"/> Energizing the Frontline Conference, May 23-24 <input type="checkbox"/> Data Palooza – There is a wait list, but Jo is attending this conference in St Cloud. <input type="checkbox"/> BRIO Feb 21 in Moorhead – Mary Frendin, Susie, and Lindsey are attending.
New		<p>ACT Scores (response from Donna): The test score rule works only for CPT tests (Accuplacer) and doesn't automatically recognize ACT scores. The assessment can be manually overridden, but Sue would prefer not to do that unless all three ACT scores are high enough (24 or above) to satisfy all three areas of the admissions rule. This will be brought to the next Data Integrity meeting and Jo will speak with Rocky to see if ISRS can be programmed to recognize appropriate scores.</p> <p>Financial Aid Info: Financial aid has been meeting to try to work out problems with the departure of Brenda Dale. Donna Quam has temporarily stepped back into her former role to work on clearing up problems this week. Because of the number of student files Donna has to work with, she is inundated with calls. Students that are having problems or concerns regarding their financial aid should be directed to Rhonda and Gail first, who will email Donna when necessary. Karla is also working to iron out problems.</p>

		<p>There was some erroneous information given out regarding changing sections and its impact on financial aid. Donna needs to know when this happens so she can override in case they have financial aid money available. The Registrar's office is having difficulty knowing how to proceed because they need proof of payment to register students in classes and it's a Federal mandate that at least 6 credits are needed to receive financial aid. The decision for this first lies with the Financial Aid Director. There have been some problems with faculty not identifying no-shows properly and students need to be added back into their classes.</p> <p>Virtual Office Wait Lists: Trade wait lists for Construction Electricity, Carpentry, Welding and Farm Op are now available on Virtual Office for viewing by student services staff, who will be invited to join this team. They will have real-time access to the lists for the purpose of informing students of their place on the wait list. The lists will be able to be updated by the holder of the lists only (Susie and Mary Frendin.)</p> <p>Trades Division Wait Lists: The Trades Division has given the okay to the list of guidelines requested by Janet and Susie regarding the trade wait lists. The applicants that have made it to program will be required to register by the June 19th registration date or make other arrangements before that date. If they do not, the program will open up to any one on the wait list, and will then go to open enrollment. Letters have gone out informing applicants of their place on the wait list and another letter will go out in February to explain the early registration requirement.</p> <p>Radiology will be updating the overview of the program to be added to the website. Deb may be doing a video link to explain the program in lieu of the faculty information sessions.</p>
Tabled		

Next Meeting: Tuesdays at 1:30 pm, Room TBA