



## Northland Community & Technical College Student Services Meeting Minutes

March 13, 2007

1:30 PM

Room # 106

Membership: Gail Johnson, Andrea Moses, Rhonda Hettervig(A), Mary Fontes, Jo Ann Schill(A), 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(A), Pam Schorsch, Janet Gontarek, Susie Harrie, Amanda Johnson(A), Sandy Bratvold(A), Niki Brenny

Topic	Responsible Party	Discussion/Outcome
Good News		<b>Lindsey</b> is breakin' in Florida! The college is quiet this week with spring break; Niki has been here a month already; the NCTC basketball teams left for New York on Monday – catch the game(s) commentary on tfradio.com.
Announcements	Mary	<p><b>Safety:</b></p> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Energizing the Frontline Conference, May 23-24</li> <li><input type="checkbox"/> BRIO April 17-18 in Duluth</li> <li><input type="checkbox"/> Conference for Women May 25 in Fargo – the information for this is in the folder in the Student Services file room.</li> </ul> <p>There is still professional development money available, so contact <b>Mary Fontes</b> or your supervisor if you wish to attend any of these events</p>
Follow-Up	Janet	<p><b>Expo:</b> Rescheduled for April 12 due to weather. There are 226 attending the Expo, and Minto HS may join us. All of the original programs are still on board and only a couple of students couldn't get all three of their program choices.</p> <p><b>Orientation/ registration:</b> Some of the ideas that have been adopted:</p> <ol style="list-style-type: none"> <li>1. Scarlet NCTC tees with "Team Northland" on the back for O/R (orientation/registration) staff- <b>Lindsey</b> will work on coordinating hoodies for later sessions</li> <li>2. 15 minutes added to orientation; <b>Mary Fontes</b> will connect with <b>Mike</b> about inviting faculty 15</li> </ol>

		<p>minutes later than usual for help advising students</p> <ol style="list-style-type: none"> <li>3. “Step Back” signage for privacy-<b>Susie</b> will develop</li> <li>4. 6 tables will be set up behind <b>Pam</b> in the front of 315 to ensure privacy between students and advising staff and will include table tents with names of advisors-<b>Susie</b> will develop signs</li> <li>5. Extra reading material at tables while students wait – schedules and catalogs-<b>Andrea</b> will make available</li> <li>6. Table tents at all tables with a checklist of “what to expect” for students-<b>Andrea</b> will complete</li> <li>7. White board, managed by <b>Janet</b>, with locations of program advising</li> <li>8. <b>Andrea</b> is still working on getting the wings for registration and will speak to <b>Mike</b> regarding clearing classes from those rooms for orientation/registration dates.</li> <li>9. “Program-Contact” will replace “Advisor” on the bright green registration sheets.</li> </ol> <p><b>Handbooks:</b> There won’t be any new handbooks until fall, so the leftovers will be placed in the back of the room during orientation and advising staff and faculty will hand them out to students signed up for summer classes only. Fall-start students will be informed that handbooks will be available in fall.</p>
New		<p><b>Suggestions for DARS &amp; ISRS (screens, information, policies)</b> It was suggested that we bring questions regarding DARS reports and ISRS screens to student services meetings one or two at a time in case there are questions regarding how to read or use them. We will ask <b>Lisa Bottem</b> if she would attend a future meeting to explain the process of understanding a DARS report. There is also a tutorial available for this purpose, but the format is going to change in the near future in order to make the reports more user-friendly. A laptop could be brought to the meeting to go through screens, especially the ST1100UG, so more people understand the information there.</p> <p>We will probably wait until the DARS step-by-step tutorial is updated before inviting <b>Lisa</b> come talk about DARS,</p> <p><b>Mary Fontes</b> will bring her laptop to meetings to look at suggestions, which can be emailed to her or <b>Susie</b> for inclusion in meeting agendas.</p> <p><b>Holly D. &amp; D2L:</b> <b>Holly</b> will be invited to instruct Student Services staff about D2L and how it is accessed and used by students.</p> <p><b>Survey of Enrollment Experiences:</b> Until the online orientation is activated and the survey can be included as a requirement, the question booklet will be distributed as usual, minus the Scantron answer sheets, and students will mark them either with pen or highlighter. Workstudy students will hand-enter the surveys in <i>Survey Select</i> until they are web-based.</p> <p><b>Forms (advisor signatures):</b> <b>Andrea, Janet</b> and <b>Susie</b> will look at all the Student Service forms that require an advisor signature or referral. Any that don’t need an advisor’s involvement will be sent to the Long-Term Advising Committee with that suggestion. Any other requests for changes in forms should be</p>

		<p>sent to the appropriate administrator for referral.</p> <p><b>Consent of Release Form:</b> The new form that <b>Jo</b> brought back from the Data Palooza meeting will be put into use and will be available on the website.</p> <p><b>Student Appeal Petition Form:</b> It was decided that an advisor's signature is not necessary on this form and the advisor signature line will be removed. <b>Mary Fontes</b> will confirm with <b>Rocky</b> first before posting the new form.</p> <p><b>FYI:</b> Half-semester classes will be starting on Monday, March 19. Students that wish to register for these classes must first fill out a drop/add form, pay for the class in the bookstore, and then have the Registrar's office register them in the class. If they decide to drop a half-semester class, they must do so prior to the start of the second time the class meets.</p> <p>There has been a change in registration dates for current on-campus students. They will be allowed to register on April 1, the same day that Distance students may register.</p>
Tabled		

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