



Northland Community & Technical College Student Services Meeting Minutes

April 3, 2007

1:30 PM

Room # 106

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

Topic	Responsible Party	Discussion/Outcome
Good News		It's spring – we think?
Announcements	Mary	<p>Safety: Email from Becky: An email was sent out on March 28 explaining the protocol for plugging in appliances, equipment, power strips, and extension cords. Please refer to the email from Becky for details.</p> <p>Professional Development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energizing the Frontline Conference, May 23-24 http://www.chancellor.mnscu.edu/ Mary Fontes is willing to clear student services if everyone wants to attend, as long as signs are posted. <input type="checkbox"/> BRIO April 17-18 in Duluth <input type="checkbox"/> Conference for Women May 25 in Fargo <p>If any other professional development opportunities come to anyone's attention, please direct them to Mary Fontes or Susie, who will include them in the agendas.</p>
FYI		
	Janet	<p>Expo: Rescheduled for April 12 due to weather The agenda has been sent out. 217-218 students and 12 of the 13 original schools are planning to attend. Student services staff will be helping lead tours, give directions, etc. If you would like to assist on this day, please contact Janet to sign up.</p> <p>Micro Fiche: The old cartridges have been sent away to be converted to disc media. If anyone needs the records of a student stored on micro fiche, please contact Andrea or Jo, who will make the request from</p>

		<p>the company doing the conversion. It may take up to 2 weeks to get a copy of a record and there is no set date for completion of the conversion, although June or July is anticipated</p> <p>PN Advising Sessions: The nursing department will be out in the commons to advise nursing students. The schedule came out in a recent email from Barb Forrest.</p>
Follow-Up	Kate	<p>Immunization Database: Scott and Beth have been working on a database of immunizations for health and human services programs that can be accessed by students for their clinicals/ internships. The database has now been activated and is available on Virtual Office. Mary Fontes will forward the email from Beth on this.</p> <p>Admissions Procedure (MnSCU Institutions): NCTC has adopted a MnSCU policy regarding admissions that states that we will honor the suspensions of students that are coming from another MnSCU institution. If transcripts come in with a suspension notation, they should be directed to Jo to make the appropriate entry in ISRS. This policy will take effect from this point forward.</p> <p>FERPA: Rocky sent out a recent guideline concerning giving out information about students. Until a consent form is signed, nothing but directory information should be given out, and then only if the student's record has been checked for restrictions.</p> <p>Security Awareness Program (email from Anne): There will be future courses coming out to train employees about sensitive information, but no dates have been released, only general information.</p> <p>Orientation/ registration: There may be problems using one of the wings for overflow for registration for the first session. Bob is looking into this. The packets have begun being put together. The new web registration rollout has necessitated changes to some of the orientation/registration forms.</p> <p>Forms (advisor signatures): The initial recommendations have been sent to Rocky. He will meet with his team to see which forms will be sent to the Long-Term Advising Committee for discussion on proposed changes.</p> <p>Advising sessions: The first week of sessions was busy. The counselors will be back in the commons on Wednesdays and Thursdays from 11:00 AM – 3:00 PM until the first registration date on April 24. The advising manual that Kate and Lisa have been working on it completed. Great idea!</p>
New	Andrea Mike	<p>Personal Data Sheet Update: These have been put in the packets, with an addition from Andrea that reinforces the message regarding NCTC email as the official means of communication for the college. It was also suggested that this be added to the green registration sheets, and that students are given a handout with instructions and a chance to work with it while Pam is explaining it at orientation.</p> <p>Suspended Programs: CLT and Medical Assisting, along with two TRF programs, have been suspended due to low enrollment and lack of graduates in the programs. The students that are in the program have</p>

		<p>been contacted and the situation explained to them. The counselors/ advisors have been working with these students, with the hope that most if not all of them will remain at NCTC in an alternate program. If they choose to continue the programs elsewhere, they will be given as much assistance as possible. As for prospects/ applicants to the programs, letters have gone out from both campuses and the programs have been notated "suspended" on the website. (Completely end dating them would cause those in the program no opportunity to graduate.) Mike will be meeting with students a second time to explain options and he and Renee are working on a matrix of meeting dates and discussions. There may be situations where prospects/ applicants will need an explanation, and the following lines from Mike should be adequate:</p> <p>"The college has made the decision to suspend the program and therefore will not accept new applications for the program." Complaints may be directed to Mike.</p>
Tabled		<p>Suggestions for DARs & ISRS (screens, information, policies A laptop could be brought to the meeting to go through screens, especially the ST1100UG, so more people understand the information there.</p> <ol style="list-style-type: none"> 1. Holly D. & D2L: 2. Step by step DARS tutorial: 3. ST1100UG screens:

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