



Northland Community & Technical College Student Services Meeting Minutes

July 11, 2007

1:30 PM

Room # 106

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

Topic	Responsible Party	Discussion/Outcome
Good News Announcements Follow-Up	Mary Fontes	<p>Safety: There are still some plug-ins in Kate's office that need attention. Also, the wiring on the student computers in Student Services needs covering as people are tripping over it and there is a hole in the floor.</p> <p>Recruitment Scholarship (\$500) candidates: A candidate that meets the criteria has been sent the application and will be sending it back to Marna this week at Mary Fontes's request.</p> <ul style="list-style-type: none"> ○ Retention Highway Signs (ideas-email): Any ideas can be sent to Mary Fontes. All of the ideas will be brought to the Retention meeting and the top 10 ideas college-wide will be decided from among them. The purpose is to answer repeated questions from students as well as policies and procedures that are not always understood, with the highway sign concept used because of its universal recognition. Andrea also suggested a promotion based on games, such as Monopoly© or Candy Land© to illustrate the process a student's application goes through from start to finish. ○ Northland student email ○ Difference between drop/withdrawal ○ Deadlines for those processes ○ Not understanding probation based on the 67%-they usually get the "bad" grades part ○ <u>NEW</u>: Deadlines for dropping for 100% refund. Students confused about refund schedule

for total drop vs. partial drop

- **Misc Soft skills needed**
 - **They should attend class**
 - **Read the syllabus**
 - **Students CAN talk to their teachers**
 - **Appeal process**
 - **Importance of deadlines**
 - **Personal responsibility**

Online orientation (meeting July 10): The initial meeting to discuss this process went well, but there is a lot of information to go through. The decision was made to model the orientation somewhat after Alex Tech's, but with our own 9 major areas and subgroups beneath them. The orientation will employ a combination of videos, photos and screen captures and will be used as a marketing/recruitment tool as well as an orientation. Because orientation is not a requirement at either campus, it was decided that the Survey of Enrollment Experiences would not be added at the end. There is hope that a pilot will be ready for spring semester, but it will be close. There will be another meeting in a couple of weeks.

Applicant calling: Pam will be working with Gene to set up a college-wide system for calling students who have applied to the college but have not registered for classes. Lists of applicants will be printed and the capped programs will be looked at first, followed by the low enrollment programs. The idea is for the process to become standard practice at set times of each semester. Advisors and counselors will all be involved in making the calls, first checking for holds and then encouraging students to register.

International/immigrant students: Not all immigrant students need to fill out an international application or be referred to Mary Fontes. (A guide with explanations of the types of Visas that we commonly see is attached to these minutes.) If an applicant has an F1 or M1 status, they would need an I-20 and should be referred to Mary Fontes, who would also like to speak with international transfer students. All others would go through the normal application process. There is a lot of information available on the Website under the International application link if a student does require an I-20, including a release of information consent form for students that are being represented by a sponsor. They also need a Certification of Finances, available through this link. Many international and immigrant applicants are unable to access their high school transcript, but can be waived if they prove ATB (ability to benefit), have proven to be a successful college student elsewhere, or if they assess at or above government assessment cut scores. Also, some resident aliens can apply for financial aid.

New	Mary Fontes	<p>ISRS Seamless Core Data Project (July 11, 9:30-2:00 at EGF campus): Scott Foss has requested that there be Student Services representatives present at this meeting, but most of the available SS staff will be at the Continuous Improvement meeting at this time. Sue Ridley and Jo Schill will be asked to attend.</p> <p>ISRS System Update (July 17, 10:00-2:00 at Detroit Lakes): Anyone who received a post card for this meeting is expected to attend. Janet will reserve an appropriate vehicle for the meeting and attendees will leave at 8:00AM and return by 4:00PM.</p>
Tabled	Ellen	<p>Accuplacer retake time lines and returning students: If an applicant is a returning NCTC student and has a transcript and has assessed previously, they do not have to re-assess. This might change in the future, however, if the state mandates an expiration time on assessment scores.</p> <p>1 Class Only: (tabled)</p> <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. (tabled)</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