



Northland Community & Technical College Student Services Meeting Minutes

July 31, 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 New	Mary Fontes	<p>The name of the Recruitment Scholarship candidate supplied by Marna went to Michelle Benitt. The student will receive the award in Spring semester if she meets and maintains the criteria</p> <p>Safety: There are no new safety concerns at this time.</p> <p>Online orientation (update): The next meeting will include Chad, Mark & Travis. Travis will provide the "radio voice" for the audio portions of the orientation. After the first week of school, the video portion of the orientation will begin with Mark. Messages are going out to key areas for them to write script. There will be links to related areas below the main categories of Business Office, Financial Aid, Registration and Student Life. The outline has been completed, but building the orientation will take a considerable amount of time. The committee would like to keep the orientation less than 20 minutes in length. With Liindsey's departure, Gene becomes the contact person for the project.</p> <p>Applicant calling: Pam is formulating a plan/schedule for college. There is a mostly fleshed-out outline in place with play-by-play ISRS screen directions. Gene needs to fill in some names for the TRF campus procedure due to slight differences, and a timeline will need to be solidified for the process. Suggestions include beginning earlier in the summer and possibly even in May for fall semester and mid-October for spring semester. Pam also suggested that we ask why if a student is not coming in order to improve our process.</p> <p>Pam, Janet, Susie, Marna & Kate will make the majority of the calls on the EGF campus.</p> <p>ISRS System Update From July 17 meeting: Some of the highlights from the meeting in Detroit Lakes included getting two types of documentation for name changes: a picture ID and documentation such as a</p>

marriage license, divorce decree or other court document. For Social Security issues, unless the discrepancy is a clerical error, the student would have to provide the original Social Security card for photocopying and a picture ID. Official high school transcripts must be collected for all students unless they are international with no hopes of obtaining one, and therefore must be documented for ATB. **Terri Olson** will be coming to EGF campus on August 8 for a further informational session and individualized training.

1 Class Only: At this time, Admissions are overriding one-class-only students for 1 semester. They are still required to submit an application, a personal data sheet and the \$20 fee. They are being entered in as E-999 (undeclared – not seeking a degree), but once they declare a program major, they will be required to submit all required documentation. Also, if a course requires a pre-requisite, they will need to provide documentation to prove they have met this requirement. Because they will need their Student ID and PIN to access their grades and tuition bill, they are being led to computers to be instructed in the Web Registration process.

Once there is a list of all Public Courses, the process will become even easier for self-registration.

Business Rules for Maintaining Core Data: (see above under ISRS System Update)

Registration Help: **Nikky Brenny** will come to help with advising on August 1. **Dennis** will ask who from TRF may be able to come and help on August 13,

Restricting Credit Card Issuer Access to Student Information: Per an email from the System Office, (all requests for this go to the Registrar) we are not allowed to give out Directory Information to credit card companies. We don't do this at present, so this affects us very little.

Continuous Improvement Update: There are some concerns that the meetings being held are causing implementation of change before the information is brought to the entire department. The assessment process, letters and Returning student application process are some of the items undergoing changes. Because some of these changes must be tried first to judge their effectiveness and others need to be put into effect to make change, more discussion may be needed. There are plans to meet and discuss changes in the assessment process in August or September.

Student Services/Business Office Welcome Letter Bullets: There will be a meeting with the Bookstore/Business Office on August 9. Two bullets of the most importance to our department will be included in a "welcome" letter to be developed through the business office. Suggestions for these bullets should be sent to **Mary Fontes**.

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)**

1. Holly D. & D2L:

		2. Step by step DARS tutorial: 3. ST1100UG screens:

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