



Northland Community & Technical College Student Services Meeting Minutes

February 5, 2008

1:30 PM

Room 106

Membership: ~~Gail Johnson, Andrea Moses, Rhonda Hettervig, Mary Fontes, Jo Schill, Karla Anderson, Susan Ridley, Ellen Brehmer, Kate Schmalenberg, Karen Meine, Yvette Schneider, Dee Olson, Marna Klug, Pam Schorsch, Susie Harrie, Amanda Johnson, Sandy Bratvold, Niki Brenny, Nic Thompson, Maureen O'Connell, Shannon Bolden~~

Topic	Responsible Party	Discussion/Outcome
Good News	Mary Fontes	Jo Schill is back from vacation!
Announcements		All Employee In Service: TRF April 7
New		<p>Safety: Parking in north lot is very slippery. Mary will e-mail Mitch about it.</p> <p>ISRS Business Practices Booklets (New Version): Mary gave the staff new edition of the booklet, dated October, 2007, per college contract, from Terry Olson.</p> <p>PTA Program Request (email from Pam): If we are working with student s who may be in Liberal Arts and they KNOW they are wanting PTA, please have them put PTA as their first choice in majors screen in ISRS. This will allow Justin to know who they are and can keep in contact with them. The program is full for now.</p>
Follow-Up		Energizing our Frontline Network (May 20-21): Reminder to get leave request in Mary for conference at Alex Tech
		Budget Request Email from Dennis P. (1/14/08): Reminder: if special program (additional), above normal supply budget, go though Dennis Paesler. Julie Fenning will help with this. All must be submitted

by 2/15/08. Refer to 1/14/08 e-mail from Dennis for all details.

Assessment/Orientation/Registration (backup plan and ideas): Mary is checking with Chad for notifications so the students can see it.

On line Orientation test link will need to be done. Plan B: **Pam** is working with **Mark**.

Ideas for Orientation: Student Packets will contain information sheets, give folders to students. Start Orientation @ 9:00, takes ½ hour, (**Sue** can use this time to check student files), followed by ½ hour orientation by counselor/advisor. Assessment @ 9:30. Student signs up at front desk for 9:00 session, then meets with advisor/counselor. Fifteen people may assess every Monday.

Assessment: Ellen related that high school counselors want off-site testing, which will not be allowed. They must retest here. The student must actually be an enrolled student to retest, and they cannot retest while they are enrolled in the class for which they are trying to retest. They can drop a fundamental class during the first five days of semester.

The advisor/counselor can use a four point rule of thumb to determine if they student should retest. The student will work with **Ellen Anton** prior to retesting and she will determine when/if the student is ready to retest. For any questions on retesting see **Ellen Brehmer!!**

Open House: Wednesday 10:00 a.m. – 3:00 p. m. Music, flowers, balloons, prizes, cookies & candies will be in the Student Services area. Update information on Student Services Sheets. (Faculty likes these.)

Writing Center: Now open to students and is a great resource for scholarship applications, internship applications. The Center is located in room 411A and 413. **Niki** could put an announcement in the Pioneer News.

Structure: **Mary** discussed the new organizational chart draft. The roles differ in Student Services' Dean's duties between TRF and EGF. **Mary** will still manage student issues; complaints, disciplinary actions, etc, and supervise the Director of Enrollment Management, Director of Financial Aid, and Director of Registration Services. Anne will conduct structure meetings on February 7, 2008 at 3 pm, Monday, February 11 at 9 am and 3 pm.

New student scholarship: The suggested student didn't meet all the criteria, so there may be two \$500 scholarships available for fall semester.

Continuous Improvement:

There will be training for counselors and advisors on ISRS screens so they will be able to answer student's questions on Financial Aid through by looking at screens. The goal is to have a "One Stop

		<p>Shop” so one person will be able to diagnose the student’s problem.</p> <p>Other issues: Updating student addresses: Be able to take student to computer to update their own address, or do it right away with the student. Show them how to manage their accounts at orientation, be able to answer their questions on D2L vs. Registration issues. Guide them through E-Services.</p>
		<p>RN Training: Sue Field will present training Tuesday, February 12 at 1:30 Poly Com room 106.</p>
		<p>Summer and Fall Schedules: Now on computer.</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 106