



Northland Community & Technical College Student Services Meeting Minutes

December 8, 2009

1:30 PM

Room # 115 EGF, # 545 TRF, POLY COM

Topic	Responsible Party	Discussion/Outcome
Good News		<p>Safety:</p>
Announcements		<p>1) Absolutely no overrides for classes that need program prerequisites without faculty permission!!! If there are any questions about the overrides of program courses or regarding transfer of credit for program classes, that is entirely up to the faculty to allow those overrides in writing.</p> <p>2) Class Capacity: Reminder about overrides for full courses. Have students wait until 2 weeks before the semester starts. The best thing for students to do is keep checking in the registration portal for openings and not to ask for overrides for full courses now. It's too early. It's not fair to those that do check for open sections on the web.</p> <ul style="list-style-type: none"> • The new wait-list feature is out on web registration. Students will have the option to add themselves to the course waiting list. They will see their place on that waiting list and, when a space becomes available, an email will be automatically sent to the first student on the list, giving them a specific period of time to respond. If the student fails to register, the process will remove them from the waiting list, and notify the next person on the list that a seat is available. <p>3) Incompletes: Per policy- extenuating circumstances and typically end of semester. Make sure when we are providing advice that we do so near the end of the semester. Also remember that it is up to the instructor on whether the student can take an incomplete.</p>

	<p>Mary</p> <p>Steve</p>	<ul style="list-style-type: none"> Should all staff in the different areas speak in addition to or instead of the supervisor for that department? <p>AASC Decision Flow: The minutes for the meetings are posted on Virtual Office. Please know that the AASC does not implement decisions right away. It is best to read the minutes so you know what changes will be going into affect. Once AASC approves a decision Karleen puts the information on the website. Mary will send out an email to inform of when the minutes are posted.</p> <p>Proposed Policy 3.38 and Procedure Impact: Attachment: This policy most affects admissions. If you have students applying for an occupational program provide them with information on assessing job information which is on our website. The policy has yet to be finalized at the system level.</p>
Area updates	<p>Gene</p> <p>Gerald</p> <p>Dean</p> <p>Rocky</p> <p>Paul/Steve</p>	<p>Enrollment Management: The multicultural club had their first joint meeting this past Monday. The Power in Diversity Conference is January 29-31 and will take place in St Cloud. The conference is for MnSCU students, faculty, staff and advisers interested in enhancing their leadership skills in a multicultural environment, and committed to learning and adhering to diversity goals.</p> <p>Financial Aid: Cladell went to a FSA conference at the beginning of the month in Nashville TN. The main reason is because we are going to direct lending and the 2 year Pell grant will now be extended for three semesters instead of two. We have been seeing the same trend in Fall which is an increase in the students who are applying for financial aid. There have also been more high school nights than last year.</p> <p>Learning Services: No new updates.</p> <p>Registrar's Office: As of right now enrollment is up. The date integrity meeting is tomorrow and the brio training has been scheduled for January 6th in TRF.</p> <p>Student Athletics: We have been busy holding the men's holiday tournament. Men's and women's basketball is on the road right now.</p>
Campus Related Issues: 15 minutes		<p>TRF:</p> <p>EGF:</p>