

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Thursday, March 22, 2012

1:30 PM

Room # 115 EGF, # 545 TRF, POLY COM

Attendees: Bobbie Taylor, Dean Dalen, Ellen Brehmer, Gail Johnson, Gerald Schulte, Jodi Halsa, Kate Schmalenberg, Kelsy Blowers, Lisa Bottem, Mary Fontes, Maureen O'Connell, Mya Zutz, Nicki Carlson, Nicole Hagen, Paul Peterson, Rita Lealos, Rocky Ammerman, Steve Crittenden, Sue Ridley, Susan Harrie, Tara Harstad, Thomas Greelis and Jennifer Donarski (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		
Announcements		UND Student Transfer Day (attachment): Saturday, April 14, 2012
Follow up	Mary	<p>Academic Affairs Concerns: There are no Academic Affairs concerns to report. Following are some updates for AASC. Please refer to the AASC March 13, 2012 minutes for further information.</p> <ul style="list-style-type: none"> • Electronics Technology Marketing – AS 61 cr EACE has been dropped to 60 cr • Farm Business Management will Break into two programs: <ul style="list-style-type: none"> ○ Essentials of FBM – 30 cr Certificate ○ Applications in FBM – 30 cr Certificate ○ Imagery Analyst – Certificate 30 cr TRF-will begin Spring 2013 • The question was also raised as to where the laptop requirement is listed on the program pages. The information is the computer icon displayed in the top right corner, as well as it is displayed in the bottom red footer section of the page – More Resources – Degrees & Programs – Laptop Required Programs. The committee suggested adding the word “Laptop” to the computer icon or adding under the requirements tab. • New Major Code-When there is a change in degree level a new major code will be entered • FN and FW grades will be added to our grading policy 3090. The revised policy will be presented to the committee in April. Policy 2090 Drop/Add will also need to be revised. <ul style="list-style-type: none"> ○ FN grade – is a Failure for Nonattendance (No Show), stay on students transcript, student does not get automatically dropped from course, does not get money back

		<ul style="list-style-type: none"> ○ FW grade – is Failure to Continue to Attend or Unofficial Withdraw, stay on student’s transcript, a punitive grade – will calculate into GPA, means of differentiating between a F received by someone who completed the course and received an F and an F received by someone who quit attending. ○ MnSCU is requiring a change to the last date of withdrawal. 80% withdrawal date will start fall semester, Aug 2012. NCTC was previously using the 90% withdrawal date. The 90% withdrawal date will still be in effect for the Summer 2012.
	Mary	Developmental Ed Change (attachment): The grid has been updated and e-mailed to all advisors.
	Mary	Distance Students (Route to assigned advisors): For the following Distance Programs please forward to appropriate person for advising. <ul style="list-style-type: none"> ○ Liberal Arts, Customer Service, and Business-Lisa Bottem ○ Nursing-Brittany Baker ○ Medical Administrative Support-Lori Anderson ○ Early Childhood-Peggy Rogers
	Mary	Third Party Online Books (https://distanceminnesota.org/ci/documents/detail/5/70): This form is for third party payers of books for online classes. The form goes directly to Shawnette in the distance office for processing.
	Mary	Payment Plan Fee Reminder: Students who have an outstanding balance on the 25 th day of the term are automatically enrolled in a payment plan and charged \$30 for the plan. If there is still an outstanding balance on April 1 st the student will be charged a \$50 late fee. There is no other payment for students besides the FACTS payment plan. Do not direct students to the business office for alternate payment plans as there are no other plans available.
	Mary	Books (opened) 1-refer to bookstore, 2-appeal process: If students want to return a book where the seal has been broken refer them to the bookstore so they can start the appeal process.
	Mary	RCFN Date Change: The new date will be 15 days prior to the start of the term.
New	Steve/Stacey	Calendars: There will be a training session at the next Student Affairs Meeting on how to set up and use calendars in Outlook.
	Steve	PO approval regarding encumbrances: Your supervisor will need to approve before you make a purchase. Make sure you are at 050 status before you place your order or you will get a 16A letter.
	Steve	Use of MnSCU contracts-MnSCU website: http://www.finance.mnscu.edu/contracts-purchasing/contracts/forms/index.html : This site has an updated copy of the contract.

Cabinet Update	Steve	<p>Out of State Travel: Remember to fill out appropriate forms for out of state travel. The waiver of liability needs to be filled for students out as well as an absent for regular duty form for employees at least 2 weeks prior to travel to collect necessary signatures.</p>
	Steve	<p>Publishing information: When publishing any information for the college always consider if the message could be a college wide message or if it is a campus only message. Lists, such as President's, Dean's list, or graduates should be published college wide.</p>
	Steve	<p>Noel Levitz Visit (April 4-6, meeting staff on April 5 @ 11:45 a.m.): There will be a meeting for staff and it would be beneficial to attend and speak to the consultant.</p>
Area updates	Gene	<p>Enrollment Management: Nic is wrapping up high school visits this week. Also the Home and Garden Show will be this weekend (Saturday 4 p.m.-9p.m. and Sunday 12 p.m.-5 p.m.) with Nicki and Tommy attending for the NCTC booth.</p>
	Gerald	<p>Financial Aid: As of July 1st 2012 ATB will no longer be used. For students that are already here by passing their ATB may still be eligible for Pell/SEOG/Stafford/ and work study benefits. Financial aid will be able to identify if a student has no high school or GED diploma. On March 29th students will have completed 60% of the term and will not have to pay money back if they make it beyond that time. Also the tracking letters for FY12/13 are going out next week.</p>
	Dean	<p>Learning Services (attachment): Changes have been made for the new courses starting in Fall. On the Accuplacer Scores and Course Placement grid the changes have been added to Accuplacer. Assessments are starting soon. Also the Disability Policy Students will need to complete an application for services and will need documentation within the last 5 years.</p>
	Rocky	<p>Registrar's Office: April 1st is the start of registration. Forms have been sent to advisors on the new changes to FN/FW and the new RCFN date. This information will be given to students before they receive their access code. Students will no longer be able to appeal to get their money back as they will be responsible to drop their courses. The website has been updated by Chad to reflect the new changes. Lisa and Bobbie are working on graduation applications.</p>
	Paul/Jason/Maureen/ Nic	<p>Student Life: The Climb Theater is coming in April to EGF and TRF. Also EGF has Mission Improvable in the near future. At the NJCAA the women's basketball team played 3 games and won 7th place. They also received the Sportsmanship Award. Three individuals and a team will be added to the Northland Community and Technical College Athletic Hall of Fame when 2012 induction ceremonies are held Saturday, April 14. Newest inductees include Josh Stromlund, Tom Kays, and Kim Jenkins, along with the 1998 Northland softball team. Shannon Nelson has been named the district coach of the year! Congrats goes out to Shannon. Baseball and Softball are strong now and intramural soccer and golf are now starting.</p>

Campus Related
Issues: 15
minutes

EGF: No new updates to report.

TRF: No new updates to report.