

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, September 18, 2012

1:30 PM

Room # 129 EGF, # 545 TRF, POLY COM

Attendees: Andrea Moses, Cladell Nelson, Dean Dalen, Ellen Brehmer, Eugene Klinke, Gail Johnson, Gerald Schulte, Jason Wehry, Jodi Halsa, Kelsy Blowers, Lisa Bottem, Lynn McGlynn, Mary Fontes, Maureen O'Connell, Mya Zutz, Rachel Bridgeford, Rhonda Hettervig, Rocky Ammerman, Steve Crittenden, Sue Ridley, Susan Harrie, Thomas Greelis, and Jennifer Zarns (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		
Announcements	Jason Wehry	UAS case notes (email dated 9-4-12 from Jason): Remember If you have any interaction with students in the UAS program please document it and provide case notes. Documentation of services in the form of case notes is required for each student in the Unmanned Aerial Systems Maintenance program since it is funded by a Federal grant. Please refer to the email as it has the list of students in the program.
	Mary	Forms: The forms are continuously updated. Please throw away all old forms and refer to the website for the updated forms. Click on Faculty & Staff on the homepage. Scroll down and click on forms. Scroll down and click on Student Services Forms. Then click on the Student Service Forms folder.
	Mary	Support Staff In-Service: (Friday, September 28, 2012 in TRF, refreshments at 8:45 a.m.) Please refer to the email sent September 17, 2012 from Becky Lindseth that has the agenda for the day attached.
Academic Affairs Concerns	Mary	<p>CVOP Changes: Just to clarify if a CVOP student plans on using financial aid we will need their high school or GED transcript and all college transcripts. Information was updated on the CVOP webpage and brochure.</p> <p>Other: AASC Updates</p> <ul style="list-style-type: none"> • A new program was approved called Health Sciences Broad Field AS, there is an agreement with many universities that will accept this degree as a transfer • Sales, marketing, and management dropped a MnTC elective course and added the required course of Sociology to begin Fall 2013.

		<ul style="list-style-type: none"> • The Surg Tech issue with the online class in Fall has been resolved and the new program sequence was approved. • Criminal Justice program issues have been resolved and it will appear on the web soon. • Kate and some of the faculty developed a list of questions and things to consider when making program changes. A meeting for transition plans for programs will occur in the near future. • The freshman for first year experience course has been brought up to AASC. More discussion to follow at the October AASC meeting. • Read email from Don Fisher sent 9-14-12 regarding Liberal Arts Pathways. We are invited to provide input on the proposed changes. • Concerns or Issues: <ul style="list-style-type: none"> ○ Online programs: Lisa will email out the Business online grid again and Mary will forward some notes. Please note that if you have any issues to email Brian and CC Mary on the email regarding this program.
New	<p>Mary</p> <p>Mary</p> <p>Rocky</p> <p>Mary</p> <p>Mary</p>	<p>Special Student Status (Procedure 2020P): There is a difference between Special Student Status and a visiting student. Special Student Status would be a student that does not claim a major and they are not using financial aid. If the Special Student Status student wants to take a class that requires a pre-requisite we will need to see a transcript showing they met the pre-req requirements. A SSS will also have to submit immunizations before the 2nd semester they attend. A visiting student would be a student who is taking a major from a different college in the system but is taking a class through us.</p> <p>Requirements for CNA course (Procedure 2020P and Program): This is a 1 course program that does not require any developmental courses. There is no need to assess them. Mary will check if there are clinical age requirements that would prevent a 16 year old from taking the course.</p> <p>Duplicates: A reminder to complete a thorough record search before creating a new one. There have been a lot of duplicate records lately.</p> <p>150% Form: There is a spreadsheet created to enter our calculations on students. Some of the data from the 150% worksheet will need to be entered into the database. The folder is on the “N” drive. If you feel uncomfortable in entering the information can contact either Bobbie or Kelsy to do the entry. Because this is a shared spreadsheet it is important that once a person is done that they close out of it because no one else will be able to add information, they will only have viewing rights.</p> <p>Distance MN (visit and concerns): There has been an annual meeting with Distance MN. There will be a meeting scheduled in the near future. Questions and concerns gathered were:</p> <ol style="list-style-type: none"> 1. Assessment scores are sometimes hand entered which causes an issue one they are uploaded. 2. Transcripts are in the cue until a student is fully admitted. 3. We need names of individuals to contact and for what at the distance office. 4. They do not enter holds as they should.

Cabinet Update	<p>Mary/Steve</p> <p>Mary/Steve</p> <p>Mary/Steve</p>	<p>Swenson House: This is now surplus property and is going through an appraisal. After it goes through public entities the house will be for sale to the general public. The money received from the sale will go into the general fund.</p> <p>Housing: Due to the housing issues in TRF we are working with MnSCU to see what can be done. The system office will be conducting a survey in TRF and EGF to assess the housing needs. After we get our feedback in November we should be able to develop a plan to move forward.</p> <p>Old College Logos: Please email Jason Trainer if you see any old logos being used. There are clocks around the college with the old logo and also employee ids have the old logo on them. Jenny will email this information to Jason.</p> <p>TRF Career Expo (November 14, 2012): Jason Trainer sent an email out to all TRF employees about the Career Expo that has been scheduled for the TRF campus.</p>
Area updates	<p>Gene</p> <p>Gerald</p> <p>Dean</p>	<p>Admissions and Diversity: Gene plans to be in TRF on Thursdays.</p> <p>Upcoming events:</p> <ul style="list-style-type: none"> • MN Education Fair in TRF on September 25, 2012-Nicki Carlson in charge. Gene will be there to assist with the student traffic. • Gene will be presenting Minnesota Indian Education Conference in Mahnomon October 10, 11, and 12. http://www.minnesotaindianeducation.org/2012-conference.html • Blandin Foundation Retreat: October 15-19, 2012 http://brclp.blandinfoundation.org/events/events-detail.php?intResourceID=3151 • Northern Valley Career Expo on October 24-we are a major sponsor and we will have many programs in attendance. The welding simulator and the health simulator will be there. We may also have an ambulance, fire truck and squad car there. http://conferences.und.edu/nvcareerexpo/ • MnSCU diversity mini grants are available for underrepresented populations. We are planning on writing a grant to bring the welding simulator to reservations. The mini grants are \$10,000. <p>Financial Aid: Aid and funds applied have been run. We have 78% of our students using direct deposit. We have awarded over 9 million in grants, loans, and scholarships. Students who did not complete direct deposit will get their checks mailed starting on September 20, 2012.</p> <p>ALISS Grant: The Alliss Grant is an opportunity grant, designed to help adult learners begin college or return to college. The grant is not based on family income and is available to all new Minnesota community college students. The form is on the web.</p> <p>Learning Services: There will be upcoming changes to the assessment testing. There will be a new test to be added next year for Intermediate Algebra. It will be used to place students into College Level Math courses instead of the College Level Math test in Accuplacer. The cut score for this new test has yet to be determined. We should know more by the end of the year. We may be required to</p>

use multiple measures to place students in coursework at the college.

We are also waiting for the college Presidents Council and the MnSCU board of directors to approve the use of the ACT benchmark scores to exempt students from taking the Accuplacer placement test. The ACT subscore benchmarks are: English – 18; Math – 22; Reading – 21. We should know if these have been approved by the end of October.

Assessment schedules have been set on both campuses. Place the dates on your calendars.

Rocky

Registrar's Office: We are up 4% from where we were last year.

FN/FW:

1. Changing an FW to a W will be treated the same as we have been treating changes from Fs to Ws in the past. That means when a student comes to the registrar's office to have the FW changed to a W, the staff member in the registrar's office will make the change and put in the date the student came into the office in the date field. The registrar office staff member will have the student complete a drop/add form or some other documentation regarding the change and scan into ImageNow.
2. If a student wants to change an FN grade to a W, the student will need to go through the Appeal process. The Appeal will be heard by the Academic Appeal committee.
3. If a student wants to change an FN grade to a back-dated drop (drop so as the course does not appear on a transcript) the student will need to go through the Appeal process. The Appeal will be heard by the Student Service Appeal committee.

Access Codes will be seen next week. Registration begins on October 15, 2012. The schedule will be out October 1, 2012.

Paul/Jason/Maureen/
Nic

Student Life: The fitness center will open on 9-26-12 at the EGF campus. Student Senate will have activity nights on Tuesdays from 4 p.m.-7 p.m. The football and Volleyball teams have been doing well with a couple heartbreaking losses recently.

Following is a list of the upcoming events for Student Life for the Fall semester:

Date	Event in EGF
8/25/2012	Welcome Wed
9/6/2012	Student Success Day
9/14/2012	Constitution Day (Food)
9/25/2012	Fred Winters Hypnotist
10/10/2012	Violence Speaker-Connie Nelson
10/31/2012	Halloween Costume Party/Karaoke
1/17/2013	Welcome Wed

		1/123/2013	Dr. King's Dream
		2/12/2013	Christopher Carter
Campus Related Issues: 15 minutes		<p>TRF: We discussed the proposed alternative class schedule for the TRF campus.</p> <p>EGF:</p> <ul style="list-style-type: none"> • Phase 2 of the renovation will be done by the end of the year. • Susie will be going to a Web Communications Training on October 17, 2012 in St. Paul 	
Next Meeting Date		October 30, 2012	