

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Student Affairs Meeting Agenda

Tuesday, October 30, 2012

1:30 PM

Room # 129 EGF, # 545 TRF, POLY COM

Attendees: Bobbie Taylor, Cladell Nelson, Dean Dalen, Ellen Brehmer, Gail Johnson, Gerald Schulte, Jason Pangiarella, Jason Wehry, Jodi Halsa, Kate Schmalenberg, Kelsy Blowers, Lisa Bottem, Mary Fontes, Maureen O'Connell, Mya Zutz, Pam Schorsch, Rocky Ammerman, Steve Crittenden, Sue Ridley, Susan Harrie, Tara Harstad, Thomas Greelis, and Jennifer Zarns (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		
Announcements		<p><b>PN program eligibility requirements (Oct. 1 email from Jodi Stassen):</b>            As a result of numerous factors, some modifications have been made to the eligibility requirements for PN Program start. The factors that impacted this decision include:</p> <ul style="list-style-type: none"> <li>• A full program assessment and recommendations from Dr. Linda Caputi, National PN Education Consultant (this assessment was completed Spring 2012),</li> <li>• A personal visit from the Minnesota Board of Nursing education director and board members,</li> <li>• Feedback from our advisory committee,</li> <li>• A need to meet future accreditation standards,</li> <li>• Review of National Exam (NCLEX) results,</li> <li>• Alignment with our current RN eligibility standards, as well as alignment with other program entry standards both state and nationwide.</li> </ul> <p>This change to program eligibility will go into effect for students seeking entrance to the PN course sequences for Spring 2013.</p> <p>The additional modified eligibility requirements are:</p> <ul style="list-style-type: none"> <li>• Students must have a minimum cumulative 2.5 GPA for PN program entrance and meet the college's required cumulative completion percentage standard. (NCTC policy 3070 Satisfactory Academic Progress) Students in a warning, probation, or suspension will not be considered for PN program eligibility.</li> </ul>

		<ul style="list-style-type: none"> <li>• Achievement of a minimum cumulative score of 50 on the TEAS V examination.</li> </ul> <p>All of this information has been updated on the web and can be found at <a href="http://www.northlandcollege.edu/programs/career/?field=health">http://www.northlandcollege.edu/programs/career/?field=health</a></p> <p>We have scheduled two meetings to review the modified eligibility requirements with everyone in student service, the dates/times are:</p> <ul style="list-style-type: none"> <li>• October 4 – 2:00-3:00pm, EGF 129/ TRF 545</li> <li>• October 9 – 3:00-4:00pm, EGF 301/ TRF 545</li> </ul>
Follow-up	Mary/Jodi  Steve  Steve	<p><b>Requirements for CNA and Nursing:</b> Altru – will take students between the ages of 16-18 and Sanford – will not take students under the age of 18. For CNA students those under the age of 18 may not operate the mechanical lifts utilized in nursing home facilities, therefore if we have CNA students in CNA clinicals who are under the age of 18, they must be working with someone over the age of 18 to assist in using the lifts. (Often LTC facilities will only hire a certain percentage of employees under the age of 18 because they will need older employees to assist them in using the lifts).</p> <p><b>Freshman Experience Course:</b> The course is approved through AASC and will be going to faculty for further feedback on input for the class. We should know more by the next meeting.</p> <p><b>Housing:</b> There will be housing focus groups in TRF on November 14 and in EGF on November 15. Staff is encouraged to participate at TRF at 11 a.m. and EGF at 10:30 a.m.</p>
Academic Affairs Update	Mary	<ul style="list-style-type: none"> <li>• ARCH is dropping photoshop and adding a Presentation course.</li> <li>• Imagery Analysis page will reflect correct program name.</li> <li>• The lab-like experience has been added to the Nutrition description.</li> <li>• The Developmental Ed meeting was on October 23. There is nothing to report at this time.</li> <li>• <b>Brian</b> and a group are meeting with area universities to pursue an Education degree articulation agreement.</li> <li>• Geology and Art History I was requested to be reviewed for MnTC.</li> <li>• <b>Brian</b> has sent an email to faculty to review all prerequisites to courses.</li> </ul> <p>For Academic Affairs concerns <b>Rocky</b> would like to see issues go through AASC for a more formal approach to all academic issues.</p>
Academic Affairs Concerns	Mary	<p><b>Resolved Academic Issues</b></p>

		<ul style="list-style-type: none"> <li>• Academic Record Retention-<b>Brian</b> sent out an email to faculty reminding them if they are using D2L they would need to maintain their D2L records for 5 years as D2L is only retained for 2 years.</li> <li>• Transition plans-<b>Kate</b> has developed a list of issues with transition plans and a group designated through AASC will discuss.</li> <li>• Online Business AS major information was sent out to everyone.</li> <li>• Intro to Surg Tech class sequence issue was approved at the September AASC meeting.</li> <li>• The Criminal Justice program changes were made to the web.</li> <li>• HVAC and Plumbing semester orders were corrected on the web.</li> <li>• HVAC and Plumbing (Human Relations course or MnTC elective) information was corrected on the web.</li> </ul>
New	Mary	<p><b>Web Communication Training: Eric White</b> will be coming for the communication training on December 18, and 19, 2012.</p>
Cabinet Update		<p><b>Academic Reorganization/Alternative Schedule:</b> A sample of Liberal Arts student schedules is being reviewed. This is being discussed at Shared Governance. Student Affairs members will be tapped for information.</p> <p><b>State of College Luncheons:</b> The EGF one will take place on October 30, 2012 and the TRF one will take place on October 29, 2012. This is a community event that relays an overview of the college.</p> <p><b>CEMRS:</b> The classroom even management resource system will be unavailable after July 21, 2012. A system wide team has worked for several months to evaluate and select a vendor to replace the room scheduling software in place at most of our campuses. The Chancellor and the Leadership Council have endorsed the selection and the system wide implementation design. Northland will need to be on the news CEMRS system by July 1, 2013.</p> <p><b>Final FY12 FYE:</b> We ended up with less than expected but this year was also the first year we did not get a share of MSCTC distance FYE. We had a 2,659 FYE year end.</p> <p><b>Homepage redesign:</b> The homepage will be redesigned in the future and we will have a heads-up as to when this will take place.</p> <p><b>Posting Schedules (Summer and Spring):</b> Due to our distance partners having the Spring and Summer schedule out at the same time we also have done that but not without quite a bit of communication.</p> <p><b>EGF Fitness Center:</b> The fitness center is free to all students and staff and it is open</p>

		<p>Monday-Friday from 7 a.m. to 5 p.m.</p> <p><b>MN Hazardous Waste Compliance Visit:</b> There will be a compliance visit on November 30, 2012. <b>Jenny</b> will email <b>Julie</b> to see if she can speak at the next SA meeting regarding this issue.</p> <p><b>Liberal Arts Pathways:</b> There will be three liberal arts pathways instead of the 29 we now have. AASC approved the following 3 areas:</p> <ol style="list-style-type: none"> <li>1) Communication and Humanities</li> <li>2) Social and Behavioral Sciences</li> <li>3) STEM</li> </ol>
Area updates	<p>Gene</p> <p>Gerald</p> <p>Dean</p> <p>Rocky</p> <p>Paul/Jason/Maureen/Nic</p>	<p><b>Admissions and Diversity: MN College App Week (Nov 12-16, 2012):</b> Last year, Governor Mark Dayton proclaimed the second week of November Minnesota College Application Week. This week will provide a framework for high schools and postsecondary institutions to collaborate in a concentrated effort to engage and inform underrepresented (first generation college students, students of color, and low-income) students about the college application process and to highlight college and career readiness efforts occurring throughout the state. Over 100 high schools across the state are registered sites this year. They include high schools, charter and public, in the Twin Cities as well as cities and towns throughout greater Minnesota. Northland College has agreed to waive application fees that week.</p> <p><b>Financial Aid: Rhonda</b> is retiring and the potluck will be in EGF on November 6, 2012.  <b>Disbursement Dates (DD=15 day, checks mailed=20 day):</b> Remind students that direct deposit occurs the 15<sup>th</sup> day into the semester and if they do not have direct deposit set up their checks will be mailed on the 20<sup>th</sup> day.</p> <p><b>Learning Services:</b>  <b>Assessment scenario: Student took College Algebra and transferred in a D. Do they need to assess?</b> There are different variables but generally a student would not need to assess again. You can check with the student to see how long ago they tested and/or if they want to retest. Also check with their program to make sure a D grade is transferable.</p> <p><b>Registrar's Office:</b> We are 9% behind where we were last year at this time.  <b>Advising and providing necessary info before access codes:</b> Make sure students are getting all necessary information before they receive their access codes.</p> <p><b>Student Life:</b> Tomorrow is the Halloween Party at the EGF campus. There will be a DJ, a free lunch, and a costume contest judged by PTK. Volleyball qualified for nationals</p>

		<p>while football lost. We are also going to have wrestling at NCTC and we will have a press release going out soon.</p>
<p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p>		<p><b>TRF:</b> No new updates to report.</p> <p><b>EGF:</b> There will be coffee and conversation for students in the commons from 7 a.m.-8 a.m. on the 1<sup>st</sup> Wednesday of the month provided by <b>Nic Thompson</b> as a nontraditional recruiting event.</p> <p><b>What is happening with tours?</b> Tours on Wednesday at 2 p.m. can be scheduled with Karen Meine. For all other tours that need to be scheduled at a different time or a school tour talk to Karen Meine or Nicolas Thompson.</p> <p><b>November 20, 2012</b></p>