

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, December 11, 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 Pangiarella, Jason Wehry, Jodi Halsa, Kate Schmalenberg, Kelsy Blowers, Lisa Bottem, Mary Fontes, Maureen O'Connell, Nicki Carlson, Nicolas Thompson, Nicole Hagen, Pam Schorsch, Paul Peterson, Rachel Bridgeford, Rhonda Hettervig, Rocky Ammerman, Steve Crittenden, Sue Ridley, Susan Harrie, Tara Harstad, and Jennifer Zarns (recorder)

Topic	Responsible Party	Discussion/Outcome
<p>Good News</p> <p>Announcements</p>		<p>2013 Student Affairs/Diversity and Equity Conference (January 31-February1 at the Crowne Plaza hotel in Brooklyn Park): Please notify your supervisor if you are interested in attending. Up to 10 people per college can attend.</p> <p>MnSCU/MDE Webinar Series Dec 2012-April 2013 -Nontraditional Careers http://www.cte.mnscu.edu/documents/NAPE-MN-brochure.pdf: Beginning in December 2012, the Minnesota Department of Education and Minnesota State Colleges & Universities will host a 5-webinar series "PATHWAYS TO SUCCESS: HELPING MINNESOTA STUDENTS with COLLEGE and CAREER DECISIONS" every 2nd Tuesday of the month at 12:00 CST (alternate February date). The webinars will highlight the latest research regarding career preparation and share specific strategies you can implement in your classroom, office, home, or community—and help your students plan for success: http://www.stemequitypipeline.org/registration/MNregistration.aspx</p> <p>ISEEK Webinars (http://www.iseek.org/info/outreach_webinar.html): iSeek Solutions offers information sessions for educators and career advisers focused on different content areas or audience-specific information from partner products. Webinars are recorded for career professionals to access at any time; some include recorded questions and comments from attendees. These sessions are offered monthly. Jenny will email the dates of the webinars to Student Services a week before they are offered.</p>

	Gerald	<p>Assistant Director of Financial Aid position: Congratulations goes out to Cladell for accepting the Assistant Director of Financial Aid position.</p> <p>Financial Aid Staffing: Due to changes in reporting Cladell's old position will not be filled however, there will be a temporary person from July to September each year to help with student traffic.</p> <p>St. Cloud State Professional Development (http://www.stcloudstate.edu/hied/masters/default.asp): The Higher Education Administration master's degree program develops higher education leaders. The program prepares students for entry-level positions in community, technical, and four-year colleges and universities. Students interested in careers as future administrators receive a comprehensive program of study that explores academic affairs, student affairs, and administrative affairs. Courses offered in the program develop knowledge, skills, and dispositions necessary for success in higher education. Individuals currently in or interested in, leadership positions in higher education will find this program flexible and accommodating to their needs.</p>																																	
Follow-up		<p>January In-Service (Jan 9th EGF): Safety Presentation: There will be a mandatory safety presentation that all staff has to attend. Tracy Worsley will be at the EGF campus from 9 a.m. to 10 a.m. and then will drive to TRF and be there around 11:30 a.m. Sue Ridley will switch the assessment time until 10:30 a.m. that day.</p>																																	
Academic Affairs Update	Steve/Mary	<p>AASC Updates: Karleen will make changes to the web regarding the Fitness Specialist program and eliminated the co-reqs for part-time students.</p> <p>Approved Course Changes:</p> <table border="1" data-bbox="848 1036 2020 1356"> <tr><td>Approved</td><td>IMAG 1100 Imagery Intelligence</td><td>3 cr 3/0/0</td></tr> <tr><td>Approved</td><td>IMAG 1101 Remote Sensing</td><td>3 cr 3/0/0</td></tr> <tr><td>Approved</td><td>IMAG 1103 Imagery Software & Mapping</td><td>4 cr 4/0/0</td></tr> <tr><td>Approved</td><td>IMAG 2100 Writing/Presentation</td><td>4 cr 4/0/0</td></tr> <tr><td>Approved</td><td>IMAG 2102 Practical IA</td><td>5 cr 5/0/0</td></tr> <tr><td>Approved</td><td>IMAG 2103 Macro Imagery Analysis</td><td>5 cr 5/0/0</td></tr> <tr><td>Approved</td><td>IMAG 2203 Micro Imagery Analysis</td><td>5 cr 4/1/0</td></tr> <tr><td>Approved</td><td>IMAG 2301 Full Motion Video Analysis</td><td>3 cr 3/0/0</td></tr> <tr><td>Approved</td><td>IMAG 2305 Practical Imagery Applications</td><td>4 cr 4/0/0</td></tr> <tr><td>Approved</td><td>EMTP 1160, 1170, 1180 1190</td><td></td></tr> <tr><td>Approved</td><td>FITN 2525 Field Internship</td><td>4 cr 0/0/4</td></tr> </table> <p>Update, concerns? Reminder that any concerns are sent through AASC for discussion and action. Some academic issues don't need AASC approval and the Academic Deans may assist in the resolution.</p> <ul style="list-style-type: none"> • Tours will be Monday-Friday at 10 a.m. starting Spring Semester. 	Approved	IMAG 1100 Imagery Intelligence	3 cr 3/0/0	Approved	IMAG 1101 Remote Sensing	3 cr 3/0/0	Approved	IMAG 1103 Imagery Software & Mapping	4 cr 4/0/0	Approved	IMAG 2100 Writing/Presentation	4 cr 4/0/0	Approved	IMAG 2102 Practical IA	5 cr 5/0/0	Approved	IMAG 2103 Macro Imagery Analysis	5 cr 5/0/0	Approved	IMAG 2203 Micro Imagery Analysis	5 cr 4/1/0	Approved	IMAG 2301 Full Motion Video Analysis	3 cr 3/0/0	Approved	IMAG 2305 Practical Imagery Applications	4 cr 4/0/0	Approved	EMTP 1160, 1170, 1180 1190		Approved	FITN 2525 Field Internship	4 cr 0/0/4
Approved	IMAG 1100 Imagery Intelligence	3 cr 3/0/0																																	
Approved	IMAG 1101 Remote Sensing	3 cr 3/0/0																																	
Approved	IMAG 1103 Imagery Software & Mapping	4 cr 4/0/0																																	
Approved	IMAG 2100 Writing/Presentation	4 cr 4/0/0																																	
Approved	IMAG 2102 Practical IA	5 cr 5/0/0																																	
Approved	IMAG 2103 Macro Imagery Analysis	5 cr 5/0/0																																	
Approved	IMAG 2203 Micro Imagery Analysis	5 cr 4/1/0																																	
Approved	IMAG 2301 Full Motion Video Analysis	3 cr 3/0/0																																	
Approved	IMAG 2305 Practical Imagery Applications	4 cr 4/0/0																																	
Approved	EMTP 1160, 1170, 1180 1190																																		
Approved	FITN 2525 Field Internship	4 cr 0/0/4																																	
Academic Affairs Concerns																																			

		<ul style="list-style-type: none"> • The Coffee and Conversation will be discontinued at this time. • AAS credits will all be moved to 60 (unless there are programs that are granted waivers) by December 2013. Brian and Jim are working on this.
New	Mary Mary	<p>Life-Online Cards (http://webexplorations.com/life-online/): This is a website that can help students learn the skills they need for online classes.</p> <p>CVOP (e-mail): Northland's CVOP and Administration have made the decision to enroll all CVOP students in a non- credit program for Spring Semester only, to assist the college in achieving the required number of grant eligible participants approved by DOL. This means the college will not be offering the 18 credit CVOP this Spring. There will be no tuition charged to students enrolling in the CVOP this Spring Semester. Jason Wehry will be able to answer questions regarding student eligibility. Melanie Oakes is the campus contact in EGF for COI paperwork processing.</p>
Cabinet Update		<p>Transfer/Articulation Task Group: We were going to establish a new task group called the ATG but we already have the Transfer Articulation Group (TAG) that deals with transfer and articulation. The ATG will be eliminated.</p> <p>Fleet Reduction: It has been determined that we will reduce one car in the fleet on each campus due to low usage.</p> <p>Revised 1B1 Policy: The Equal Opportunity and Nondiscrimination Policy has been revised and posted to our website and emailed to all students and employees.</p>
Area updates	Gene Gerald	<p>Admissions and Diversity: Susie will be the main admissions office for both campuses. There will be a process to be worked out on how to streamline all applications to Susie. Susie will also be traveling to TRF to meet with faculty members she has not met yet. The diversity subgroup will meet with Anne and a meeting will be scheduled in January to talk about her vision as a campus as far as diversity is concerned. Gene and Nicki will be going to the White Earth fair on January 11, 2013. The Multicultural Club advisor is Gabe Kilzer and the student president is Jessica Perez. All events should be placed on Northland Now. Karen is able to place that information on the website and/or the TV screens.</p> <p>Financial Aid: The students applying for spring are being processed as they come in. There are 13 financial aid nights booked at high schools in January.</p> <p>Web Communications: The training will be next week and we still have openings for the training. If you would like to attend the training please notify Michelle Bakken. The administrators need to be reassigned within web communications to the supervisors (Gerald, Rocky, Michelle, and Gene instead of Nicki and Tommy).</p>

	Dean	<p>Learning Services:</p> <p>Assessment for Course Placement: The MNSCU system has used the Accuplacer test to determine where students place into college and developmental courses for a number of years. Additionally, MNSCU policy has stated that students with ACT scores at or above 24 would be exempt from taking the Accuplacer test and would be placed directly into college level courses. This policy has recently been updated and a new set of ACT scores have been approved to determine if a student is college level. The new scores are:</p> <p>ACT English – 18 (a score of 18 or above would allow a student to enroll in ENGL 1111). The score must be less than three years old.</p> <p>ACT Reading – 21 (a score of 21 or above would allow a student to enroll in any college level course identified as being “reading intensive”). The score must be less than three years old.</p> <p>ACT Math – 22 (a score of 22 or above would allow a student to enroll in MATH 1110 or other college level math courses with no required course prerequisites). The score must be less than two years old.</p> <p>An email has been sent to all current NCTC students inviting them to stop in to see an advisor to have their ACT scores reevaluated and, change their classes for spring semester if appropriate.</p> <p>An email will be developed and sent out to employees on how to proceed with the new ACT scores until faculty members have been consulted.</p>
	Rocky	<p>Registrar’s Office:</p> <p>Rad Tech Advising Questions: It would be nice to have a grid that will show course to their requirements but would be obsolete as soon as it is put together.</p> <p>The places where advisors may assist students in researching options is through USelect and TES. There will be a special training session scheduled for more information on how to use these resources.</p>
	Paul/Jason/Maureen/Nic	<p>Student Life: The NCTC volleyball team received Third place at NJCAA Division III Volleyball National Tournament. Brianna Spong and Katie Marynik of Northland were named to the all-tournament team. Tia Klein and Ashley Lindgren were named All-American in on the Women’s volleyball team. Women’s BB is 8-1 and Men’s BB is 1-8. They are going to interview applicants for the wrestling coach position. Steve is the head of the committee. Jason P. is wrapping up and making plans for next semester activities. EGF activities are Welcome Wednesday, MLK Day and a visit from Chris Carter.</p>

Campus Related Issues: 15 minutes		TRF: No updates to report. EGF: No updates to report. January 22, 2012
Next Meeting Date		