

# NORTHLAND COMMUNITY & TECHNICAL COLLEGE

## Student Affairs Meeting Minutes

Tuesday, March 26, 2013

1:30 PM

Room # 129 EGF, # 545 TRF, POLY COM

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

Topic	Responsible Party	Discussion/Outcome
Good News		It is <b>Barb Noel's</b> last day Friday. Congratulations on 29 years at the college.
Announcements	Mary	<p><b>Seminar (Managing Emotions Under Pressure-May 2 in Grand Forks):</b> Registration at <a href="http://www.pryor.com/site/3EasyStep1.aspx?tid=276709">http://www.pryor.com/site/3EasyStep1.aspx?tid=276709</a> (VIP number 8000899362097).</p> <p><b>NACADA web events for Spring:</b> Advising Transfer Students: Strategies for Today's Realities and Tomorrow's Challenges <b>(Online Webinar Presentation) - Thursday, March 28, 2013.</b> Advising Strategies for Students who are on Academic Probation, Facing Dismissal, or Seeking Reinstatement <b>(Online Webinar Presentation) - Wednesday, April 24, 2013. Register for one or more of these web events online. Visit <a href="http://www.nacada.ksu.edu/Events-Programs/Events.aspx">http://www.nacada.ksu.edu/Events-Programs/Events.aspx</a>.</b></p> <p><b>Adult Learner Institute hosted by Inver Hills Community College (May 20 and 21):</b> Inver Hills Community College invites you to an Adult Learner Institute. The institute is designed for colleges committed to developing a program specific to adult learner needs as well as those colleges who seek to improve and expand their program.</p> <p><b>New Leadership (attachment):</b> Attached is information that may be of interest to any women who have an interest in politics, public service, or community service and a desire to develop their leadership skills. This 5-day leadership institute is held at Minnesota State University in Moorhead from June 5-9, 2013. Participants reside on campus throughout the 5 days.</p>

		<p><b>COI: Melanie</b> will be working Monday – Thursday from 8:00 a.m. to 4:00 pm, with a 30 minute lunch break. This will allow for additional office coverage four days/week. Regarding the status of COI projects:</p> <ol style="list-style-type: none"> <li>1. CVOP is full with a waiting list for the April – June cohort. We are not accepting anymore applications at this time for spring semester.</li> <li>2. Students interested in CVOP will be referred to the credit based program for Fall 2013 Semester and will need to go through the credit based admissions process.</li> <li>3. There has been some interest in our customized CVOP training packages for one-to-one instruction. Those individuals should be referred to Davis Hamilton and Melanie Oakes.</li> <li>4. COI will begin taking motorcycle registrations on March 1<sup>st</sup> for the summer classes. A brochure will be forthcoming. All registrations will be taken online on the COI website using our online registration tool. If people have questions, Mel will be able to work with individuals. On March 1, registration will be open at this site: <a href="http://northlandcollege.augusoft.net/">http://northlandcollege.augusoft.net/</a></li> </ol> <p><b>Fall CVOP:</b> The CVOP program will be held during the regular fall semester, Monday – Friday, August 26 – December 20. The time of day is TBD and will be figured out soon.</p>
<p>Academic Affairs Update</p> <p>Academic Affairs Concerns</p>	<p>Mary/Steve</p>	<ul style="list-style-type: none"> <li>• <b>First Year Experience Course:</b> This is required by all Liberal Arts AA or technical programs requiring the course with the exception of PSEO and CHS students. The title of the course has been changed to Pathways to Success. Students should be encouraged to take this course in their 1<sup>st</sup> semester. <b>Lisa</b> will build the course into DARs for 20143.</li> <li>• <b>Adm Support Diploma 32 cr to 31 cr</b></li> <li>• <b>Adm Support/Micro Emphasis 48 cr to 45 cr</b></li> <li>• <b>Other Adm Support options had elective course changes</b></li> <li>• <b>Working to a new electronic form for new programs and program modifications:</b> This form will be easy for faculty to use.</li> </ul> <p><b>Update: Program Specific Requirement Changes:</b> Changes will go to the Academic Dean and will be put in the AASC minutes. The Academic Deans are working with program directors who do not have program requirements set up on the website as of yet.</p> <p><b>Waivers of Freshman Experience Course:</b> All students (Liberal Arts AA) will be required to take this course and any other students in technical programs that may require it. The title has chanted to Pathways to Success. The course may be substituted if a student has taken a similar class in the past. We will not automatically waive the course and will only look at it if the student requests their previous course to be substituted and the fills out a course substitution form.</p> <p><b>Health Broad Field “C” not required in all courses:</b> This is a liberal arts program that will accept “D” grades as long as cumulative GPA is a 2.0 or C.</p>

		<p><b>Any Concerns:</b></p> <ul style="list-style-type: none"> <li>• The Inspire and Sustainability scholarships do not have funding for this year but the New Student Scholarships will be available online soon. The donor for the summer recruitment scholarship asked for the scholarship to be available after the New Student Scholarship</li> <li>• <b>Mary</b> will check with <b>Lars</b> on the Swenson Endowment</li> <li>• For TRF Lincoln HS PSEO students they will get \$50 for a scholarship for each credit they have complete under PSEO. There is a similar project that will be developed for Sacred Heart students as a donor has come forward.</li> </ul>
New	<p>Mary</p> <p>Mary</p> <p>Mary</p> <p>Steve</p>	<p><b>Dropping Course Process (Student Service Appeal Committee Request):</b> When students talk to staff and asked to be dropped from courses we need to make sure they are routed to the registrar's office in order to be properly dropped from their courses.</p> <p><b>Practical Nursing AAS Deadlines</b> (changes for the removal of the application deadline for the pre-PNSG courses) (March 15-Summer, June 15-Fall, October 15-Spring)</p> <p>As a reminder if you notice items to change on the website either copy and paste the exact page that needs to be changed and note the changes or print of the website page and manually write the changes on it and give it to <b>Chad</b>.</p> <p><b>Death of Student who has a balance Due Process:</b> The first point of contact should be the registrar's office with the financial aid and business office being notified as well. <b>Anne</b> and <b>Cindy</b> will be notified as a part of this process so a card can be sent on behalf of the college to the family.</p> <p><b>Staff Directory: Jenny</b> will take the pictures for the staff directory on the EGF campus and <b>Tommy</b> will on the TRF campus. All pictures will be emailed <b>Chad Sperling</b> to be posted to the web.</p>
Cabinet Update	Steve/Mary	<p><b>Vehicles to be wrapped:</b> There will be 1 car from each campus that will get a logo wrap.</p> <p><b>Student Housing:</b> The best case scenario is that housing would be available for TRF students next Spring. There is also a developer looking at land by the EGF campus as a place to build housing for the students.</p> <p><b>Use of Aviation vs Aerospace:</b> We will now be using the word aerospace instead of aviation.</p> <p><b>Grant Proposal:</b> We submitted a Great Lakes grant primarily for supplemental instruction and will have a notification of some kind in June.</p>

Area updates	<p>Susie</p> <p>Gerald</p> <p>Dean</p> <p>Rocky</p> <p>Paul/Jason/Maureen/Nic</p>	<p><b>Admissions and Diversity:</b> <b>Susie</b> will be checking the admissions tank in ImageNow on a daily basis for documents scanned in from TRF that need to be processed. There was a question regarding who can students go to in TRF for Admissions questions? <b>Gene</b> will address this at the next meeting.</p> <p><b>Financial Aid:</b> Over 700 FAFSA's have been processed for fall. If our 3 year default loan rate gets to 25% we will have to take different measures for loan distribution. In 2010 we had a 19% 3 year default rate which is up from 15.2% in 2009.</p> <p><b>Learning Services:</b> <b>Rocky</b> and <b>Dean</b> have been working on edits in ISRS for ACT scores so they are able to override the correct courses. At the next advisor training session ACT scores will be discussed.</p> <p><b>Registrar's Office:</b> Registration opens April 1. <b>Pam, Kelsy,</b> and <b>Tara</b> have been doing advising sessions. <b>Bobbie</b> has been getting all the documents ready for the EGF sessions. As a reminder if distance has extra seats on a different campus and we need them here we can contact the registrar's office for assistance on getting the class moved to NCTC.</p> <p><b>Consortium Agreement:</b> Students will no longer be able to take a class at another college if we offer that course at the college. Appeals are fun through the Financial Aid Office.</p> <p><b>Student Life:</b> Women's basketball took 7<sup>th</sup> place in the Nationals. <b>Steve</b> and <b>Paul</b> have been meeting as we are planning to expand our athletics outside of MnSCU. The softball opener is scheduled for April 5, 2013. Hall of Fame night is May 4, 2013 at 7 p.m.</p> <p><b>Upcoming Events:</b></p> <ul style="list-style-type: none"> <li>• Chris Carter will be at EGF on April 9, 2013 at noon to entertain students in the commons.</li> <li>• The Career Expo is April 24, 2013 at the EGF campus.</li> <li>• The Lincoln junior class will be visiting TRF on April 23, 2013. Over 150 students are expected to attend.</li> </ul>
Campus Related Issues: 15 minutes		<p><b>EGF:</b> No new updates.</p> <p><b>TRF:</b></p> <ol style="list-style-type: none"> <li>1. Availability of Aerospace class schedules prior to registration. Staff can't answer student's questions about the program or registration. Staff should refer students to Aerospace directors or staff for questions. <b>Steve</b> has referred this matter to <b>Jim</b> and <b>Curtis</b>.</li> <li>2. Transferring of phone calls between campuses has still been a problem for some staff. Discussed transferring calls using long distance code versus tie line. Tie line does not work. Digital versus analog phones could be the problem.</li> </ol>

Next Meeting Date		<ol style="list-style-type: none"><li>3. Who has access to the admissions tank? Who are the contacts when primary admissions staff is not available?</li><li>4. Serving walk-ins could be difficult if admissions staff is not available. Need to have a contact to check on status, application/fee, high school or college transcripts, and accuplacer scores.</li></ol> <p><b>April 9, 2013</b></p>
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