

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Student Affairs Meeting Minutes

Tuesday, May 27, 2014

1:30 PM

Room # 290 EGF, # 735 TRF, POLY COM

Attendees: Ellen Brehmer, Gerald Schulte, Jason Pangiarella, Jason Trainer, Jodi Stassen, Kelsy Blowers, Marna Klug, Mary Fontes, Maureen O'Connell, Nicolas Thompson, Pam Schorsch, Rocky Ammerman, Steve Crittenden, and Tiffany McMillan (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		Advisor Internship for the summer in EGF: <b>Trevor Warzcha</b> is a UND student pursuing a Master's degree in Educational Leadership. He will be in Office 113 and his extension is 2387.
Announcements	Chad  Mary	<p><b>Student Central:</b> Hoping to rebuild Student Central this summer before fall semester starts. If you have any new ideas or how it should be rebuilt let <b>Chad</b> know. <b>Chad</b> is to send an email to call for ideas and input to <b>Mary</b> and <b>Mary</b> will send it out to the group.</p> <p><b>800 Number and Changes Needed:</b> Reminder that our one 800 number is now 1.800.959.6282 as of May 19. The old one 800 number is rolling to the new one and will continue rolling for a while. We have a lot of information that has the old number on it. Please go through your documents that you use and if the old number is on them get them updated.</p> <p><b>Forms to eForms:</b> A smaller group from Student Affairs will be meeting June 4 to look at all the forms and identify which forms we currently use that we can move to eForms. Once those forms get switched to eForms the student will complete the form online and the form will get routed to the correct office that the form goes to and then it will go to scanning. ImageNow will get set up for us to do this. <b>Jerry</b> and <b>Steve</b> would like to be added to the group. We will keep everyone updated.</p>
Follow-up	Rocky	<b>Star ID and Student IDs:</b> There were just a few odd problems but overall the Star ID roll went well. <b>Rocky</b> was one of the main people who moved on the Star ID back in February. If a student does not remember their Star ID a few administrators, <b>Rocky</b> ,

		<p><b>Bobbie, Scott, and Stacy</b>, can look it up. You can put the students Star ID in ISRS and it will automatically change to the Student ID.</p> <p><b>Student ID:</b> The Student ID machine has been reprogrammed so the Star ID is being printed on the back of the card in small letters and the Student ID no longer shows on the front of the card.</p>
New	Mary	<p><b>FERPA Language and Access to Transcripts:</b> Information that came from the Financial Aid Administrators group, Ginny Dodds. Student has right to obtain an unofficial transcript. Issues are students who no longer have an active account. <b>Rocky</b> talked to <b>Stacy</b> and she is thinking students can always log into eServices after graduation but it is through MnSCU so she will check on it and will follow-up to see if it is true or not. If a student wants an unofficial transcript encourage them to go out to eServices. If they cannot log into eServices route them through the registrar's office on each campus.</p>
AASC Updates	Mary	<p><b>Updates:</b>  <b>Approved ILOs</b> – 05-07-14 posted minutes  <b>New programs:</b>  Collision and Refinishing Tech Certificate, 30 cr.  Sheet Metal Repair Tech Certificate, 28 cr.</p> <p><b>New Media and Radio Business:</b> Sequencing and course changes approved.</p> <p><b>Program Specific Requirement Changes</b>  <b>AVIA AAS-</b> Math minimum to AASC for approval Approved May meeting.</p> <p><b>BIOL 2256-</b> Approved May meeting. Added MNTC Area 3.</p> <p><b>Pharmacy Diploma:</b> Math requirement language fixed.</p> <p><b>Business AS:</b> Campus codes should be added now.</p> <p><b>Waiver Language for FYEC 1110:</b> A student who is in good academic standing, and has 24+ college transfer credits when applying to NCTC (not including CHS or OCHS), or a student who has completed 24+ credits in a NCTC program of study other than the Associate in Arts program (not including CHS or OCHS), may request a waiver from FYEC 1110: Pathways to Success. Students who are in good academic standing and have completed a similar course at another accredited college or university may request a course substitution.</p>
Academic Affairs Concerns		<p><b>Concerns Needing Attention:</b>  <b>Pharmacy AAS-</b> okay? – Yes it is</p>

		<p><b>CISCO-</b> Mismatch on Math requirements and developmental grid scores. Email to <b>Brian</b>. <b>Mary</b> will follow-up again with <b>Brian</b>.</p> <p><b>Any New Concerns?</b></p> <ul style="list-style-type: none"> <li>• PTA- Accept PHIL 2000 Logic as fulfilling math requirement? PHIL 2000 Logic will not fulfill the math requirement for PTA. <b>Jodi</b> will work with <b>Justin</b> to go through AASC to get updated on the web.</li> <li>• If complete PHIL 2000 can go into Chemistry? College Algebra? <b>Steve</b> to talk to <b>Brian</b>.</li> <li>• Taking courses through consortium, i.e. Anatomy &amp; Physiology from NTC-Bemidji, may not transfer to other institutions. <b>Mary</b> to send to <b>Brian</b>.</li> </ul>
Cabinet Update	Steve	<p><b>SENSE Results: Attachment</b> - Review information and we will talk about it next meeting.</p> <p><b>Housing:</b> Group working with the third party housing contract decided to not go on with the project due to loss of investors.</p>
Area updates	<p>Jason T.</p> <p>Mary/Susie/Arin</p> <p>Gerald</p>	<p><b>Enrollment Management:</b> Working on getting students through the enrollment funnel. Applications are 20% up from last year. Enrollment is down college wide 5% as of today. Trying to figure out ways to get students in and registered for classes. On June 6 Northland will be sponsoring an event at the races. Anyone willing to help will get a free ticket to the races. Let <b>Jason</b> know if you are interested in attending or helping.</p> <p><b>Admissions and Diversity:</b></p> <p><b>Full Programs:</b> RESP full/WELD (EGF) - When working with students who want to get into a program that is full, make sure they get on the waitlist and for WELD refer to the TRF program that is open. For RESP work with them to take some generals now and hopefully they will get into the program next fall. Nursing is not running a distance cohort for fall. There are 5 seats open for first semester LPN in EGF and 19 in TRF. A few students that are taking summer classes may use up the seats on both campuses.</p> <p><b>Students under the Age of 16:</b> Working on designing a form for the small group of students who come to us in the Summer or ones that are High School Non PSEO. A couple of colleges have a form for these students to fill out. There will be a statement on the form stating that the student is responsible for tuition and fees. Once the form is designed and completed it will be posted on the web. A slight policy change may also be needed.</p> <p><b>Advising Intern:</b> Trevor Warzcha, a UND student pursuing a Master's degree in Educational Leadership will be in EGF until August 2014.</p> <p><b>Financial Aid:</b> Summer disbursement will be June 9 for direct deposit and checks will be mailed out a week later. Incoming Financial Aid applications are down 140 from last year. <b>Rhonda Hettervig</b> will be back starting July 7 for about 10 weeks. <b>Jerry</b> finished R2T4</p>

	<p>Dean</p> <p>Rocky</p> <p>Paul/Jason/Maureen/Nic</p>	<p>this morning.</p> <p><b>Learning Services:</b> There is limited tutoring for the summer on the EGF campus. <b>Gloria</b> is here every morning and there is a student math tutor that is here Monday-Thursday 8:00 a.m.-9:00a.m. and 12:30p.m.-2:30p.m. <b>Ellen</b> will get the tutoring schedule posted to the web. She also has been doing about 2-3 assessments every week for students who cannot make it on the scheduled assessment days. If a student cannot make it on the scheduled assessment days please have the student contact <b>Ellen</b>.</p> <p><b>Registrar's Office:</b> Busy with progress reports. Everything has been posted and is on students' transcripts. <b>Bobbie</b> and <b>Lisa</b> are busy with the posting of the degrees. Appeals are starting to come in.</p> <p><b>Student Life:</b></p> <ul style="list-style-type: none"> <li>• Hall of Fame Banquet is Friday, May 30 at 6:00pm.</li> <li>• Golf Boosters Golf Tournament will be on Friday, June 13.</li> <li>• EGF Student Senate President that got voted in during spring semester resigned. A special election was held but some things came out that need to be tightened up a little. Another special election will be held in the fall. After July 1 in EGF there will be no Student Senate President until the election takes place in the Fall.</li> </ul>
<p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p>		<p><b>EGF:</b> No issues to report.</p> <p><b>TRF:</b> Discussed the third party housing contract and the notification of investors withdraw from the project. TRF housing shortage for students was also discussed.</p> <p><b>June 17, 2014</b></p>