

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, July 15, 2014

1:30 PM

Room # 290 EGF, # 735 TRF, POLY COM

Attendees: Andrea Moses, Bobbie Taylor, Ellen Brehmer, Gail Johnson, Gerald Schulte, Jason Pangiarella, Jason Trainer, Jessica Abeln, Lisa Bottem, Lisa Gunderson, Lynn McGlynn, Marna Klug, Mary Fontes, Maureen O'Connell, Nicki Carlson, Nicolas Thompson, Pam Schorsch, Rhonda Hettervig, Rocky Ammerman, Steve Crittenden, Sue Ridley, Susan Harrie, Tara Harstad, and Tiffany McMillan (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		
Announcements	Mary	<p>Poverty Institute: Kate, Kelsy, and Jason are interested in attending. Mary sent their names forward to Michelle Jersak at Century College.</p> <p>NACADA: Rocky sent an email out to all advisors. The conference is in Minneapolis and it does not come around this area often. If you are interested please let your supervisor know.</p>
Follow-up	Mary	<p>Forms to eForms: A small group met to make a final decision on which forms should be switched to eForms. Rocky is discussing with Mankato the forms that will be switched to eForms. It may take a while until all the forms are complete. Rocky will be notified when the forms are complete and then he will let everyone know. All the forms are updated with Star ID/Student ID and are posted to the web. Still waiting for Jon to talk to Shannon about the Diploma Request and Transcript Request form for online. Instead of the student having to come in and pay; the student will be able to order and pay for their diploma or transcript online just like they would when ordering their books online.</p>
AASC Updates		<p>Updates: Only 2 AUBO Certs without major codes - Waiting for final piece. Lisa is to let Susie know when Architecture diploma code is complete.</p>
Academic Affairs Concerns		<p>Concerns Needing Attention:</p>

		<p>PTA- Accept PHIL 2000 Logic as fulfilling math requirement? No and will bring to Fall AASC meeting.</p> <p>Any New Concerns? MATH 0090 is financial aid eligible. If you are having problems pulling names in ISRS, log out and log back in.</p>
Cabinet Update	Steve	<p>Housing: Having difficulties getting MnSCU to move forward at the pace we want them to move forward on. May have to go through the RFP process again and if we have to it will delay us to at least the Fall of 2016. Hoping to leverage that to make it happen by Fall of 2015. Emergency Housing Loan has been moved from \$800 to \$1000. Forms are on the Financial Aid website. The student has to have financial aid complete and accepted prior to being able to access the loan.</p>
Area updates	<p>Jason T.</p> <p>Mary/Susie/Arin</p> <p>Susie</p> <p>Gerald</p>	<p>Enrollment Management:</p> <ul style="list-style-type: none"> • Postcards were sent out to students in the 50 mile radius around TRF, EGF, and GF to household incomes anywhere from \$0-\$40,000 and home owners ages 20-50. Postcards were mailed to create a sense of urgency for students to come in and get registered. • A couple weeks ago about 5300 postcards were mailed out to inquiries. • When scheduling a student to meet with an advisor make sure to ask which campus they are going to be attending. • When calling to remind students that they are signed up to come in to take their Assessment also remind them which campus they signed up for. <p>Admissions and Diversity: Quite a few applications are coming in. Starting to get people registering sooner. System office sent a report on enrollment to all colleges. Only a few colleges are up right now. Northland is down 10.7%. Tiffany has been making calls to applicants who have not registered for classes. She is also calling students who attended spring semester but have yet to register for fall semester.</p> <p>Expiration of Assessment Scores and ACT Scores: Typically we went by application date for assessment scores being valid even if their score has been expired by the time that they register. A notice that Susie developed will be sent out with student's acceptance letter to those students that have Accuplacer or ACT scores in the system letting them know that they have to come in to register before those scores expire or else they will have to retest. Susie is forward-dating assessment holds to reflect when the student will have to reassess. If the student comes in to register before their Accuplacer scores are expire, Sue Ridley will take the hold off on the EGF campus and Tommy on the TRF campus.</p> <p>Financial Aid: Rhonda is back for 10 weeks on the EGF campus. Financial aid applicants are down a little more than 11%, about 240 applicants. There will be more</p>

<p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p>		<p>EGF: Process of Assessment on AOR Days: Advisors to know that when a student is complete with their assessment Sue goes over their scores with them, end-dates the assessment hold, and makes a copy of their test scores for them to keep. If a student does not register the day they take their assessment and come back later another day to register, the student has to bring the test scores with them. If the student does not bring their copy in with them they have to go to Sue to get another copy.</p> <p>TRF: No issues to report.</p> <p>TBD</p>
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