

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, October 20, 2015
1:30 PM

Room # 290 EGF, # 735 TRF, AC13B Aerospace POLY COM

Members Present: Rosie Gustafson, Mike Curfman, Beth Tvedt, Lisa Gunderson, Jennifer Borsvold, Kari Beito, Lynn McGlynn, Curtis Zoller, Heather Meng, Maureen O'Connell, Jodi Staus Stassen, Susie Harrie, Mary Fontes, Bobbie Taylor, CLadell Nelson, Tiffany McMillan, Andrea Moses, Sue Ridley, Stephanie Bauer, Pam SChorsch, Lisa Bottem, Kelsy Blowers, George Bass, Lynell Wayne, Hayden Haas

Recorder: Mary Fontes

Topic	Responsible Party	Discussion/Outcome
Good News		Someone had 19 piglets, many new staff members on board
Announcements	<p>Mary</p> <p>Mary</p> <p>Mary</p>	<p>Introductions – It was requested that we go around and introduce selves for this meeting as there have been many new people on board.</p> <p>Positions:</p> <ul style="list-style-type: none"> • Admissions Position – Waiting on HR. Until position is filled, send all admissions paperwork to Susie in EGF. Karen will keep a packet of documents for Susie at the front desk. Please route all documents to Karen in EGF. Susie will pick up from her when she comes back to the department to put in hours. • Lisa's Backfill- Welcome Aboard Lynell! • Nicki's Backfill – Her previous position will be reposted. Kari has decided to go back to her previous position. • Aerospace Case Manager – Welcome Aboard Lynn! • Temps – Hayden Haas and Mallory Krantz will be assisting in EGF. Sam Huot and Beth Tvedt will be assisting in TRF until all positions have been filled due to medical leaves and/or openings. <p>ISRS Next Generation Listening Sessions: Survey Link https://mnscu.co1.qualtrics.com/jfe/form/SV_5nz9GPIuxecQfPv Deadline to complete the survey is October 30, 2015.</p>

	Mary	<p>College Knowledge Month: October 2015</p> <ul style="list-style-type: none"> College App Week—October 26-20, 2015 (high school seniors only). Susie is keeping a list for application fee waivers.
Follow-up	Mary Lisa	<p>Ability to Benefit (ATB): Stay tuned. A webex has been scheduled to discuss next steps.</p> <p>Credit When It's Due/Reverse Transfer Project (Final Report): This is an ongoing project through the system office. https://asanewsletter.wordpress.com/2015/10/02/final-credit-when-its-due-project-results/ Since the June 30, 2015 conclusion of the grant, MnSCU has continued reverse transfer efforts. The creation of two software applications, Minnesota Transfer Curriculum Completion and Electronic Consent, make it possible for staff to easily identify and contact reverse transfer-eligible students. Those students are often surprised and pleased to learn that they have already earned a degree, or could very easily complete one. Minnesota was one of 15 states participating in the reverse transfer program. Nationally, more than 7,000 associate's degrees were awarded as a part of the reverse transfer effort. Lisa stated that in the first round we had issued 8-10 degrees and 5 in October.</p> <p>CNA: Deb Beland is the contact now for CNA testing and COI CAN collegewide. Please direct students to her who are interested in the course or testing. Her office hours are posted and she returns phone calls and emails.</p> <p>Dean Discipline: The organization structure is posted to the website with the areas that the academic deans are responsible for. Please review http://www.northlandcollege.edu/employees/ids/misc/docs/northland-college-organizational-chart.pdf</p> <p>Student ID/Badge: Chad and IT are to design new collegewide ID and Badge. Need to have a consistent and professional look.</p>
Business	Brian	<p>Schedule publication and registration timeline for Distance and Campus: Comments from the group – October is too early now for summer registration. Alex Tech doesn't have registration open yet. Early enough right now. Nice to know schedule exists. Students are not checking Northland email now. For future conversation with Brian.</p>
AASC Updates		<p>New Programs:</p> <p>Program Changes: IMAG had a few course changes</p>

<p>Academic Affairs Concerns</p>		<p>HSBF moved BIOL1111 and BIOL2221 in the curriculum sequence COI program (Manufacturing Principles Certificate to Manufacturing Technology Certificate – course changes)</p> <p>Suspend: CVST</p> <ul style="list-style-type: none"> Jodi sent information to student services (2 letters for prospects and applicants) <p>Other: An OTAC course and some AVIA courses were approved. A number of outstanding courses that need updated CLOs and ILOs. To be distributed to the deans to work with faculty.</p> <p>Concerns Needing Attention:</p> <ul style="list-style-type: none"> Can CRJU courses also be offered in EGF? CVOP1115 is a prerequisite to CVOP1120 Aren't enough Liberal Arts courses to take, specifically in areas 6 and 3. Recommendations? There are a whole bunch of courses on the list but they aren't offered (Geography, Environmental Science, History, Geology, Astronomy or Art classes in EGF)
<p>Area updates</p>	<p>Nicki</p> <p>Gerald</p> <p>Heather</p> <p>Lisa</p>	<p>Enrollment Management/Admissions:</p> <ul style="list-style-type: none"> Recruiters are on the road completing high school visits. Some major career expos are coming up in Bemidji and Grand Forks. YouVisit pictures are being taken (correction: YouVisit pictures will be taken midNovember. The photos being taken now are for publications). <p>Financial Aid:</p> <p>Academic Success Center and Diversity:</p> <ul style="list-style-type: none"> The CLA2 position closes on Friday. Pulled tutors and backfilled and also hired students. Also have had good faculty support. AOR days – No accommodations 1st two dates. Trying to shuffle retakes to the AOR dates (some aren't quite ready to retake). Jennifer is assisting with testing in TRF and will take over permanently. Diversity Task Group will happen next month. Trying to form subgroups to encourage more faculty and students for a more diverse perspective. <p>Registrar's Office:</p>

	Paul/Jason/Richard/Nic	<ul style="list-style-type: none"> • Down in number registered to date compared to last year. • Advisors are working with their advisees to get registered. Nursing registers their own students. • Andrea sent another reminder out regarding graduation and getting grad apps in. • An email about access codes and meeting with students has been sent out. <p>Student Life/Athletics/Fitness Center/Housing:</p> <ul style="list-style-type: none"> • Athletes and Dropping Courses – There is a possible issue with athletes and dropping below 12 credits. Athletes need to be registered and attending 12 credits when competing. FWs are seen as active credits according to the NJCAA. • UND Housing – The contract with UND will not be pursued for next year. We will want to fill the housing that the Northland Foundation is pursuing. • Northland Foundation Housing – More information to follow once the Board of Trustees has approved.
<p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p>		<p>EGF:</p> <ul style="list-style-type: none"> • George reported that there are a lot of East African students coming in and talking to him. There was considerable conversation about the business office sending bills out to students. George is going to bring this forward to his group. • We need to hang on to our work study students. They are needed (Vivian does the scanning, JoDanna and Rubyhelp with registration). • Andrea reminded the group that she is there to help register students when they are done advising. • The group was reminded that spring will be the last start for the AAS LPN program. We will be moving to the one PN program and one RN program. It was recommended not to register students for College Algebra unless they want the BSN. The Survey of Chem course only requires MATH0090. • NTC-Bemidji has a 4 credit Chemistry now. • Make sure when you share your calendar that you give “limited view” rights unless you want the person to schedule in which you will need to give them “full” rights. • Make sure you have the AOR days on your calendars so supervisors know if there is going to be a staffing issue. <p>TRF:</p> <p>November 17, 2015; 1:30 pm; Rms: 290(EGF), 735(TRF), AC13B(Aero)</p>