

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, November 17, 2015

1:30 PM

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

Members Present: Rosie Gustafson, Mike Curfman, Beth Tvedt, Lisa Gunderson, Heather Meng, Jodi Stauss-Stassen, Susie Harrie, Bobbie Taylor, Cladell Nelson, Tiffany McMillan, Andrea Moses, Sue Ridley, Pam Schorsch, Lisa Bottem, Kelsy Blowers, Lynell Wayne, Nic Thompson, Jerry Schulte, Kate Schmalenberg, Jason Pangiarella, Tara Harstad, Nicki Carlson, Angie Brekken (Guest), Brian Huschle, Mya Zutz, Richard Speas, Shannon Jesme.

Recorder: Mary Fontes

Topic	Responsible Party	Discussion/Outcome
Good News		Holly Bergh starting Monday. It is not snowing. Short week next week.
Announcements	Mary	<p>Positions:</p> <ul style="list-style-type: none"> Admissions Position – Holly Bergh will start Monday, November 23, 2015 Nicki's Backfill – Tuesday position closing. Committee meeting on Thursday. CSS in AVIA – Char started at the Aerospace site. Temps – Sam, Beth, Hayden, and Mallory are helping out in a PT Temp manner until the employees on leave return Any Other Changes? – The CLA2 starting in TRF will be announced later this week <p>Student Affairs/Diversity Conference: February 25-26, 2016. We can have up to ten people go from the college. Notify your supervisor if you are interested in attending.</p> <p>Frontline Conference: May 25-26, 2016 at WSU.</p> <p>Star ID Issue: Mary forwarded an email to the group 11-17-15 from Andrea about StarID issues.</p>

		<p>Academic Advising Webexes: Based on the feedback from the group Mary purchased three NACADA webexes. December 10th is the first one scheduled. Mary is looking for facilitators of the webexes.</p>
Follow-up	<p>Mary</p> <p>Brian</p> <p>Mary/Lisa/Jerry</p> <p>Chad</p>	<p>Ability to Benefit (ATB): Stay tuned... We have the ATB testing path set up but as a college we need to determine if we have any eligible programs based on the 7 components required. One of the components is being co-enrolled through ABE.</p> <p>Schedule publication and registration timeline for Distance and Campus: Any other comments? The main impetus is coming from DMN office. We are trying to compete with the private for-profit sector. They want to be able to register someone who is interested in January for the fall term in August. This would impact all schedules and not strictly online. Brian will bring comments from meetings to the scheduling team.</p> <p>FWs and LDAs: Clarification will be sent to the student affairs group so they may retain for reference. <i>Prior to and on the last day to withdraw from courses, when a student comes to the registrar's office to have an FW changed to a W, the registrar's office will make that change but the Last Date of Attendance (LDA) that had been entered will be retained. The registrar office staff member will have the student complete a drop/add/withdraw form or some other documentation regarding the change and scan into ImageNow.</i></p> <p>Student ID/Badge: Tabled.</p> <p>Other Updates from Marketing:</p> <ul style="list-style-type: none"> • Oracle/RightNow Training – Chad attending Oracle/RightNow CRM analytics training with topics including Reports Manager, Reports Explorer, Reports used in Navigation, Sets/Workspaces, Reporting Performance, Modifying Reports, Building Reports, Report Exceptions, Understanding Tables and Joins Functions, Logic Helpful Resources. • YouVisit Virtual Shoot Tour – November 16-20, 2015 with TRF on M and T, Aero on W, and EGF on H and F. Online Orientation update will be part of this project.
Business	Angie Brekken	<p>DIET Program</p> <ul style="list-style-type: none"> • Program Information – Mary will send out the website with the DIET information. You may find the information at http://www.northlandcollege.edu/programs/dietetic_technician/program_detail.php?program_code=200

		<p>Since we are not linking to this page from any of our pages the advisors will need to bookmark this page in order to reference. We also have a DRAFT that is accessible on the network.</p> <ul style="list-style-type: none"> • UND articulation agreement - Opposite of articulation for us. Credits coming in to Northland. If they have completed the CDM program we may waive 14 credits of our program. Need to have passed all exams, currently hold a certificate, pass the TEAS5 with an exam score of 50. • Accreditation Onsite: December 14-15, 2015. A team of three will be coming from ACEND to determine if we get approved to move forward with Candidacy status. The team will be meeting with various groups within the college. You would have received a notice from Angie if you need to attend.
AASC Updates	Mary	<p>New Programs:</p> <p>Program Changes: Business AS -- per AASC minutes 11-10-2015 Effective Spring 2016 Drop PHIL 1102 Intro to Ethics 3 cr Add G9: Ethic/Civic Rep Elec 3 cr PHIL 1102 or PHIL 2240</p> <p>Customer Service Certificate updated per AASC 11-10-2015 Effective Spring 2016 Drop SPCH 1103 Interpersonal Com 3 cr Add G1: Communication Elec 3 cr SPCH 1101 or SPCH 1103</p> <p>Supervisory Leadership certificate updated per AASC minutes 11-10-15 Effective Spring 2016 Drop SPCH 1103 Interpersonal Com 3 cr Add G1: Communication Elec 3 cr SPCH 1101 or SPCH 1103</p> <p>COI program (Manufacturing Technology AS– 60 credit course changes)</p> <p>Medical Administrative Assistant AAS Effective Spring 2016 SPCH 1103 or SPCH 1101</p>

Academic Affairs Concerns	Mary	<p>Medical Coding Specialist AAS Effective Spring 2016 SPCH 1103 or SPCH 1101 PSYC 1105 or PSYC 2201</p> <p>Practical Nursing The current PN AAS and current PN Diploma majors are changing to one PN Diploma major consisting of 44 credits</p> <p>Welding Process Technology – one certificate approved, the other certificate and the diploma to come back to AASC</p> <p>Sales, Marketing, & Management AAS Effective Fall 2016 Move ACCT 1108 from 2nd fall to 2nd spring Move G5: History/Social Elec from 2nd spring to 2nd fall</p> <p>Do Not Reinstate:</p> <ul style="list-style-type: none"> • DMED all options • Health and Fitness Specialist • Massage Therapist <p>Suspend: Practical Nursing AAS 60 credit program</p> <p>Other: Other course approvals with CLOs and ILOs. Adult Learning Network discussion. See AASC minutes 11-10-15 for details.</p> <p>Concerns Needing Attention:</p> <ul style="list-style-type: none"> • MANF 360 degree – Some courses are blocked statewide. Do not confuse theeTech 360 with the DMN consortium. Membership is not the same partners in DMN Consortium. We own the curriculum. Some can't find the programs out there.Scott Tadlock is the best contact on 360. There was discussion how 360 has been a nightmare. Mary will work with Mike and Brian to call Jeremy Leffelman regarding the issues with 360. • Business AS (on campus program) – On campus program options are forced to take some of their courses online. In TRF, Business Communication and Supervisory Leadership are never offered on campus. • Sales, Marketing, and Management – Can students take all courses from Northland? There is confusion with students and what is offered. We will always be dependent on ACCT I and II from NTC-Bemidji.
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Area updates	<p>Nicki</p> <p>Gerald</p> <p>Heather</p> <p>Lisa</p> <p>Paul/Jason/Richard/Nic</p>	<ul style="list-style-type: none"> • ADMS options – Are the courses for all options offered on campus? There is a note on the program specific requirement tab regarding some courses may be offered in an online format. <p>Enrollment Management/Admissions: Positions filling – Temp and permanent. At this point we are down 13% compared to last year. Some recruiters are still on the road for some events. We are doing what we can with the staff we have. Training for Oracle/RightNow coming up in December.</p> <p>Financial Aid: Still processing some loans for fall. eTimesheet for work study going well. They can text or email to submit timesheets and also email supervisors shortly. Already starting financial aid nights at regional high schools. 2017-18 FAFSA will use prior, prior year tax information.</p> <p>Academic Success Center and Diversity: Math tutor to be announced soon. AOR days going well. EGF picking up and in TRF a little slow. ASC will be testing at Polaris during Finals Week. Diversity Task Group will meet first week in December. Heather is forming subgroups where individuals will be able to be involved with an area he or she is interested in: Curriculum, Community, Employee Resources, and Student Life. She is looking for a few more faculty members for each of the subgroups.</p> <p>Registrar’s Office: Not much happening. NSCH and the EGF campus are experiencing many issues. They have submitted over 100 emails with NSCH and 3 Helpdesk tickets with MnSCU. It is very odd. There is apparently some fixes coming next month. NCTC looks bad as it makes the college look as if they aren’t reporting the information. The registrar’s office is sending off deferments like crazy. Jerry is working on a report with over 4,000 names on it. MnSCU sends in the reports for all system colleges.</p> <p>Student Life/Athletics/Fitness Center/Housing:</p> <ul style="list-style-type: none"> • UND Housing - This is under examination. • Housing in TRF – Will be sorted out once the Foundation determines course of action. • Double header for MBB and WBB Friday and Monday. Jason stated that all events will be posted to Campus Events section of the web. View the web for updates. Fitness Center added to the virtual tour and working through student work study schedules in TRF.
Campus Related Issues: 15 minutes		<p>EGF:</p> <p>TRF: Covered for Xmas Eve day and New Year’s Eve Day– Carey Castle</p>
Next Meeting Date		<p>December 15, 2015; 1:30 pm; Rms: 290(EGF), 735(TRF), AC13B(Aero)</p>