

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, October 24, 2017; 2:00 PM
 Rooms 149 EGF, 601 TRF, AC16 Aero (Videoconference)

Topic	Responsible Party	Discussion/Outcome
Good News		New Hires (Welcome Aboard) : <ul style="list-style-type: none"> Chris Fossum (TRF) – Access Specialist Chelsea Bladow – COI Support
Announcements	Mary	<p>Professional Development Opportunities: Mandatory Training: Email from Cory Feller 9-1-17 and 10-09-17 – check your e-mail to register/check to see if you have scheduled training. Any problems, contact Cory</p> <p>Mental Health First Aid – Thursday, November 16, 2017 (8AM – 4:30PM) RSVP for a seat. Still have some openings. (e-mail Mary to RSVP)</p> <p>Other Professional Development Opportunities? – None noted at this time but should opportunities become available, please send those to Mary</p> <p>CRM Update</p> <ul style="list-style-type: none"> Plan B from Deans conference – system office sending out an RFP for colleges to have one of three options to purchase in the interim Was not approved to move forward but we will continue to move forward with our eCommunication plan system (Oracle Service Cloud) Next gen ISRS will not be completed until 2025 <p>Minnesota Diploma (Standard Adult Diploma) http://education.state.mn.us/MDE/fam/abe/dip/ Another equivalent to a high school diploma or GED. The system admissions policy and procedure needs to be updated. It should be updated this year or next year.</p>
Follow-up		<p>Videophone Rooms and Student Use Rooms Update</p> <ul style="list-style-type: none"> Mary and Shannon Jesme have been tasked with developing a college-wide e-mail to send out regarding rooms on the EGF/TRF. Will be sent out soon.

		<p>Service Learning Update http://www.northlandcollege.edu/academics/service-learning/ Another meeting is scheduled with student affairs 11-08-17 to review website, discuss process and forms.</p>
Business	Shannon	<p>PSEO Update http://www.northlandcollege.edu/academics/postsecondary/</p> <ul style="list-style-type: none"> • A group has met to determine courses not available for PSEO students to add them to the website • There are certain courses PSEO students are unable to take such as Criminal Justice, Music Lessons, and the Welding Internship (if the Welding course is not full as of August 1st, then PSEO students will be able to sign up for classes). See the website for all courses. • Once a PSEO student has been enrolled in a course they cannot be taken out unless we determine those courses they may not enroll in. • PSEO classes do not necessarily get blocked in the registration system • Students at private or home schools as 10th graders not eligible for technical courses. • Some language is detailed so prior to explaining any PSEO process or procedure, check the information with one of our PSEO contacts prior to sharing <p>Employee Apparel</p> <ul style="list-style-type: none"> • Large order of clothing coming for students (lower prices) – will consist of hoodies, skinny joggers, crew necks, v-necks, and more • Found vendor to purchase student and employee apparel. • Do not have to carry stock but can order (embroidered, button down) – will be for personal purchase and not college P card • Feedback on styles or ideas for the Bookstore send to Kari Conner <p>Marketing RFP</p> <ul style="list-style-type: none"> • Marketplace/NextGen (New PO System coming) – PCS (new name for ISRS) interact real time with accounting • Will be up and running at the end of the year and not be available/supported after June 30, 2018 – will only update at certain times of the day (two or three times a day) and will look similar to Amazon • No training manual and will need to write it ourselves as we work through the system • Cost Centers may be the biggest delay with the NextGen ISRS
ASC Updates	Brian	<p>Distance MN class and program discussion: When it comes to our consortium arrangement in servicing students (See attached notes from both sessions)</p> <p>AASC Meeting – October 11, 2017 New Programs:</p>

<p>Academic Concerns</p>		<p>Program Changes: Changed Aerial to Aircraft per industry standards in the names of the Small UAS Field Service Tech (30 cr program), Small UAST (60 cr program), and UASMT (30 cr programs)</p> <p>Policies/Procedures:</p> <p>Suspend/Close:</p> <p>Other: Approved 4 IMAG courses updating descriptions and ILOs. Approved 2 UAST course descriptions and ILOs.</p> <p>Program Specific Requirements (Standing Agenda Item) None.</p> <p>Also discussed the Curriculum Handbook, Equity and Inclusion or diversity statements in course outcomes.</p> <p>Concerns Needing Attention: Outstanding items from previous meeting –</p> <ul style="list-style-type: none"> • Training for New Employees (not just faculty members) and updating of onboarding and exiting documents. Sent to HR • Opt in – Texting. Other ways to promote? • Phone-CRM for Texting? Stacey/Brent Glass • Still working on updating program webpages for consistent language. To be completed this summer as directed by academics. • Transition Plans <p>New Concerns:</p> <ul style="list-style-type: none"> • A&PI and A&PII – can it be offered in 8 week sessions? • Business Math/Calculators are ONLY offered online and students are not liking it • If you receive the error msg “Error-Expression not Configured Correctly” contact Lisa Bottem (TRF) and Bobbie Taylor (EGF). They know how to correct the error • RESP prerequisites seem not to be working in the system.
<p>Area updates</p>	<p>Gerald</p> <p>Linnea</p>	<p>Financial Aid:</p> <ul style="list-style-type: none"> • Northland Community & Technical College Student Services FB Page has been launched. Please go and like • Mid-term disbursement is coming soon <p>Academic Success Center:</p> <ul style="list-style-type: none"> • Next Gen Accuplacer is out there to take. It was suggested to take as a low “C” student to help assess how students will be placed and not as yourself • Writing test has been written a little different

	<p>Lisa</p> <p>Jason/Nic/Paul</p> <p>Nicki/Pat</p>	<ul style="list-style-type: none"> • Scores are Minnesota State based <p>Registrar’s Office:</p> <ul style="list-style-type: none"> • Registration is up 50% to date for spring term • Bobbie and Kelsy are in contact with advisors to do outreach to students who they know will need to do an appeal. • IT e-mail released news that the Enrollment Verification is back up and working again <p>Student Life/Athletics/Fitness Center:</p> <ul style="list-style-type: none"> • EGF Fitness Center Opening – 10-24-17 • Halloween (10-31-17) is Club Day – Student Senate (EGF) will be dressing up as the cast of Snow White, PN students will be dressing as the cast of Stranger Things <p>Enrollment Management/Admissions:</p> <ul style="list-style-type: none"> • ISRS transcripts have been getting error messages • ISRS system completely times out and fails to retrieve information after 30 mins of inactivity
<p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p>		<p>EGF:</p> <p>TRF:</p> <p>Tuesday, November 21, 2017; 2-3 pm, Rm 149 (EGF), Rm 601 (TRF), Rm AC16</p>