

# NORTHLAND COMMUNITY & TECHNICAL COLLEGE

## Committees for Academic Year 2021-2022

Updated 8/27/2021

Management Lead indicates the person or persons to whom the President's Council has delegated responsibility for ensuring progress is made toward achieving Strategic Plan goals. Other individuals may be designated as committee chairs, as required by contractual provisions or committee practice.

COLLEGE GOVERNANCE	PURPOSE STATEMENT	Mgmt. Lead	Chair	Membership	Meeting Schedule	
					Day/Time	Frequency
<b>President's Council *</b>	President's Council is the college communication coordination, advisory and approval/endorsement authority. Specifically, President's Council is the final approval body for policies and procedures, budget, and any other decisions that impact the college. President's Council receives input from other college committees and provides feedback where appropriate. The President's Council is responsible for oversight of all college planning and strategic outcomes. The President's Council does not supersede decision-making required by the president, but does allow feedback and input where ever possible.	Sandy Kiddoo	Sandy Kiddoo	Vice Pres. of Admin. Services, Provost, Director of Marketing and Communications, Executive Director of the Foundation, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Associate Dean of Aerospace/Ag, Dean of Student Affairs, Human Resources Director, President's Assistant  As needed-Director of IT, Director of Facilities, Director of Admissions and Enrollment	9 a.m-12 noon may be telepresence or in-person	Twice per month
<b>Shared Governance Council (SGC) *</b> <b>(CW)</b>	Per MSCF Contract: Topics may include, but not limited to, long & short-range planning, priorities in the deployment of financial resources, acquisition and use of existing physical and human resources, institutional self-study, marketing, public relations, recruiting activities. Make recommendations to the College on personnel, student affairs, facilities, fiscal matters, and general matters.	Sandy Kiddoo	Faculty Presidents:  TRF: Stephen Nelson  EGF: Brent Braga	Per MSCF contract: MSCF chapter leadership team & elected MSCF members; College President and (3) administrators: Provost, Vice President of Admin. Services, Human Resources Director, President's Assistant	Rotates on first Wed. or Thurs.; 10 am & 2 p.m. Rotates campus location each month	Monthly during academic year; summer meeting if requested by faculty Presidents
<b>Staff Advisory Council (SAC) *</b> <b>(CW)</b>	Topics may include, but not limited to, long & short range planning, priorities in the deployment of financial resources, acquisition and use of existing physical and human resources, institutional self-study, marketing, public relations, recruiting activities. Make recommendations to the College on personnel, student affairs, facilities, fiscal matters, and general matters.	Sandy Kiddoo	TBD	AFSCME – 4 Representatives MAPE – 4 Representatives MMA – 2 Representatives Human Resources Director President's Assistant	TBD	Three times per year

<b>Academic Affairs &amp; Standards Council (AASC) *</b> <b>(CW)</b>	To provide direction for the College President in all matters included in academic affairs, including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings (MSCF Contract, Article 8. Section 2. 1), and maintenance of academic integrity. AASC approves all academic and curricular decisions for CAO consideration. This group considers strategic thinking in the academic area versus tactical application.	Brian Huschle	ADawn Nelson	Per MSCF Contract: MSCF (2/3 of committee membership) Administrators/staff (1/3 of committee) Dean of Student Affairs, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs	Rotates Tues. & Wed. am/pm & campus location; schedule set in May ea. Yr.	Monthly
<b>Student Senate - EGF</b>	The EGF Student Senate represents the needs and views of the students on the EGF campus, and works to further scholastic goals as well as the social interests to promote the growth and development of the student body. The Student Senate functions as the Student Life committee and develops the annual budget.	Lisa Bottem	Jason Pangiarella	Student Senate Advisor, Student Senator officers and representatives, Dean of Student Affairs as needed.		TBD
<b>Student Senate - TRF</b>	The TRF Student Senate represents the needs and views of the students on the TRF campus, and works to further scholastic goals as well as the social interests to promote the growth and development of the student body. The Student Senate functions as the Student Life committee and develops the annual budget.	Lisa Bottem	Jason Pangiarella	Student Senate Advisor, Student Senator officers and representatives, Dean of Student Affairs as needed.		TBD
<b>COMMITTEES</b> <b>CW=College-wide</b> <b>C= Campus</b>	<b>PURPOSE STATEMENT</b>	<b>Mgmt. Lead*</b>	<b>Chair</b>	<b>Membership</b> <b>(some are contractual; some are desired make-up)</b>	<b>Meeting Schedule</b> <b>Day/Time Frequency</b>	
<b>Facilities/ Technology *</b> <b>(CW)</b>	To provide recommendations for the continuous improvement and future direction of facility and information technology infrastructure.	Shannon Jesme	Shannon Jesme	Provost 2 MSCF members / campus 1 MAPE member / campus 1 AFSCME member / campus Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Associate Dean of Aerospace/Ag Director of Facilities – EGF	Third Monday of each month at 3:00 p.m.	Monthly

				Director of Facilities – TRF, Director of Technology, 1 student per campus, President’s Assistant		
<b>Assessment &amp; Program Review *</b> (APR)  (CW)	To coordinate the Assessment and Program Review Plan by assisting faculty in identifying student outcomes and linking Institutional Learner Outcomes and program review. This committee provides the tactical application of the academic areas and is heavily involved with course data review, design, curriculum development, revision, and sustainment.	Brian Huschle	Brian Suckow	Provost, 5 MSCF members, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Associate Dean of Aerospace/Ag	3 p.m. Wed. via video conferencing	Sept. – May, once monthly
<b>E-Learning *</b> (CW)	Discuss and promote effective use of technology in teaching and learning through various delivery modes. Make recommendations in policy, procedure, and practice.	Dean of Liberal Arts, Business, & Technical Programs	Tina Moody	Four or more MSCF /campus, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Dean of Student Affairs, Director of Technology, D2L Site Administrator	Varies per membership schedule	Sept.- April, once per month
<b>Equity and Inclusion *</b>  (CW)	This committee focuses the resources of the college on accomplishment of the equity and inclusion plan. The group is responsible for providing input on equity and diversity budgets, plan implementation, and guidance for plan changes. This group will view data on success of students of various populations and develop and implement strategies to improve outcomes of all student populations.	Brian Huschle	Brian Huschle	Director of Human Resources, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Associate Dean of Aerospace/Ag, Dean of Student Affairs, Success Coordinator, Director of Academic Success Center, 2 MSCF / campus	Meets twice per semester, more as needed	Sept., October, February, April
<b>Safety *</b> (CW)	Review current and draft future policies related to safety, review campus safety plans and concerns, and make recommendations to administration.	Shannon Jesme	Shannon Jesme	Safety Officer, Worker’s Comp Coordinator, Directors of Facilities, Dean of Student Affairs, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Aerospace Site Representative 8 AFSCME – 1/Unit 2 MSCF /campus 1 MAPE/campus 1 student/campus		Monthly

<b>Fiscal Committee</b> (CW)	Operate as a think tank exploring issues regarding innovation and financial sustainability. This committee will discuss finance projects and issues, bringing in a variety of perspectives to help think and talk through ways that the college can remain financially stable and also support innovation at the college with the resources available to us.	Shannon Jesme	Shannon Jesme	Business Manager, Director of Technology, 3 MSCF/campus, 2 MAPE/campus, 1 AFSCME / campus	Varies per membership schedule	Monthly
<b>Transfer Advisory Group *</b> (CW)	Provide direction for transfer of credit; which includes instituting best practices, and maintaining website information regarding transfer.	Lisa Bottem	Ben Hoffman	Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Registrar <u>Associate Registrar</u> <u>2 Counselors, Advisor</u> <u>6 MSCF</u>	No set schedule	Annually
<b>Yellow Ribbon Committee</b>	Establish and sustain an internal Yellow Ribbon Network, uniting areas within the organizational structure to create a network that connects and coordinates key areas to proactively support and recognize service members, veterans and military families.	Curtis Zoller	Curtis will identify a chair	Associate Dean of Aerospace/Agriculture (veteran or military family employee), Human Resources Director, Veterans Certifying Official (1), Communications Coordinator, Director of Workforce Development, 2 Faculty from each campus,	Will be determined by committee	As needed to complete objectives.
<b>COMMITTEES CALLED AS NEEDED</b>	<b>PURPOSE STATEMENT</b>	<b>Mgmt. Lead</b>	<b>Chair</b>	<b>Membership</b>	<b>Meeting Schedule</b>	
					<b>Day/Time</b>	<b>Frequency</b>
<b>Academic Appeals</b> (C)	Considers the validity of all student academic appeals and grievances. Topics include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements (course substitutions), and unresolved academic issues.	EGF: Jodi Stauss  TRF: Shamani Shikwambi	EGF: Karen Znajda  TRF: Dorinda Sorvig	Per student handbook: 6 MSCF (should comprise ≥ 50% of the committee) Registrar's office rep, Financial Aid Director, Student Services Rep, Academic Dean, 1 AASC member, ADA specialist, 1 student (optional)	No set schedule-meets as appeals are received; At each Campus	Meets during all semesters, including summer
<b>Developmental Education *</b> (CW)	Enhance and improve developmental education courses, policies, and practices to increase student success.	Dean of Liberal Arts, Business, & Technical Programs	Faculty Chair	Dean of Health, Public Services, & Technical Programs, (2) MSCF per campus; Academic Success Center representative, Student Advisor	Meets as Needed	<b>fs</b>

<b>EGF Graduation</b>	To plan campus graduation ceremony each year.	Jodi Stauss	Tiffany Bendeda	Student Success Coordinator, Dean of Liberal Arts, Business, & Technical Programs, Dean of Health, Public Services, & Technical Programs, Director of Marketing and Communications, Registrar, Advisor, Students, Student Senate advisor, Communications Coordinator, 1 or more MSCF, President's Assistant	Meets as needed during spring semester	
<b>TRF Graduation</b>	To plan campus graduation ceremony each year.	Dean of Liberal Arts, Business, & Technical Programs	Lynell Wayne	Student Success Coordinator, Dean of Liberal Arts, Business, & Technical Programs, Director of Marketing and Communications, Registrar, Students, Faculty support, Student Senate advisor, 1 or more MSCF	Meets as needed during spring semester	
<b>Student Services Appeals</b> (CW)	Investigate and make recommendations to the President or designee. Topics appropriate for review include, but not limited to: appeals of non-academic college policies and procedures (admissions, computer use, etc.).	Lisa Bottem <i>1<sup>st</sup> level appeal designee decision-maker</i>	CW – Ben Hoffman	Business Office rep, Financial Aid rep, Registrar Office Rep; Student Services rep, ADA Specialist, Student representatives, (2) MSCF	Meets as needed	
<b>STANDING WORK GROUPS</b>	<b>PURPOSE STATEMENT</b>	<b>Mgmt. Lead</b>	<b>Chair</b>	<b>Membership</b>	<b>Meeting Schedule</b>	
					<b>Day/Time</b>	<b>Frequency</b>
<b>Executive Team</b>	Advise the President on critical issues pertaining to the college, direct the agenda of the President's Council.	Sandy Kiddoo	Sandy Kiddoo	President, Provost, Vice President of Administrative Services, Director of Human Resources, Dean of Students.	Wednesdays	Weekly
<b>Campus Management - Collegewide</b>	Provides for weekly input and discussion in the areas of interest for the EGF and TRF campuses, including the airport and Roseau sites. Topics may include, but are not limited to class schedules, facilities, personnel changes, and student activities. The chair provides pertinent feedback for the President's Council and ASA Deans group.	Jodi Stauss Shamani Shikwambi	Jodi Stauss Shamani Shikwambi	Provost, Human Resources Director, Dean of Student Affairs, Associate Dean of Aerospace/Ag Director of Facilities – EGF, Director of Facilities – TRF, Business Manager, Safety Officer, Director of Technology, President's Assistant	9 a.m., Mon	Weekly

<b>Strategic Management Enrollment</b>	The purpose of this group is to collaborate and coordinate marketing and enrollment activities based on enrollment data trends and plan appropriate strategies throughout the year to support enrollment. This group is also tasked with coming up with an intervention guide for low enrolled programs/classes for faculty and academic leadership. Getting more students into the enrolled funnel through enrollment.	Brian Huschle	Brian Huschle	Director of Admissions and Enrollment, Director of Marketing, Provost, Dean of Student Services,		
<b>ACTION WORK GROUPS</b>	<b>PURPOSE STATEMENT</b>	<b>Mgmt. Lead</b>	<b>Chair</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Day/Time Frequency</b>
<b>Student Extra Curricular</b>	Generate, facilitate and implement new ideas for student extracurricular activities. Report to the President's council with suggestions of ideas to implement.	Lisa Bottem	Jason Pangiarella	Student life coordinator, 2 2 MSCF, Student Senate Campus Presidents, Director of Finance	As needed	As needed
<b>Student Retention</b>	The purpose of this workgroup is to identify and implement strategies to improve student retention. Work with the strategic enrollment group on strategies.	Lisa Bottem	Ben Hoffman	Dean of Students, Director of Advising/Registrar, Academic Dean, Advisor, 2 MSCF	As needed	As needed
<b>President's Innovation Group</b>	The purpose of this work group is to facilitate innovation discussions based on best practices and inform the president to improving student success. Ideas can include enhancing current programs, program development, or programs and services to students.	Sandy Kiddoo	Sandy Kiddoo	President, Faculty Presidents, division chairs, Director of the Academic Success Center, Academic Advisor, Director of Admissions and Enrollment, Director of Workforce Development, At least 2 MSCF	As needed	As needed
<b>Service Learning Workgroup</b>	The purpose of this workgroup is to review the service-learning graduation requirement for students. This group will research and recommend to the President possible alternatives to implementing service learning and work-based learning activities for students.	Shamani Shikwambi	Ben Hoffman	Director of Advising/Registrar, Advisor, Student Success Coordinator, 2 MSCF, Assistant Registrar	As needed	As needed
<b>Hospitality Workgroup</b>	The purpose of this workgroup is to determine common practices for potential and new students when they contact campus, visit campus, etc. Standardize the process when students come through the door.	Chad Sperling	Maura Efteland	Director of Marketing, Foundation, Admissions Coordinator, Receptionist, Recruiter, 2 MSCF		

	Think through when a student comes in for a tour, comes in cold without an appointment, specific program interests, onboarding, communication.					
<b>Healthy Campus (CW)</b>	Identify and implement strategies to promote healthy living among employees and students. This committee also carries out activities to meet the requirements of the Drug Free Colleges Plan.	Lisa Bottem	Colleen Kukowski	Any interested employees or students.	To be set by membership	As needed
<b>Assessment Academy (HLC) * (CW)</b>	To lead the college in establishing an assessment process for all areas of the college for the Assessment Academy through HLC.	Brian Huschle	Brian Huschle	Provost, Dean of Health, Public Services, & Technical Programs, Dean of Student Affairs, 2 MSCF / campus	To be set by membership	Meeting Monthly with APR Committee
<b>Institutional Research *</b>	Northland's Institutional Research work group supports the collection, maintenance, analysis, and reporting of institutional information, as well as evaluates comparison college information, and to support Northland's planning and decision-making.	Ben Hoffman	Ben Hoffman	Provost, Vice Pres. of Admin Services, Human Resources Dir, Dir of Enrollment Management and Admissions, College Registrar and Director of Advising, D2L Site Admin, Dir of Technology, Dir of Marketing and Communications, 2 MSCF / campus		As needed
<b>Institutional Review Board (IRB) (CW)</b>	Oversight of human subject research at NCTC; and ensure that human subject research conducted at NCTC is conducted in an ethical manner, to protect the rights of participants, and to help investigators find appropriate subject pools within our population. (Chair should be a faculty member with experience in Human Subjects Research)	Brian Huschle	David Christian, Justin Berry	2 MSCF /campus 1 administrator 1 community member/campus who has an understanding of research & ethics.	Meets as needed	
<b>Judiciary Board (C)</b>	The Judicial Board hears cases of alleged student code of conduct violation as requested.	Lisa Bottem	Lisa Bottem	Dean of Student Affairs, 2 MSCF/2 students, 2 staff members	Meets only as needed	
<b>Open Educational Resources (OER) Work Group</b>	Lead Northland in OER initiatives.	Brian Huschle	Faculty Leads	Provost 5 MSCF / campus	Meets as Needed	
<b>Pandemic Work Group (CW)</b>	Lead pandemic efforts for the college.	Shannon Jesme	Jodi Stauss	Safety Officer, Dean of Student Affairs, TRF Director of Facilities, Dean of Health, Public Services, & Technical Programs, Human Resources Director, Faculty	Meets as Needed	
<b>Security Task Group (CW)</b>	To address topics related to security for the college.	Shannon Jesme	Shannon Jesme	Dean of Student Affairs, Dean of Health, Public Services, & Technical Programs, Human Resources Director, Directors of	Meets as Needed	

				Facilities, Safety Officer, Faculty Security Coordinator, Director of Technology, President's Assistant		
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Other Internal Groups/Assignments	
Academic Appeals - 1 <sup>st</sup> Level Academic Appeals - 2 <sup>nd</sup> Level	Campus Committees (EGF - Jodi Stauss, TRF - Shamani Shikwambi) Provost (Brian Huschle)
Behavioral Intervention Team (BIT)	Co-Chair: Interim Dean of Student Affairs and Dean of Liberal Arts, Business, & Technical Programs Membership: Human Resources Director, EGF Counselor, TRF Counselor, Dean of Health, Public Services, & Technical Programs, (Lisa Bottem, Shamani Shikwambi, Mike Curfman, Shelley Cervantes, Kelsy Blowers, Jodi Stauss)
Financial Aid Appeal 1 <sup>st</sup> Level Financial Aid Appeal - 2 <sup>nd</sup> Level	Director of Financial Aid (Lisa Bottem) Provost and Interim Dean of Student Affairs (Brian Huschle, Lisa Bottem)
Grade Appeal – 1 <sup>st</sup> Level Grade Appeal – 2 <sup>nd</sup> Level	Academic Deans & Assoc. Dean for their disciplines (TRF-Shamani Shikwambi; EGF-Jodi Stauss; Associate Dean of Aerospace & Ag-Curtis Zoller) Provost (Brian Huschle)
Perkins Consortium	Mgmt. Lead – Provost Membership: Academic Success Center Director, Shamani Shikwambi, Dean of Liberal Arts, Business, & Technical Programs And Jodi Stauss, Dean of Health, Public Services, & Technical Programs
Student Services Appeals – 1 <sup>st</sup> Level Student Services Appeals – 2 <sup>nd</sup> Level	Interim Dean of Student Affairs (Lisa Bottem) College President (Sandy Kiddoo)