

2023-2024	Chair	Management Lead	Description and Charge	MSCF Membership
AASC	Lynette Neppel, MSCF Faculty, EGF Sociology	VP ASA	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 SAO consideration.	Determined by Contract
ASA		VP ASA		N/A
Academic Appeals		VP ASA	Review and make recommendations on all first level	<p>6 MSCF (should comprise > 50% of the committee)</p> <p>Registrar's office rep, Financial Aid Director, Student Services Rep, Academic Dean,</p> <p>1 AASC member,</p> <p>ADA specialist,</p> <p>1 student (optional)</p>
Access Committee		Dean of Student Services	<p>This Team is responsible for the Implementation of Strategic Priority 1-Access, Meeting Students where they are to ensure all have access to high quality educational opportunities.</p> <p>Expand Recruitment to Underserved populations Provide Flexible Learning opportunities Remove financial barriers for students Provide clear pathways for students Remove student enrollment barriers Streamline transition from pre-college services to programs</p>	2 faculty from each campus, one in Liberal Arts, one in Technical

Advancing Equity Committee	Sara Johnson, Director of the Academic Success Center	Director of HR	This committee is responsible for the Implementation of Strategic Priority 4 - Create an inclusive culture where all can reach their full potential. Strategies Embody a welcoming and inclusive environment for all. Ensure equitable access to resources for historically underserved individuals. Ensure our campus community represents a rich array of experiences and viewpoints. Establish community bonds through an understanding of our common humanity.	2 faculty from each campus
Assessment and Program Review		VP ASA	Provide direction to improve student learning, including oversight of assessing student, and institutional outcomes. Coordinate and facilitate the Center for Teaching and Learning and provide professional development opportunities for faculty to improve student learning outcomes. Establish and evaluate programs and disciplines through an annual review or program outcomes. Establish ad hoc workgroups to support programs.	Division Chairs, 2 additional faculty from each campus (one LA and one technical)
Athletics Advisory Workgroup		Director of Athletics and Student Life	This workgroup will provide the cabinet suggestions to support students who are athletes and our athletic teams and athletic programming. This workgroup may be called upon to complete feasibility of athletic programming.	N/A
Campus Operations Team		Facilities Director	Provides bi-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.	N/A
Commencement Planning Workgroup	Tiffany Beneda, Graduation Coordinator	Dean of Student Services	Coordinate and plan the TRF and EGF graduations.	1 faculty from each campus
Facilities and Technology Committee		Director of Technology	To provide recommendations for the continuous improvement and future direction of facility and information technology infrastructure including campus technology that supports students, faculty and staff.	2 faculty from each campus

Grants Team		Director of Institutional Research	Coordinate Post-Award Grants Management Activities including reporting and grant accounting activities.	N/A
Institution Review Board (IRB)			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)	2 faculty from each campus/flexible
HLC Interim Monitoring Report Workgroup		VP ASA	The charge of this workgroup is to complete the interim monitoring report for HLC.	
Partnerships Committee		Director of Workforce Solutions	This Team is responsible for the Implementation of Strategic Priority 3 - Strengthen partnerships with school districts, institutions of higher education, employers, and community organizations. Strategies Expand collaboration with education partners. Increase community engagement. Expand employer partnerships. Respond and adapt to the ever- changing market and partner needs.	2 faculty from each campus

President's Cabinet		President	The President's Cabinet is the college communication coordination, advisory and approval/endorsement authority. Specifically, the President's Cabinet is the final approval body for policies and procedures, budget, and any other decisions that impact the college. The President's Cabinet receives input from other college committees and provides feedback where appropriate. The President's Cabinet is responsible for oversight of all college planning and strategic outcomes. The President's Cabinet does not supersede decision-making required by the president but does allow feedback and input wherever possible.	N/A
People Development Team		Director of HR	The charge of this workgroup is to coordinate, assess, and implement the need for professional development activities across the college, as well as lead employees through the implementation of Workday.	1 faculty professional development coordinators
Research and Data Governance Team		Director of Institutional Research	To oversee uniform data-use and knowing the data needs of departments	N/A
Resource Development Committee		Director of Foundation	This committee is charged with the coordination and development of non-tuition resources, including foundation funding, grant funding and identifying alternative sources of revenue to support college operations and programming.	1 faculty from each campus
SGC		President/Chapter Presidents	The parties agree that the council is established to make recommendations to the college on the following topic areas: Personnel, Student Affairs, Facilities, Fiscal Matters and General Matters.	Determined by Contract
Student Services Appeals		Dean of Student Services	Review and make recommendations on all first level student services appeals.	1 faculty from each campus
			This Committee is responsible for the Implementation of Strategic Priority 2: Improve outcomes, success, and completion through	

Student Success Committee		VP ASA	<p>quality programs, advising, and student development.</p> <p>Strategies</p> <p>Support students in achieving their educational goals.</p> <p>Provide high-quality, relevant, engaging, and rigorous coursework.</p> <p>Create a vibrant, supportive, and welcoming environment for students.</p> <p>Provide exceptional student support services.</p> <p>Provide individualized services to increase retention and support learning, education, and career goals.</p> <p>Close equity gaps to improve success for all students.</p>	2 faculty from each campus, one in Liberal Arts, one in Technical. Librarian
Safety and Security Committee	Cory Feller	Director of Facilities	To provide recommendations for all aspects of safety and security for the college.	2 faculty from each campus
Security Task Force Team		Director of Facilities	To provide recommendations for all aspects of security for the college and to make recommendations to the safety and security committee.	N/A

FY2024 College Committee Meeting Schedule

5-8-23

First	Monday	Tuesday	Wednesday	Thursday	Friday
	Campus Management Team 9-10	President's Cabinet 9 - 12		Academic and Student Affairs Team (ASA) 9-10	Fiscal Committee 9-10 TBD
		People Development Team 2:30-3:30			
Second					
	Campus Management Team 9-10			Academic and Student Affairs Team (ASA) 9-10	Research and Data Governance Team 11 - 12
	Staff Advisory Council 10-11			Student Success Committee 11-12	
				Assessment and Program Review 3-4	
Third					
	Campus Management Team 9-10	President's Cabinet 9 - 12		Academic and Student Affairs Team (ASA) 9-10	
		Access Committee 3-4	Athletics Advisory Work Group 2:30 -3:30	Resource Development Team 11-12	
				Advancing Equity Committee 3-4	
Fourth					
	Campus Management Team 9-10	Safety Committee 1-2	Partnerships Committee 11-12	Academic and Student Affairs Team (ASA) 9-10	
		Facilities/Technology Committee 3-4			

Committees

Cross functional standing groups, must have a chair or administrative lead, minutes published to the Teams website. MSCF leadership selects the representatives for committees. Committee actions, requests, and progress will be reported to Cabinet.

Workgroups

Shorter term to “solve a challenge”, cross functional. They can have a chair and are not required to have published minutes. Ad hoc membership. Workgroup actions, requests, and progress will be reported to Cabinet.

Teams

Generally with a specific group or department for operational support based on job duties.