

College-wide Shared Governance Councils Proposal Summary 2024-2025

Last Updated 1/2/26

Submitted by:	Date 1st Proposal	Date 2nd Proposal	Proposal Topic:	College Council	Learning Council	Student Success Council	Finance, Facilities, & Technology	President Decision	Date of Completion	Link to Proposal
Karleen Krogfoss	9/6/24		D2L Grades – Automatic 0 for missing		Karleen presented a proposal to turn on the new feature in D2L to automatically enter a zero if the due date is not met. This will keep student grade book up to date. Recommend for approval			Approved	9/6/2025	D2L Grade feature update.pdf
Julie Fenning	9/12/24		College Events Web-based Calendar Tool -	Recommended for Approval				Approved	Completed Spring Semester 2025	College Events Calendar Tool.pdf
Joel Ziegler	9/12/2024	1/17/2025	Epoxy coating on floors in welding, automotive, and autobody in TRF				Request additional info and costs 9/20/24 Recommend for approval 1/17/25	Approved if budget is available at year end	Summer of 2025	Epoxy Coating on Floors.pdf
Julie Fenning	9/12/24	2/14/25	Faculty Caring Campus	Recommend for further review with final recommendation at Dec meeting 11/11/24 Recommended to add 6 faculty Caring Campus Commitments to the new faculty on-boarding process and the faculty handbook 2/14/25				Approved	Workgroup is in process of developing employee handbook - LEAD - Interim VP of Human Resources and Technology	Faculty Caring Campus.pdf
Linda Samuelson	9/19/24		Review Procedures during Lockdown and Other Drills				Recommend sending to Safety Committee for review 9/20/24	Approved	9/20/2024	Lockdown Drills.pdf
Linda Samuelson	9/19/24		Communication of Technology Breakdowns				Recommendation to ask Faculty to notify IT as soon they are aware of an issue and IT will communicate with faculty if going to be an extended period of down time. 9/20/24	Approved	9/20/2025	Tech Breakdowns.pdf
Derek Lewis	9/19/24		Northland Community Communication Center				The council recommended moving forward with changing 622B to a Student Communication Center 9/20/24	Approved	9/20/2024	Northland Community Communication Center.pdf
Clinton Castle	10/1/24		Campus Hospitality Rooms				Approved to form team to look at spaces and create a final proposal for the Council.	Team is still working on the final proposal	Marketing/Recruiting will implement the use of the space for FY26	Campus Hospitality Rooms.pdf
Clinton Castle	10/1/24		Use of EGF 570 for temporary lab and classroom				Recommend for approval	Approved	1/15/2025	570 Temp Lab-Classroom.pdf
Kirsten Michalke	10/1/24	11/5/24	Mental Health First Aid certification	Recommend for approval 11/11/24 Recommend providing training sessions for employees Spring 2025				Approved	Spring 2025	Council Proposal 1_MHFA.pdf Council Proposal #2 - Mental Health First Aid Training.pdf
Julie Fenning	10/4/24		Polk County Sheriff Lease Request for Remote Dispatch Site		Discussion regarding the proposal, unanimous vote to move forward with the lease.		Discussed and not recommended 11/15/24	Did not approve	n/a	Polk County Sheriff.pdf

Derek Lewis	10/4/24		Eliminate Accuplacer for Course Placement		Learning Council voted to support of the proposal and recommends the proposal is handled at AASC for approval and implementation.	Approved	Apr-25	Eliminate Accuplacer for Course Placement.pdf
Linda Samuelson	10/8/24		Research into 8-week scheduling for Liberal Arts Program		5/2/25 recommendation to formally establish an 8-week work group to study this further	Approved	Work Group is meeting; includes Dean of Liberal Arts and Lib. Arts Division Chairs	8 Week Scheduling Liberal Arts.pdf
Rebecca Johnson	10/14/24	10/14/24	History, Heritage, & Awareness Calendar		10/25/24 The Student Services Council recommended to move the History, Heritage, and Awareness Calendar forward for approval by the president.	Approved	Oct-24	History, Heritage Awareness Calendar.pdf
Linda Samuelson	10/25/24		Maintenance of Faculty Handbook		3rd Reading - Katlyn will lead the Employee Handbook process and will call a team meeting in Spring 2025. Team includes: Katlyn, Heather K., Chad, and Michelle B.	Approved	Workgroup is in process of developing employee handbook, which will include an appendix with the Faculty Handbook - LEAD - Interim VP of Human Resources and Technology	Faculty Handbook.pdf
Linda Samuelson	10/25/24		Faculty Review of D2L Course Shell		There is a document on the D2L website with a list of add-on features available for purchase. Faculty are requesting assistance in exploring these advanced features to see if they are worth purchasing for Northland. The eLearning committee used to explore these things. The Learning Council will in the new committee/council model. ACTION: Karleen will share this list with the Learning Council.	Approved	2/7/2025	Faculty Review of D2L Course Shell.pdf
Lisa Bottem	10/30/24		Consumer Information Review and Workgroup		11/15/24 The proposal was to form a workgroup to manage the required annual reports and create an organized process to ensure compliance. Proposed group: Cory Feller, Sarah Dorn, Rachel Larsen, Lisa Bottem.	Approved	Completed 9/16/25. https://www.northlandcollege.edu/about/consumer-information/	Consumer Information Review and Workgroup.pdf

Sara Johnson	10/31/24	Eliminate the Accuplacer barrier for students.		The goal to get final recommendation and academic changes to AASC by April for minor changes. Planning to remove Accuplacer requirement for students ASAP. Fall 2025 or Spring 2026. ACTION: Sara will schedule the work group to work on AASC documents for February or April meeting.	Approved	Apr-25	Elimination of Accuplacer.pdf
Stephanie LeDuc	11/4/24	Salesforce		Recommend for approval 11/15/24	Approved	Purchased 11/2024	Sales Force Training.pdf
Clinton Castle	11/25/24	Request for extended Library Open hours to be the same as campus open hours. This request is for both EGF and TRF campuses		Council wanted more information 12/13/24 Extended hours approved by another council, options for extended check out recommended by council 1/24/25	Approved	Trial during finals fall semester 2024	Extended Library Hours.pdf
Clinton Castle	11/25/24	Combined the student use room and sensory room on both main campuses and rename the room to wellness room. In EGF the wellness room will be located where the current sensory room is (room 140. In TRF the wellness room is recommended to move to room 255b within the Library.		Council wanted more information 12/13/24 Removed, being reviewed by another council 1/24/25	Approved	Completed Mid-October 2025	Student Wellness Room.pdf
Linda Samuelson	11/27/24	Consideration of Timing for Drills	Learning Council voted to recommend that this proposal goes to Facilities, Finance & Technology Council.	Recommend to change fall drills to 10:50 and spring drills to 1:20. 1/17/25	Approved	Jul-25	Timing of Safety Drills.pdf
Shari Olson	12/9/24	Naming Women's Locker Room after the First Women's Coach and Athletic Coordinator/Director	Recommend proposal moves forward.		Approved	Plague orderd 12/25 - Naming ceremony and installation 1/31/26	Naming Womens Locker Room.pdf
Julie Roisland	12/24/24	Streamline Test Out/CPL Process	Unanimously recommends that the President implements MyCPL and we begin training faculty and staff on how to use it. Until MyCPL is live, we minimally edit the current form to ensure the Registrar signs off before charging a student.		Approved	We have implemented myCPL for courses & faculty, Feb. 2025	Streamline Test Out-CPL Process.pdf
John Fields	1/22/25	Strategic Enrollment Plan	Recommend moving forward using all the ideas captured in the Grow Enrollment event (Sept/Oct. 24). Support a paid facilitator; co-leads: Chad S. and Sara J. Shari will work in the design of next steps and support the activities to facilitate the completion of a SEM Plan for Northland. First meeting will be in March.		Approved	Summer of 2025	Strategic Enrollment Master Plan.pdf
Dorinda Sorvig	1/23/25	Offer the AA degree and two transfer pathways as a bridge for Global Military Learning Network	Unanimously recommends that the President support the bridge program and move it forward to AASC for implementation.		Approved	Spring 2025	Global Military Learning Network.pdf

ADawn Nelson	1/26/25	1/26/25	CTE Nomenclature		Unanimously recommends that the President support this work and move it forward for fine tuning and implementation.	Approved	Moving forward with a Proposal to the Learning Council to create a CTE Advisory Board for the College. January 2026	CTE program nomenclature 2nd Review.pdf
Debra Beland	2/13/25		Up to Date Computer/Laptop support on handout and website			Approved	Recommend for approval 3/21/25	Laptop Handout.pdf
Joe Griffin	2/19/25		6 Signs identifying Training Programs above garage doors on eastside of campus in TRF			Approved	Recommend for approval 2/21/25	Signs Identifying Programs.pdf
Stacey Hron	4/16/25		Purchase HPE-Virtual Infrastructure			Approved	Information shared 4/18/25	Purchase Virtual Infrastructure.pdf
Stacey Hron	4/16/25		MyNCTC Mobile App	Shared information at 5/9/25 meeting		Approved	Recommend discontinue 4/18/25	MyNCTC Mobile App.pdf
Justin Berry	4/16/25		Update and Improve EGF disc golf course signage			Approved	Recommend for approval 4/18/25	Completed September 2025 EGF Disc Golf Signage.pdf
Karleen Krogfoss	4/17/25		MinnState proposed D2L nav bar changes		5/2/25 Information shared on nav bar in D2L. Update to a universal look taking place on May 16th	Approved	5/15/2025	Proposed D2L nav bar changes-attach.pdf
Caleb Curfman	4/25/25		Student Achievement Day		5/2/25 recommendation to move to the president for approval and Caleb to lead the process and create a committee.	Approved	Student Achievement Day Presentation planned for Jan. 7, 2026 Faculty In-service	Student Achievement Day.pdf
Kirsten Michalke	5/1/25		International Flags at EGF and TRF Campuses		5/9/25 recommended to move forward to the president for approval. Kirsten to lead the process in collaboration with the Advancing Equity Committee.	Approved	Advancing Equity Committee is working on a recommendation to the College Council	International Flags.pdf