

**College in the High School Advisory Committee**  
**Meeting Minutes**  
**October 12, 2016**  
**Room 662, 4PM, Thief River Falls Campus**

Call Meeting to Order

- Rich identified himself as the facilitator and called the meeting to order at 4:00 PM

Introductions

- Members present: Bill Stock, Brian Clarke, Carey Castle, Jessica Strom, Mike Curfman, Natty Messick, Nicki Carlson, Patti Johnson, Ralph Cox, Rich Johnson

Organizational Details

- The CHS Advisory Committee is made up of five high school representatives and four Northland representatives
- It was determined that the committee will meet twice a year – October and March
  - Motioned by Bill Stock, Seconded by Ralph Cox, All in favor
- Reviewed the CHS Advisory Committee binder & the contents
  - Agenda
  - List of members
  - Program guidelines (Sent to superintendents and coordinators each year.)
  - CHS Guide for Students (This will be added to Northland's website so it is available to all CHS participants.)
  - Grant application (First three pages.)
  - Instructor manual (Handed out at the CHS Fall Conference)

Review of Program Guidelines

- #4 of the CHS Guidelines discussion – 2 parts
  - Textbooks/E-books and other instructional materials specified in the course outline will be provided by the high school. Textbooks/E-books must meet the approval of the NCTC academic department and must be an acceptable edition.
    - The high school's will follow the guidelines indicated above for textbooks/e-books, it was discussed and an edition of a book that is one year older than what Northland uses would be acceptable. Also discussed was that some high schools use the identical book Northland uses and that is their high school policy. Some high schools are moving to E-books and this will also be acceptable as material to use for CHS courses.
    - Motioned by Bill Stock, Seconded by Patti Johnson, All in favor
  - ~~If the CHS Course is offered in multiple sections, the NCTC courses will also be in the same number of sections as the high school offers.~~ High schools are advised to have appropriate class sizes (~~recommended~~ required to follow NCTC class capacities.)
    - Remove the first sentence of this guideline and remove "recommended" and replace with "required"
    - Motioned by Natty Messick, Seconded by Bill Stock, All in favor
- #6 of the CHS Guidelines discussion
  - Class enrollment is limited to high school juniors and seniors registered in the CHS program. These students must meet the following criteria: 3.0 cumulative GPA if taking liberal arts courses. 2.0 GPA for CTE courses. **Add appeals statement similar**

to this: Students have the right to appeal the GPA requirement and must provide documentation of extenuating circumstances and support from high school representatives when appealing.

- Incorporate the appeals process for the 3.0 GPA requirement
- Steering committee will determine wording for the appeals statement to be added to the guidelines
- Discussion: A student could have a bad freshman year and do everything they can to boost their GPA and it may still not reach the 3.0 requirement by their junior year. Is there a way to incorporate the appeals process for those that have turned around their academic performance and have strong grades? Appeals statement will be added to the guideline. It was mentioned that the principal, CHS high school coordinator, and possibly the CHS instructor write a letter/statement of support for the student going through the appeals process.
- The 2.0 requirement for CTE courses also has an added line of "With approval of the high school counselor and high school instructor indicating that the student is capable of college level CTE coursework."
- Motioned by Patti Johnson, Seconded by Brian Clarke, All in favor

#### Review of CHS Program at Northland

- Rich gave an overview of the CHS program

#### CHS Fall Conference

- November 17, 2016 at the TRF campus

#### HLC Credentialing Update – Given by Carey Castle and Rich Johnson

- All credentials were due to Northland by December 2015
- Went through the credential review team at Northland
- There was an application for a five year extension that went out from the Minnesota State System Office
- Currently Northland has 34 CHS instructors
  - 15 (44%) have met the standards
  - 4 are close and have 4 credits or less to meet the standards

#### Minnesota State Concurrent Enrollment Price Structure

- FY 2018 cost will be \$2644
- Each year, for the next five years this cost will increase until it reaches \$3028
- This price has been set by the Minnesota State System and will be the same for all institutions offering CHS

#### Grant Application

- Northland has applied for a grant titled "Immersion of College Education in Secondary Agriculture Programs"
- ADawn Nelson is the project director
- Offer high quality CHS course in agriculture education with pathways into agriculture programs at Northland

Motion to adjourn meeting at 5:05 pm by Ralph Cox, Seconded by Natty Messick, All in favor