



## Northland Community & Technical College Transfer Advisory Group

December 10, 2010  
TRF, Room 545 and EGF, Room 115

### MINUTES

Attendees: Rocky Ammerman, Kelsy Blowers, Lisa Bottem, Mary Fontes, Norma Konschak, Rod Lahren, Tishara Melcher, Shannon Nelson, Jenni Peterson, Linda Samuelson and Kate Schmalenberg.

Unable to attend: Pat Amiot, Jeffrey Bell, Don Fischer and Kathy Huschle.

Topic	Responsible Party	Discussion/Outcome
<b>First Meeting for NCTC Transfer Advisory Group</b>		
1. Review of summary information from MnSCU Legislative Audit, Student Transfer Survey, Internal Audit	Rocky	Covered background information, at length, of findings from surveys and audit. Discussed what NCTC needs to do to improve transfer processes and information. See <a href="#"><u>Transfer Initiatives 2010-2013.pptx</u></a> ("Ctrl" and click to follow the link).  Since this was the initial meeting for the college-wide group, the purpose was to set up a plan for future discussions and tasks.
2. Students "Rights and Responsibilities"	Future discussion	Discussion was had on whether we should have a written "Rights and Responsibilities" regarding transfer for all students at Northland College.  Action item: Future discussion and creation of a written document.

3. NCTC Transfer website	All group members	<p>Work has been done on the “Transfer Students” web pages for NCTC.  <a href="http://www.northlandcollege.edu/transfer/">http://www.northlandcollege.edu/transfer/</a></p> <p>Action item: Review NCTC Transfer Students web site and bring any ideas for improvements to the next meeting. Search any other websites for best practices regarding transfer for inclusion to our website. See <a href="http://www.transfer101.org">www.transfer101.org</a> as one example.</p>
4. MnSCU Policy 3.37 and Procedure 3.37.1	Rocky	<p>MnSCU policy and procedure regarding MnTC and transfer.  <a href="http://www.mnscu.edu/board/policy/index.html">http://www.mnscu.edu/board/policy/index.html</a></p> <p>Action item: Verify NCTC is following policy and procedure for all activities regarding transfer.</p>
5. Informational barriers within “transfer”	All group members	<p>Discussion was had as to the barriers of having complete, correct and consistent information within Northland College. The problem to be discussed is trying to have all parties receive information and pay attention to the information via email, or by an expectation of reading minutes, or by posters or TV monitors, etc is a very difficult task.</p> <p>Action item: Future discussion - How can we, as an advisory group, create changes so staff and faculty at NCTC are all using the same consistent terminology, the same correct information, referring students the proper way, etc?</p>
6. Understanding MnTC	Rocky/Lisa	<p>Discussion was held as to whether all staff and faculty understood the MnTC. It was determined that not everyone was completely comfortable with the terms and processes.</p> <p>Action item: Future discussion - How can we, as an advisory group, inform staff and faculty of the terms, processes and create the understanding college-wide?</p>
7. Program requirements and transfer	Rocky/Lisa	<p>Discussion was had as to the “quirks” within transfer (for example, Ethics from Alexandria TC will complete only Area 9 of the MnTC as compared to a student taking Ethics from NCTC will complete Area 9 and 6). The idea of “transfer should be easy” is not necessarily easy.</p> <p>Action item: Future discussion - As an advisory group, can we affect how information on program requirements is being relayed?</p>
8. MnTC vs General Education terminology	Rocky/Lisa	<p>During a feasibility study, conducted by MnSCU, 100% of students in the study did not know what “MnTC” meant. Those same students did not know what “equivalent course” meant.</p>

		Action item: Future discussion - How can we, as an advisory group, get information out to all faculty and staff as to the proper use of the terminology for the different situations?
9. How to inform students	All group members	<p>We try to communicate with students in many different ways for many different reasons (email, posters, monitors, letters, in person workshops, etc). We still, however, get many students coming to Student Services for help not knowing the information or processes.</p> <p>Action item: Future discussion - How can we, as an advisory group, create new ways for information to get to <u>all</u> students that they will pay attention to?</p>
10. How to inform faculty and staff	All group members	<p>We try to communicate with faculty in many different ways (email, letters, in person workshops, minutes from committee meetings, etc). We still, however, have many faculty and staff not knowing the information or processes.</p> <p>Action item: Future discussion - How can we, as an advisory group, create new ways for information to get to <u>all</u> faculty and staff that they will pay attention to?</p>
11. Articulation	Shannon/Norma	<p>Currently the articulation information on any program is under the “program facts” section on the web site. This is the only place to put this information due to web database restrictions. Shannon has emailed all faculty asking for any articulation agreements within their various programs be sent to her. MnSCU has an articulation template that should be used for all future agreements. All current articulation agreements are to be linked on to the MnTransfer.org website.</p> <p>Shannon and Norma will continue to urge faculty to update their program articulation agreements.</p>
12. Create Advisory groups within consortium schools (NTC, Alex, NCTC). Create advisory groups with BSU, MSU-M. UND, etc?	Rocky	Future: Discussion will be held whether this would be a good idea? Bad idea? Not workable?

Next meeting: It was recommended to have two meetings during the Spring Semester. Rocky will send out a google message for all participants to see what times/dates everyone would be available.