



Northland Community & Technical College Committee Name

May 12, 2005
3:00 pm
Room #106

Attendees: Steve A., Beth M., Mike N., Deb R., Milt K., Dennis W., Diane R.

Topic	Discussion/Outcome
1. Call to Order	2:50 pm
2. Approval of Minutes	Approved
3. Supply Budget	<p>There was discussion on the process for creating new supply budgets:</p> <ul style="list-style-type: none"> • Nursing should have a separate pot of money for distance courses. • Money needs to be deposited into all cost centers; ADMM, ADMS Distance • Adjust CPTR budget to account for distance education. • A separate form will be filled out for supplies in FY06. <p>Equipment budgets will have separate cost centers in FY06. We have to be careful because of the possibility of a deficit.</p> <p>The Business and Technical division is pooling money to buy office furniture.</p> <p>Steve has asked the division chairs to let him know if their division is not using their full budget, so next year their budget would not decrease to the amount that was used. The Executive Council will bring forward any cuts they can find. The division chairs were asked for input to help with the decisions.</p> <p>At one time, there was a \$10.00 per student science lab fee. All agreed that this fee should be implemented once again.</p>
4. Capture Release Time	<p>Kent has concerns about, "what is release time"? If employees get release time they should set-up their schedules so they really do get release time. A suggestion was made that the division chairs provide a report three times a year. This information can be tracked by providing workload sheets that show release time for course development, program direction, division chair, club advisor, intramurals, co-chairs on committees, etc. Health program directors are already providing workload sheets. Diane is developing a spreadsheet showing all overloads and extra assignments for FY05. This will be a great budgeting tool and also will be used as something to compare to when working on FY06 overloads.</p>

5. Testing Center	<p>Testing was talked about at the last Regional Academic Leaders meeting, but nothing happened, it was just dropped. The consortium should be having this discussion as it relates to the quality and coordination of the distance education consortium.</p> <p>By fall semester all testing will be done at the front of the library so students can be watched while testing. Right now there is too much traffic and too much noise. It will be a quieter environment in the fall. Bags, books or laptops will not be allowed in the room during testing and testers will be monitored 90% of the time. A designated time to test would help with the monitoring.</p> <p>We need to look at improvements in the fall. Maybe mount cameras that are in view of the testers. Fall semester Milt will report to the committee what is working.</p>
6. Incident Report "Go To Person"	<p>According to the March 8th Safety Committee meeting:</p> <ul style="list-style-type: none"> • Employees – Report to Bob Gooden • Students & General Public – Report to the campus Business Office
7. Wiring in room #339, #337, #341	<p>A recommendation was made to wire laptop ports into the walls in these rooms instead of the tables. Liberal Arts will be using these rooms exclusively and they do not use laptops in the classroom. This set-up will make the room more suitable for small group discussions.</p>
8. Robotic Camera/DVD Recorder	<p>This item is included on the Classroom Technology priority list. Steve thought the supply budget would pay for this. The cost for the special camera/recorder is approximately \$3,500 and would be portable.</p> <p>A special video camera has been requested for the Norwegian and Spanish courses. All were wondering what it did that was so different from a regular video camera. David Christian will be contacted regarding this question.</p>
9. Prioritize Training List	<p>The objective is to assess training needs. How do we assemble a list of training needs? Technology training should be for new employees, but advanced training is also needed for the veteran employees.</p>
10. Web Based Course Assessments	<p>There was a discussion concerning the Web-based course assessments:</p> <ul style="list-style-type: none"> • Assessments were not set-up to lock out the next user. • Could not evaluate a course by a specific section number. • All courses were included in the listing – should be just the courses that are being taught in the semester that is being evaluated. • There were concerns about lack of motivation for students to do the course assessments online. • The option to administer the course evaluation manually should always be available. • A suggestion was made to look at the capabilities of D2L to do the assessments. It's possible to set parameters and release conditions in this program. <p>The general feeling was that the web-based assessments should have been tested a little more for "bugs" before administering.</p>
11. Student Satisfaction survey	<p>Steve received the results of a student satisfaction survey in a report from Dennis Bendickson. All agreed that since the report was not specific by campus, the report was not valid. The EGF campus advises, TRF campus does not.</p>
12. Adjourned	4:10