

**Shared Governance Council
Tuesday, November 9, 2004
2 p.m., TRF Campus, Room 654**

Present: Linda Samuelson, Dan Sponsler, Dorinda Sorvig, Barb Forrest, Norm Hals, Deb Jacobson, Chris Reak, Barb Weber, Al Shervold, Roger Peterson, Kevin Stuckey, Kathy Olson, Kent Hanson, Steve Alston, Jeff Thomas. Guests: Dennis Paesler and Vanessa Martell; Cindy Cedergren, Recorder.

Class Size/ITV/On-Line Courses: Faculty went on record in opposition to the determination of class sizes by administration. Specifically, they did not support the science lab class sizes. Faculty requested that the process for determining next year's class sizes be improved. Faculty requested discussion on setting class size maximums for ITV and on-line classes be implemented during fall semester. It was determined that a subcommittee consisting of two faculty from each campus should meet with Jeff Thomas and Steve Alston. The faculty membership should be (1) faculty member who currently teaches via ITV, and (1) who is currently teaching on-line (or with previous experience). Faculty were asked to submit names to Jeff Thomas & Steve Alston within two weeks. Not Resolved (ITV and On-Line only).

Division Chairs for TRF Liberal Arts Faculty: Linda Samuelson shared a preliminary draft of a proposal that will be presented to TRF faculty on November 23. A few language changes were made at the meeting. Faculty plan to share the final proposal at the December SGC meeting for administration's review. Not Resolved.

Campus/College Committees: Faculty requested that all campus and college-wide committees be determined prior to the start of the next fall semester so memberships can be determined earlier. It was agreed that all college-wide committee memberships will be solicited through the President's office in the future. Linda Samuelson shared information on the number of members desired for each committee. Resolved.

November 12th In-Service: Jeff Thomas reported on a national conference attended by faculty and administration regarding assessment topics, and informed faculty that the focus of the Nov. 12 in-service was assessment. Resolved.

Technology Support: Dennis Paesler reported on the status of a proposal to increase staffing in the ITS Dept. He stated the budget could not support additional personnel at this time. Discussion was held on the numbers of staff on each campus. It was noted again that two new ITS personnel had been recently hired and the additions should help to reduce the backlog of other duties of current staff. Resolved.

EGF Liberal Arts Courses: Linda Samuelson requested that a long-term plan be developed for future offerings. It was agreed that the Academic Affairs and Standards Council would be asked to select faculty representatives from both campuses to serve on a subcommittee to work cooperatively on a long-range plan (ie, coordinated course schedules & sharing of resources). Resolved.

Annual Work Plan Report: Administration shared a document submitted to the Chancellor's office by President Gunderson on annual goals for the college. (For information purposes only)

Strategic Plan Update: Administration requested feedback from faculty on the draft list of strategic goals distributed at the October meeting. Feedback had not been obtained and will be provided at the next meeting. Not Resolved

Strategic Plan Task Forces: Administration requested more participation from faculty on the academics task force to review RFP's for strategic planning funds. Administration and faculty agreed that due to the lack of volunteers to date that the rules for participating in the task forces be relaxed and could include faculty who have been involved in submitting a proposal. Deb Jacobson, Linda Samuelson, and Barb Weber agreed to serve. They will receive copies of the RFP's in advance of a task force meeting which will be called by Jeff Thomas or Steve Alston. Resolved.

Budget Topics: **a)** Dennis Paesler shared a report on the general fund budget, which contained balances on revenue, personnel, and non-personnel expenditures to date. Faculty requested a monthly breakdown of other areas within the college. Dennis will work with faculty presidents to determine specifics on this request; **b)** A draft joint budget development calendar will be presented at the December meeting. It was noted that FY06 budget requests for equipment and supplies will be distributed to all employees in late November or early December; **c)** Vanessa Martell shared information on the Swenson House activities, revenues raised in 2003 and 2004 to date, furnishings purchased, rental rates, and renovations made to the facility in order to comply with ADA regulations and programming needs; **d)** Administration shared information about the capital budget requests submitted to MnSCU to be considered in the 2006 legislative session. A floor plan drawing was shared on proposed EGF campus remodeling and additional space.

Next Meeting: Tuesday, December 14, 2004 at 2 p.m. at EGF Campus; Room 106.

Linda Samuelson
TRF-NCTCF Chapter President
absence of President)

Dan Sponsler
EGF-NCTCF Chapter President

Kent Hanson
Provost (in

