

NCTC Shared Governance Council
December 14, 2004
EGF Campus, Room 106
2 p.m.

Council members present: Dan Sponsler, Linda Samuelson, Norm Hals, Kevin Stuckey, Roger Peterson, Dorinda Sorvig, Al Shervold, Barb Weber, Chris Reak, Barb Forrest, Kent Hanson, Steve Alston, Jeff Thomas; Dennis Paesler, Guest. Cindy Cedergren, Recorder.

Additions to Agenda: Faculty added the following items to the agenda: 1) Concurrent enrollment, 2) ITV Procedures.

Class Size/On-Line/ITV: Administration had not received faculty names to serve on a task force prior to this meeting. Faculty task force members will be Terry Wiseth, Lyle Batton, Mary Hanson, and Sue Moe. Steve Alston or Jeff Thomas will arrange a meeting with this group. Not Resolved.

Division Chair Proposal: Faculty and administration formally accepted the plan for TRF Division Chairs presented at last month's meeting. Resolved.

Reductions in Unlimited Faculty: Administration reported that two faculty in Aviation and one faculty in Small Business Management had been placed on unrequested leave due to low enrollments. Resolved.

Strategic Goals: Faculty accepted the strategic goals presented by administration. Administration stated the Division Chairs will now begin working with the Deans on action plans for each of the goals. Resolved.

January 5-6 In-Service: Administration reported that the college-wide Assessment Committee is developing the agenda for January 5, with activities scheduled at the TRF campus for all faculty. On January 6th, each campus will have their own activities, and a half-day is expected to be open for office time/prep and/or committee meetings. Faculty accepted the tentative agenda. Resolved.

Concurrent Enrollment: Faculty presented a list of recommendations regarding concurrent enrollment. Administration will review the recommendations and respond at the next meeting. It was noted that a MnSCU policy exists on this topic and will be reviewed by both faculty and administration. Not Resolved.

ITV Procedures: Faculty expressed a need for training and written procedures on teaching via ITV. Topics mentioned included: test proctoring, office hours, teaching experience, orientation, and other logistical topics. Once the ITV class size task force has developed class sizes, the same group will be asked to discuss this topic. Faculty requested that procedures/training be developed by fall semester 2005. It was noted that

the EGF campus has an outdated procedures manual, and could be used as a starting point to develop a new one. Not Resolved.

Policy Review: Faculty suggested a few changes to the proposed policies. The Drug and Alcohol Policy will be re-examined by administration before second reading. At administration's request, faculty accepted the Emergency Closing Policy and Procedures without a second reading, due to the importance of having the policy in place immediately. Changes made to other policies will be forwarded to faculty before the second reading.

Budget Development Plan: Dennis Paesler presented a proposed 2006 Budget Development Plan/Schedule for faculty review. Resolved.

Budget Update: Dennis Paesler presented various types of information requested by faculty presidents. Topics included: Faculty Salary Summary FY05; Equipment Expenditures; ITS, Marketing, Physical Plant, and Custom Training Budgets, and a General Fund Summary. Faculty inquired about the practice (formula) used in previous years at the TRF Campus regarding the division of equipment dollars between liberal arts and technical programs. Faculty asked administration to review that information. Faculty want that practice to continue with the new administration next year. Resolved.

Next Meeting: January 11, 2005 at 2 p.m. at TRF Campus, Room TBA.

Minutes approved by,

Linda Samuelson
TRF-NCTCF Chapter Pres.

Dan Sponsler
EGF-NCTCF Chapter Pres.

Kent Hanson
Provost (in absence of Pres.)