

Shared Governance Council
November 10, 2005
EGF, Room 106

Present: Dan Sponsler, Linda Samuelson, Diane Drake, John Doppler, Kevin Stuckey, Roger Peterson, Mary Novak, Barb Forrest, Al Shervold, Jim Davis, Kent Hanson, Mike Normandin, Jeff Thomas.

Additions to Agenda: Faculty added: 1) satellite programs; 2) clinical/internship workloads to the agenda.

ITV Procedure Manual: Administration reported the manual is nearly done. Faculty were asked to send comments for changes or additions to Holly Deschene. Not resolved.

Faculty Evaluation: Faculty reviewed feedback received from their membership. Administration will take their suggestions under advisement. The process will be implemented starting Spring Semester 2006. Resolved.

Organizational Chart: Dr. Davis reviewed another revised draft. Suggestions for changes were discussed and will be taken under advisement. The goal is to implement the new structure in Spring Semester 2006. Not Resolved.

Class Sizes: Administration shared data on current class sizes for all courses offered by the college. Mike Normandin will make revisions to the chart and share with faculty presidents. Not Resolved.

Notice of Lay-Offs: Per faculty contract, administration reported that three lay-off notices had been issued. One notice has been rescinded and replaced with a Memo of Understanding with MSCF. The other lay-offs are based on enrollments. Resolved.

Test Proctoring: Administration reported that the new process at EGF is working well, and will continue. Resolved.

Speakers' Bureau: Tabled until next meeting.

Reporting No-Shows: Administration is developing a policy and procedure on this topic and will bring to SGC for review next month. Not Resolved.

Comprehensive Liberal Arts Plan: Faculty stated that more coordination and advance planning needs to occur in regard to cross-campus faculty traveling/teaching, in terms of equipment, office space, car pooling, scheduling, technology needs, etc. Administration reported this topic is being discussed with the Academic Affairs and Standards Council and the Division Chairs. The Deans will attempt to accommodate faculty schedules for travel to occur on Tuesdays and Thursdays if possible. Administration and faculty are working on an annual course schedule, and developing a checklist for cross-campus teaching. The EGF campus is working on office space availability for Spring Semester. Not Resolved (but will be resolved by AASC, Division Chairs and Academic Deans).

Satellite Courses: Faculty expressed concerns about replicating programs, and wanting assurance that the programs are needed and coordinated by one individual to ensure their

success. Administration answered questions and responded to faculty's concerns. Resolved.

Clinical/Internship Workloads: Faculty expressed a concern about new contract language regarding ratios in clinicals and internships. Faculty are developing a proposal on what various programs need. Administration requested this information to assist in implementing the new contract. Not Resolved.

Policy Review: 2nd Reading: Policy Development and Policy Development Procedures; Student E-mail and Employee E-mail Policies. No changes submitted.
1st Reading: Alcoholic Beverage Procedures – some changes submitted to instructions pages.

Budget: Administration reported that distance education revenue is projected to be approximately \$280,000 in FY06. No other new budget information was reported.

Next Meeting: December 8, 2005 at TRF, Room 117.

Meeting adjourned at 3 p.m.