

Shared Governance Council Minutes
December 8, 2005
TRF Campus, Room 117

Present: Linda Samuelson, Norm Hals, Diane Drake, Roger Peterson, Danie Packard, Don Sponsler, Barb Forrest, Jim Davis, Kent Hanson, Jeff Thomas, Mike Normandin.

ITV Procedures Manual: A completed manual was distributed. The manual will also be posted on the college website. Resolved.

Organizational Chart: Administration distributed (6) charts for various college functions. Administration addressed questions from faculty and will take their suggestions for changes under advisement. EGF faculty brought attention to the fact that the majority of administrators are located at the TRF Campus. Not Resolved.

Clinical/Internship Workloads: Dan Sponsler will work with Mike Normandin on gathering more data from faculty on their needs before bringing this topic back to the Council. Kent Hanson stated that internships should have a 17 to 1 ratio, and clinicals are negotiable, depending on how the clinical is run. Not Resolved.

Maximum Class Sizes: A spreadsheet of all NCTC technical courses and class sizes was reviewed and discussed. Faculty requested more time to review the data before finalizing, and asked that administration combine the liberal arts course data into the same document and send an electronic copy to the faculty presidents. Administration and faculty agreed to postpone the decision to institute the new class caps until Spring 2006. Kent Hanson stated that until then the current caps would be retained. Not Resolved.

Comprehensive Liberal Arts & Sciences Plan: Kent Hanson assigned this topic to the Division Chairs as an on-going discussion item. Resolved.

Class Cancellation Timing: Faculty expressed concern regarding an email message sent regarding canceling low enrollment classes. The Academic Deans reported that Dec. 16th is the projected date for officially canceling classes, in order to meet the 2-week notice for faculty. Faculty requested that the Deans visit with each faculty member involved before making the final decision. The Low Enrollment Policy will be reviewed at the next meeting. Not Resolved.

January In-Service Workshop: Tentative agendas for Jan. 4 & 5 were reviewed. Resolved.

Cross-College Division Structure: This topic was discussed in the Organizational Chart discussion. Resolved.

Common College-Wide Final Exam Week Schedule: Administration reported that this will be implemented in Fall Semester 2006. Resolved.

Distance Education: Kent Hanson reported that a Regional Distance Education Governance Board is being developed within the consortium and requested faculty to appoint one faculty member to represent NCTC on the Board. There will also be a Process Team developed which NCTC may provide two faculty. Kent will forward more details about these groups to the faculty presidents to help in recruiting faculty representatives. (This Board and process team will be added to the sign-up list for college-wide committees distributed in the spring). Resolved?

Policy Review:

Second Reading: #1070P Alcohol Beverage Procedures – Accepted, with no changes.

First Reading:

#2092 & 2092P Last Date of Attendance/No Show Policy & Procedures

#4035P Employee Selection Procedures – one language change requested.

#4020 & 4020P Emeritus Status Policy and Procedures

Speakers' Bureau (policy # unknown at meeting time)

Budget: Dennis Paesler presented a summary of revenue and expenditures for FY06, indicating a projected surplus of \$33,678. An FY07 budget development calendar/schedule was reviewed. Dennis reported that FY07 budget request forms will be emailed to all employees next week.

cc/sgc 12-8-05