

Shared Governance Council  
September 15, 2005  
2 p.m., EGF, Room 106

Present: Linda Samuelson, Dan Sponsler, Roger Peterson, Norm Halsa, Diane Drake, Al Shervold, Tony Sorum, Barb Forrest, Kevin Stuckey, Danie Packard, Pam Schorsch, Jim Davis, Kent Hanson, Jeff Thomas, Mike Normandin. Guest: Dennis Paesler.

**Additions to Agenda:** 1) Reporting No-Shows (administration); 2) Program budgets (faculty)

**ITV Procedure Manual:** Dan Sponsler will seek to replace Sue Moe on the subcommittee working on this project. Jeff Thomas stated the committee should have it ready for review at the October meeting. Not Resolved.

**Faculty Evaluation:** Kent Hanson stated the committee should have the documents ready for review at the October meeting. Not Resolved.

**Organizational Chart:** Dr. Davis will present a revised chart at the October meeting. Not Resolved.

**Class Sizes:** a) On-Line: Administration stated that on-line class size will be 25 maximum, with no plans to go higher at this time. b) Courses on Campus: Administration shared data on current caps for NCTC courses and other consolidated 2-year colleges. Kent was asked to email the chart to the faculty presidents for dissemination to faculty. Resolved.

**Management Education Faculty Evaluation:** Administration and faculty were in agreement with the proposed evaluation document. However, when the professional development component for faculty evaluation is developed, it will be added to the Mgmt. Faculty Evaluation document. Resolved.

**Foundation Update:** Dr. Davis briefly spoke of a plan to build a new structure of committees and funds within the Foundation, as it is expanded to include the EGF Campus and communities. MnSCU will have a donor software package available to purchase in the near future to assist in managing the funds. Resolved – no action required.

**Test Proctoring:** Administration reported on the arrangement with the ACT Testing Center (TRF Campus) to conduct assessment tests and test proctoring for on-line students. Dr. Davis expressed his opposition to having either Library responsible for proctoring. EGF faculty also expressed concerns about that arrangement, due to the increasing demand for testing. Administration is working on a fee structure for non-MnSCU college students. The EGF Management Team will discuss ideas on how to change/accommodate the testing needs at EGF. Not Resolved.

**'06-07 Academic Calendar:** The following volunteered to serve on a calendar development subcommittee: Linda Samuelson, Dan Sponsler, Kent Hanson, Jeff Thomas, Mike Normandin, and Dennis Bendickson. Kent's office will arrange a meeting. Administration proposed a later starting date in 2006, since MnSCU will be imposing a common start date of August 27<sup>th</sup>, effective Fall 2007. Not Resolved.

**Presidential Search Committee:** Dr. Davis expressed his concern that faculty members who are selected to serve on the search committee must be committed to attending all the scheduled meetings. Resolved – no action required.

**Program Budgets:** Faculty had previously expressed concerns about their program budgets. Mike Normandin addressed their concerns and budgets have now been revised and distributed. Equipment budgets still need to be distributed by the Division Chairs. Resolved – no action required.

**Reporting No-Shows:** Dr. Davis stated there are currently different procedures done on each campus to report and track students who do not show up for class. These students must be reported to Student Services in order to prevent financial aid from being disbursed. Faculty expressed concern that a unified process needs to be developed to include distance education students. Administration will work on developing a procedure. Not Resolved.

**Budget:** Dennis Paesler reviewed a summary of FY05 revenues and expenditures FY05, indicating a deficit ending balance of (\$438,825). He noted that FY05 distance education expenditures were under-estimated, and the receivables have become a great concern. He reviewed budget assumptions for FY06, based on 2,725 FYE's, and assuming a 6% increase to the appropriation base. He has projected a budget surplus of \$13,444. Faculty requested administration provide information about the Custom Training budget. Not Resolved.

**Next meeting:** October 13, 2005 at 2:00 p.m., TRF Campus, Room 117. Faculty pre-meet at 1:00 p.m.

Cindy Cedergren, Recorder