

Shared Governance Council Minutes
January 19, 2006 (rescheduled from Jan. 12)
2 p.m., EGF, Room 106

Present: Dan Sponsler, Linda Samuelson, Mary Novak, Kate Schmalenberg, Al Shervold, Barb Forrest, Danie Packard, Roger Peterson, Kevin Stuckey, Norm Halsa, John Doppler, Diane Drake, Kent Hanson, Mike Normandin, Jeff Thomas.

Additions to Agenda: Policy First Reading: Student Rights and Responsibilities; Delete First Reading of Volunteer Policy/Agreement.

Organizational Chart: Faculty requested an alternate chart be developed with no names in the positions. Administration will take their request under advisement. Resolved.

Clinical/Internship Workloads: Faculty inquired about whether administration plans to round up or down to the nearest half-credit in regards to clinicals/internships credits. Administration will consult with MnSCU and communicate their decision to the Council via email. Not Resolved.

Maximum Class Sizes: Administration and faculty agreed to a deadline of February 2nd for faculty to submit feedback with rationale for changes to the proposed maximum class sizes. Administration will provide an update at the February 9th Shared Governance Council meeting, and finalize the numbers at the March meeting. Faculty shared a document comparing credits and class caps for liberal arts and technical faculty. Not Resolved.

Low Enrollment Policy: Faculty and administration discussed proposed changes to this policy that addresses the process in which classes are cancelled. Administration will take the recommended changes to the Academic Affairs and Standards Council. Will be resolved through AASC policy review process.

College Awards for Excellence Committee: Administration shared a detailed background and guidelines from MnSCU about new language in the MSCF contract which provides for college presidents to grant Awards for Excellence to faculty. Faculty were asked to recruit two faculty from each campus to serve on this committee. The committee will have an equal number of administrators. Questions were raised about the scope of the projects to be considered and when the funds would be available. Administration will check with MnSCU for clarification. Faculty and administration agreed on a Feb. 2nd deadline to submit names of faculty members for the committee to the President's Assistant. Not Resolved.

Emeritus Committees: Each campus will have their own committees to recommend emeritus faculty. Administration requested faculty recruit 3 long-term faculty members (10 years or more) to serve on the respective campus committees by February 2nd. Two administrators for each campus committee have been appointed by the President. The first committee meeting will be a joint meeting to discuss process. Not Resolved.

Strategies for increasing enrollments/registrations: Faculty offered the following ideas to improve the timeliness of students registering for classes:

- 1) Establish organized and structured advising and registration weeks, maybe during final exam weeks; Get Student Senates involved in some way;

- 2) Visit our website – is it easy enough for students to register – are they reminded to register on the home page? Perhaps a direct link to registration on the home page would be more convenient? Remind students that classes may fill or be cancelled if they don't register early.
- 3) For students who don't have an advisor's access code, could there be a link to the advisor's email address so the student can make arrangements to meet the advisor?
- 4) Faculty could allow students to register during a specific class time;
- 5) Place reminders to students on hallway monitors

Policy Review:

First Reading:

- 1) Student Rights and Responsibilities – no changes suggested at first reading
- 2) International Student Admission – no changes suggested at first reading
- 3) Fund Raising – questions were raised about use of student club funds. Administration will get clarification and make any necessary changes before second reading.
- 4) Volunteer Policy & Agreement – Tabled – awaiting MnSCU review.

Second Reading:

- 1) Last Date of Attendance – accepted
- 2) Employee Selection Procedures – accepted
- 3) Speakers' Bureau Policy and Procedures – questions raised on options for handling honorariums; Administration will get clarification and revise as necessary. Will bring back for another reading in February.
- 4) Emeritus Status Policy and Procedures – accepted

Deleted: Policy #3140 Technical Education Guarantee (MnSCU repealed)

Budget: Administration reported that enrollment was currently 2,684 FYE, down approx. 100 FYE from last year's enrollment. The FY06 budget was built on the assumption of 2,725 FYE's. Overload assignments have not been finalized for spring semester. Administration expects to update the budget in early February and will determine whether equipment dollars can be released. Administration will work with Division Chairs to review requests and determine equipment priorities for FY06.

Other: Faculty requested that all documents distributed to SGC members include the date of revision.

Next meeting: Thursday, February 9, 2006 at 2 p.m., TRF Campus, Room 117. Faculty pre-meet at 1:00 in same room.