



Northland Community & Technical College Shared Governance Council Meeting

Thursday, February 8, 2007

EGF Campus, Room 106

2 p.m.

MINUTES

Attendees: Linda Samuelson, Dan Sponsler, Mark Johnson, Al Shervold, Norm Halsa, Tim Reuter, Diane Drake, Danie Packard, Kate Schmalenberg, Barb Forrest, Tony Sorum, Mary Lou Novak, Anne Temte, Kent Hanson, Shari Olson, Mike Normandin (substituting for Jeff Thomas), Mary Fontes; Cindy Cedergren, recorder.

Absent: Cynthia Jorstad

Guests: Stacey Hron, Karleen Delorme, Becky Holthusen

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda		None
2. Administering Course Evaluations	Stacey Hron, Karleen Delorme	Stacey & Karleen presented information on a study conducted to examine the advantages and disadvantages of administering student course evaluations – D2L on-line version versus the paper/pencil manual method. Their data and research provided rationale to support the D2L version, with significant savings in staff time, equipment, and supplies. Faculty supported using the D2L version based on the research presented. Resolved.
3. Course Evaluation Content	Linda Samuelson	A set of 14 core questions (test bank) was reviewed and discussed. Additional recommendations were suggested to improve the survey, including adding space for comments after each question, and reducing the rating scale to 4 choices rather than five to eliminate a neutral response. Dan Sponsler will work with Karleen Delorme on the recommended changes. It is desired to have this ready for implementation by mid-semester. Resolved.

4. Faculty Advising	Kent Hanson	Kent reported on a recent task force meeting. They will continue to meet and report on progress as needed.
5. Purchasing	Shari Olson	To finalize this topic, Shari stated that administration supports the increased issuing and use of credit cards, and will still continue to accept purchase orders, in paper form or on-line form. The Deans will work with dept. heads to determine how multiple-faculty depts. should utilize a dept. credit card. Resolved.
6. College Faculty Awards for Excellence	Becky Holthusen	Becky provided a status report of approved projects, amounts, and stipends paid to date. She reported that all funds must be encumbered by June 30, 2007. She distributed the timelines established for applications, approval dates, and due dates for final reports. The latest date for final reports to be considered is November 15, 2007, in order for stipends to be processed through payroll by 12/31/07, the final day to expend the funds. A total of 28 projects have been approved to date, totaling \$140,000, and an additional 25 projects submitted in January were currently being reviewed, totaling a possible \$110,000. If all projects are approved by the committee and the President, the total will reach approximately \$250,000, leaving a balance of \$25,000 remaining for the March & May application deadlines. Becky will provide the project titles and brief descriptions on the website for informational purposes. Resolved.
7. Airport Hangar Opportunities	Anne Temte	President Temte reviewed the information she communicated to all employees regarding opportunities to lease hangar space to the City of Thief River Falls. City officials and college administration have entered into preliminary discussions regarding the possibilities, and administration is working with aviation faculty to discuss plans and preparations needed to accommodate the program's and the city's needs. She reminded faculty that space utilization of college facilities is extremely important for future funding. She stated that aviation equipment needs to be downsized, and MnSCU will be involved in selling or disposal of obsolete equipment. The plan may take several months to implement. Faculty asked to be kept abreast of the plans as they proceed. Administration stated that any proposed changes in the facility will involve the TRF Facilities Committee, as well as Academic Affairs and Standards Council for aviation curriculum changes if needed. Resolved.
8. Personal Enrichment Courses	Linda Samuelson	Faculty inquired about the college's philosophy in offering personal enrichment courses, such as community band, masterworks chorale, aerobics, yoga, etc., for non-credit, and what students/participants should be charged for participating. She noted that students taking classes for non-credit are not registered in the ISRS system, and therefore cannot be officially counted as registered students. After discussion, faculty requested administration develop a proposal to which faculty can respond, with a goal of resolving

		this topic for fall semester implementation. Not Resolved.
9. Liberal Arts Offerings	Linda Samuelson	In response to faculty's concerns about class sizes and number of sections offered, Kent Hanson reviewed the issue of reducing sections when necessary. President Temte stated that MnSCU will soon be releasing instructional program cost comparisons throughout MnSCU and that data will be made available to faculty. At the next meeting, Kent Hanson will report on the recommendations made at an Academic Planning Retreat scheduled on Feb. 23. Discussions to be continued.
10. Policy Review: 1 st Reading: None 2 nd Reading: a) Credit Cards b) Reasonable Accommodations	Cindy Cedergren	a) Credit Card Policy & Procedure: Cindy will edit the procedure once additional clarification is received from the Office of the Chancellor, and communicate that information to faculty. b) Reasonable Accommodations Policy and Procedure - no changes made.
11. Student Code of Conduct	Linda Samuelson	Faculty requested additional language in the existing policy to address concerns regarding student use of cell phones, text messaging, and other personal electronic devices in the classroom. Administration will take that suggestion under advisement as student policies and procedures are reviewed this spring. Not Resolved.
12. Budget	Shari Olson	Shari reported that we have exceeded the faculty overload budget by \$112,000. Enrollment is up by approximately 70 FYE.
13. Adjourn		Meeting adjourned at 4 p.m.
14. Next Meeting		Thursday, March 8, 2007, TRF Campus, Room 117; Faculty Pre-meet at 1 p.m. in same room.