

Shared Governance Council Meeting

Thursday, October 14, 2010; TRF Campus, Room 735; 2 p.m.

Video Connections to EGF 301, TRF 662

MINUTES

Attendees: Kathy Huschle, Jennifer Dahlen, Barb Forrest, Norm Halsa, Kent Hanson, Norma Konschak, Tishara Melcher, Danie Packard, Kate Schmalenberg, Dan Sponsler, Anne Temte, Joel Ziegler, Adam Paulson, Ruth LeTexier, Andrew Dahlen, Don Fischer (alternate), Justin Berry, Becky Lindseth

Absent: Beth McMahon

Guest: Shannon Nelson

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda	Melcher	<p>Tishara Melcher stated that the faculty have made a conscience decision that all members of this council should give their full attention to the meeting discussions and not conduct any business on their laptops or phones during the meeting.</p> <p>Two additions to the agenda were made by faculty: Master Committee Chart; Course Surveys</p>
2. Daily administrative coverage on campuses	Sponsler	<p>Faculty expressed concern regarding the need to know where they can locate administrators on campus in emergency situations. After discussion, it was recommended that each campus receptionist be given proxy rights to designated administrators' calendars so they can check their daily schedules in the event they are needed for an emergency or to just consult with them. Cindy Cedergren will make arrangements for giving proxy rights to the receptionists. Resolved.</p>
3. Master Committee Chart	Melcher	<p>The membership in the Assessment and Program Review Committee needs to be edited. Tishara Melcher will forward names of TRF representatives for this committee. Faculty inquired about the continuance of the NCA Steering Committee. Administration stated they want this committee to remain in place and meet once or twice per year to keep abreast of changes in accreditation requirements. A New Program Committee is being developed, and members are being identified. Information about this committee will be added to the chart once finalized. Resolved.</p>
4. 2011-12 Academic Calendar	Konschak, Melcher, Sponsler	<p>Changes were discussed and made to the proposed calendar; the most significant change was the spring break week to March 5-9. Discussion was held on the online calendar dates. Cindy Cedergren will make the changes and distribute the calendar college-wide. Resolved.</p>

5. Student Success Day	Nelson	Shannon Nelson shared some examples of Student Success Day agendas from other colleges. She noted that some colleges canceled classes for ½ or full day; some made it mandatory for students to attend, others did not. It was recommended that a planning committee be formed and comprised of faculty, student services staff, possibly student leadership, and a Retention Committee rep. More discussion will be held during the Nov. 12 faculty in-service. Not Resolved – committee will work on and periodically report throughout the academic year.
6. Nov. 12 In-Service Agenda	Konschak	Faculty recommended that the Nov. 12 Shared Governance meeting be canceled, and the special meeting in late October would replace that meeting. Resolved.
7. January SGC Meeting Date	Melcher	Faculty recommended changing the January meeting date to January 20, staying away from in-service days, and delaying one week after the start of the semester. Discussion was held on a suggestion to rotate the days of the week for SGC meetings next year, so Thursday classes would not always be affected by SGC meetings. Cindy Cedergren will revise this year's meeting schedule and distribute to all members. Resolved.
8. Timeline for Academic Budget Reductions	Hanson, Temte, Lindseth	Becky Lindseth reported that Board Early Separation Incentives have been offered to some employees, with their responses due by October 26. A special Shared Governance Council meeting was set for Oct. 29 at 12:15 p.m. in EGF for administration to present proposed budget reductions. A brief faculty pre-meet will be held at 12 noon. Resolved.
9. EGF Academic Appeals	Sponsler	Dan Sponsler expressed faculty's concern about missing the Dean's role in the appeals process, since there is no Academic Dean at EGF. Kent Hanson stated that Mary Fontes has been temporarily assigned to cover both Student Services and Academic Appeals. Faculty asked for clarification on the process being used during this interim period. Kent Hanson will communicate the process in writing. Resolved.
10. Ad Hoc Task Group- Program policy manuals	Sponsler	Discussion was held on faculty's recommendation to form a task group to review program policy manuals. It was determined that the make-up of the task group would be: One or two administrators (possibly Kent and Mary or Steve), two faculty (outside of the program whose manual is being reviewed), two representatives from student affairs, and possibly two student leaders (or a current student in the specific program being reviewed). This topic will be brought back in December or January. Not resolved.
11. Drop/Add Procedure	Sponsler	After discussion, minor changes were recommended to the existing Drop/Add, Withdrawal and Refund procedure. Academic and Student Services will work on a form that will include the consequences of dropping or switching classes, related to financial aid. Cindy Cedergren will make the changes to the procedure and repost on the website. Resolved.
12. Enrollment Reports	Hanson	Kent Hanson shared various enrollment and employee data and discussion followed. He reported FYEs are currently down by 43 (from this date last year); Faculty/student ratios are 16.32:1; Data on FYE by major is not available for FY11. He referred faculty to the Program Sustainability report link on the web, and to the data repository site for various other data. Resolved.
13. Course Surveys	Sponsler	Faculty brought to the attention of administration that students were emailed notices to complete course surveys, but the site is not secure, and the same student could submit

		multiple responses (good or bad). Kent Hanson will check into the concerns. Not resolved.
14. Final FY10 Budget	Lindseth	Becky Lindseth presented the final FY10 budget and addressed questions from faculty. The year ended with a \$610,602 fund balance, which will go back into reserves. Becky explained several factors that influenced the difference between the projected fund balance and the actual. Resolved.
15. Meeting adjourned at 3:55 p.m.		
16. Next Meeting		<p>Special Budget Meeting – Friday, Oct, 29, 2010; EGF Campus, Room 115; 12:15 p.m.; Video connections to EGF 301 and TRF 662; Faculty pre-meet from 12-12:15 p.m.</p> <p>Next Regular Meeting: Thursday, December 9, 2010; TRF Campus, Room 735; 2 p.m Video connections to EGF 301, TRF 662; . Faculty pre-meet at 1 p.m.</p>