

**Northland Community & Technical College**  
**Shared Governance Council Meeting**  
**Wednesday, November 14, 2012**  
**2:30 p.m.**  
**TRF 735; EGF 301; MnSCU Conf.**

**MINUTES**

Attendees: Tishara Melcher, Jeff Bell, Mary Amundson, Andrew Dahlen, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Beth McMahon, Adam Paulson, Brian Huschle, Steve Crittenden, David Christian, Justin Berry, Kathy Huschle, Linda Samuelson, Anne Temte (via video from MnSCU office)

Absent:

Guest:

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		None
2. Progress report on Alternative Class Schedule	Melcher	<ul style="list-style-type: none"> <li>• Survey to employees is soon ready to distribute via survey monkey.</li> <li>• Task group will meet once all data is received (Dec. meeting preferred)</li> <li>• Approx. 200 students were surveyed; summary of results was shared.</li> <li>• President Temte will distribute the notes from a meeting with faculty presidents, to all SGC members.</li> <li>• Not Resolved.</li> </ul>
3. EGF Liberal Arts Chair vacancy	Bell	<ul style="list-style-type: none"> <li>• Jeff reported that faculty had sought nominations, held an election, and Erin Almlie and Bonnie Andrys' names will be forwarded to administration to be considered as interim chair for spring semester only.</li> <li>• This position is being filled due to Brian Huschle's workload, in the absence of Kent Hanson.</li> <li>• Resolved.</li> </ul>
4. Class Cap Change	Bell	<ul style="list-style-type: none"> <li>• Jeff explained the rationale for a class cap increase in FIRE 1152, from 20 to 24, to align with all other fire courses;</li> <li>• Approved, effective Fall Semester 2013.</li> </ul>
5. HLC Pathways	B. Huschle, McMahon	<ul style="list-style-type: none"> <li>• Brian Huschle explained the Higher Learning Commission's new requirements for 10-year accreditation, whereby annual reports are required prior to an on-site visit in 10 years. Within the fourth year of the 10-year period, colleges are required to identify a major project on which the college will place their focus, and report on at the end of the sixth year.</li> </ul>

		<ul style="list-style-type: none"> <li>• The HLC Steering Committee met a couple of weeks ago to identify possible projects.</li> <li>• Administration is meeting with various employee groups to gather ideas on such a project, and is recommending that the Strategic Enrollment Management (SEM) project should be identified as the HLC Pathways project.</li> <li>• The key areas of the SEM are retention and completion, which impacts everyone in the college.</li> <li>• Retention and completion rates are one of the highest priorities in the strategic framework for MnSCU.</li> <li>• Other projects have been discussed, but retention and completion rose to the top of the idea list.</li> <li>• System-wide goal for completion rate is 55%.</li> <li>• Faculty supported the recommendation to submit the retention and completion as part of the SEM project as the HLC Pathways project.</li> <li>• The HLC Steering Committee will monitor the progress of this project.</li> <li>• Resolved.</li> </ul>
6. Academic Coordinator Position	Melcher	<ul style="list-style-type: none"> <li>• Concerns and questions from faculty regarding the proposed position description were addressed, as summarized below. <ul style="list-style-type: none"> <li>▪ Qualifications – minimum of B.S. degree; some academic background in higher education preferred.</li> <li>▪ Is this the position previously held by Shannon Nelson? Not identical, but many similarities; has more focus on scheduling.</li> <li>▪ Are institutional effectiveness duties included in the position? The college is exploring possibilities for sharing services with another college to meet our needs in that area.</li> <li>▪ Percentages of time for each area of responsibility? Becky Lindseth will add the percentages to the position description and share with SGC members prior to posting the position.</li> <li>▪ Relationship with Human Resources; Becky explained the typical relationship between HR and all supervisors.</li> <li>▪ Reporting: Position will report to Vice President of Academic and Student Affairs, but for this year, he/she will report to Brian Huschle. The coordinator will supervise 4-5 faculty support positions and is expected to be classified as an MMA supervisor position.</li> <li>▪ This position will be broadly advertised and go through the formal hiring process.</li> </ul> </li> </ul>

7. Policy Review	Melcher	<ul style="list-style-type: none"> <li>• 7012.1P Grant Management Procedure – Minor revision was recommended.</li> <li>• 7012.2P Dept. of Labor Grant Management Procedure</li> <li>• Both procedures accepted.</li> </ul>
8. Open Discussions	Melcher	<ul style="list-style-type: none"> <li>• Faculty relayed support for the concept of having open discussions with administration periodically without a formal record of discussions. Time will be reserved on each SGC agenda for such informal discussions.</li> <li>• President Temte will share the metrics from MnSCU for discussion at the December SGC meeting.</li> </ul>
9. Other: <ul style="list-style-type: none"> <li>• January In-Service</li> <li>• Freshman Experience Course</li> </ul>		<p>January In-Service</p> <ul style="list-style-type: none"> <li>• Faculty inquired about the day's agenda and whether there was time for faculty to meet within their disciplines.</li> <li>• Brian reviewed the tentative plans. There is no time set aside in the schedule for faculty to meet by disciplines, but administration would support the discipline meetings on one of the remaining faculty work days, if faculty so desired.</li> </ul> <p>Progress on Freshman Experience Course:</p> <ul style="list-style-type: none"> <li>• Discussion was held; AASC will need to review the proposed curriculum by February in order to implement in Fall 2012.</li> <li>• Faculty who are interested in developing and teaching the course have been identified and Steve Crittenden will serve as the administrative representative in the development process.</li> </ul>
10. Mtg. adjourned @ 3:40 pm		
Next Meeting	Thursday, December 13, 2012; EGF Campus 129; TRF Campus 662 (polycom)	