

Northland Community & Technical College
Shared Governance Council Meeting
Thursday, December 13, 2012
2 p.m.
EGF 129; TRF 662 polycom

MINUTES

Attendees: Tishara Melcher, Jeff Bell, Mary Amundson, Andrew Dahlen, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Beth McMahon, Brian Huschle, Steve Crittenden, David Christian, Justin Berry, Linda Samuelson, Anne Temte
 Absent: Kathy Huschle, Adam Paulson
 Alternate: Don Fischer

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Bell	
1. Additions to Agenda		Faculty added the following items: <ol style="list-style-type: none"> 1. Hazard Waste Compliance Visit 2. EGF Advising 3. Recent Student Survey 4. Process for hiring adjunct faculty and coaches
2. MnSCU Framework Metrics	Temte, Bell	<ul style="list-style-type: none"> • Faculty questioned whether all colleges are reporting data uniformly. • How do we capture students who “swirl” in and out? • President Temte reviewed some of the metrics; some discussion was held. • Not Resolved
3. Electronic Reassignment Approval Process	Lindseth	<ul style="list-style-type: none"> • Becky Lindseth explained a new process being designed, using “Dynamic Forms”, to streamline the approval process for reassignments for travel purposes. • After the semester break there will be online demos available to learn the process. • It will require the same log-in username & password as the network. • Resolved.
4. Course Surveys/Privacy Concerns		<ul style="list-style-type: none"> • Distance Education Committee brought this forward for discussion. • In courses where multiple faculty members teach, the course surveys completed by students may contain comments about various faculty members; the survey doesn’t allow students to differentiate between faculty

		<p>members within a course.</p> <ul style="list-style-type: none"> • Should D2L continue to be used? • Other colleges will be polled to see if they have similar issues, and what software is being used. • Next surveys will be open by mid-term • A task group of 3-4 faculty will be formed to identify the issues, and Becky Lindseth will convene a meeting, to include Stacey Hron and Karleen Delorme, to discuss issues and resolution. • Faculty presidents will forward names to Becky. • Not Resolved.
5. Discontinuing Transfer & Articulation Task Group	Temte	<ul style="list-style-type: none"> • Administration briefly explained the rationale for discontinuing this task group that was originally formed to report to AASC. • Faculty agreed with this decision. • Resolved.
6. Jan. 9 th In-Service Agenda	Bell	<ul style="list-style-type: none"> • Faculty requested that one note be added to the agenda. <ul style="list-style-type: none"> ▪ Faculty can meet in groups over lunch ▪ Later in the meeting, remarks regarding the Institutional Review Board was added to the agenda. • Resolved.
7. Facility Access Changes	Lindseth	<ul style="list-style-type: none"> • Becky Lindseth explained changes being made to entrances on all campuses, per the Safety Committee's recommendations and President's Cabinet approval. • She explained costs involved and where funds are available. • Maintenance staff will install locks; expecting full implementation by fall semester 2013. • Faculty requested a standard way of issuing cards to all employees – such as quality of card, card holder, lanyard, etc. They are currently issued differently on the campuses. • A lock down drill will likely be scheduled during spring semester. • Resolved.
8. North Dakota Board of Higher Education		<ul style="list-style-type: none"> • Faculty recommended a task group of faculty and administration be formed to discuss ideas that could be implemented to attract students to NCTC who are not eligible to enroll in ND colleges, based on new enrollment standards being proposed to the ND Legislature. • Faculty presidents will seek faculty reps and report names to Becky and Anne.

		<p>The task group may report at the Jan. SGC meeting.</p> <ul style="list-style-type: none"> • President Temte reported on a recent meeting with UND President Kelly and U of M-Crookston Chancellor Woods regarding collaborative efforts. • The Strategic Enrollment Management Team may also be discussing the legislation; President Temte suggested that strategies to deal with this situation should be part of the Strategic Enrollment Plan. • Not Resolved.
9. Program Advisory Committee participation		<ul style="list-style-type: none"> • Faculty recommended that liberal arts faculty be invited to participate in technical program advisory committees if desired. • Administration supported this idea to encourage collaboration between technical program and liberal arts faculty. • This recommendation could be included in the Program Advisory Committee handbook. • Resolved.
10. Hazardous Waste Compliance Visit	Bell	<ul style="list-style-type: none"> • Faculty expressed concern regarding the extra workload placed on some faculty in regard to a recent compliance visit, and inquired about the possibility of designating laboratory aides to take on such duties. • Faculty questioned how the information gathered is cataloged. • Becky Lindseth provided background on the compliance visit by MnSCU. • Compliance violations could result in fines of over \$100,000, imposed by the Minnesota Pollution Control Agency (MPCA) or OSHA. • Discussion was held on pick up methods and schedules, particularly over the summer months when faculty members are not on duty. • Not Resolved.
11. EGF Advising	Bell, Almlie	<ul style="list-style-type: none"> • Faculty expressed concern that the four advisors in EGF have four different supervisors. • Information that is shared with students sometimes varies between advisors. • Steve Crittenden reported on in-house training that all advisors must attend. • Mary Fontes will be asked to attend the next SGC meeting to address more specific concerns and explain current processes among advisors. • Not Resolved.
12. Recent Student Survey		<ul style="list-style-type: none"> • A recent survey sent to all students should have been cleared with the Institutional Review Board, per NCTC Policy #3470. • IRB Chairman (David Christian) will work with the faculty member who initiated the survey assignment on the appropriate process of surveying

		<p>students.</p> <ul style="list-style-type: none"> • IRB Chairman will present brief information about this at the Jan. In-service workshop. • Resolved.
13. Hiring practice for adjunct faculty & coaches		<ul style="list-style-type: none"> • Faculty expressed concern regarding the inconsistency in the hiring practices for adjunct faculty, particularly regarding use of search committees. • The college is not required to utilize search committees for adjunct faculty. • Faculty recommended that search committees be used when hiring head coaches, due to the community exposure the position involves. • Administration agreed to add new language to the existing Employee Selection Procedure regarding head coach positions. • Resolved.
14. Other		<ul style="list-style-type: none"> • Faculty requested an updated organizational chart be posted on the web.
15. Mtg. adjourned @ 3:55 pm		
Next Meeting	Wednesday, January 16, 2013; 10 a.m.; TRF #735; EGF 301 polycom	

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