



SGC Meeting

November 2, 2016

2:00 PM

Video Conf.: Host: TRF Room 662/EGF-Room 301/AC-Room 16

MINUTES

Present: Dennis Bona, Shannon Nelson, Dorinda Sorvig, Justin Berry, Mary Amundson, Jodi Stauss-Stassen, David Christian, Brent Braga, Joel Ziegler, Linda Samuelson, Kathy Huschle, Adam Paulson, Shannon Jesme, Jack Haymond, Lori Johnson (recorder for Julie Fenning)

Absent: Erin Almlie, Carey Castle, Ralph Cox, Don Fischer

Topic	Responsible Party	Discussion/Outcome
1. Call to order	Nelson	Meeting called to order at 2:00 pm.
Additions to Agenda		Old Business: None New Business: None
2. Old Business:		
Faculty Handbook	Amundson	Employees have reviewed the handbook. There were some suggested wording changes. Mary will forward updated electronic copy to Jodi. Mary questioned if someone will review each year to make sure links are updated. She would like some sort of “tickler” system in place so that the electronic handbook is updated each year (or each semester). Also noted that there were two revision dates on page(s) 30/31...which is correct? New faculty are interested in Stuff Funds. Would like electronic document with table of content scroll option. ACTION ITEM: Jodi will work with IT to be sure that is a feature. A “diversity” statement will also be added under the syllabus area.

OER Grant Discussion	Nelson	<p>Stephen Nelson invited Dr. Bona to speak on the OER Grant.</p> <p>Dr. Bona would like to encourage faculty participation. The grant is very important to our institution. It is a major draw for us to have programs where students do not need to purchase textbooks. This would make us more competitive. Faculty should take full advantage of being compensated from the grant for developing these courses, an opportunity that will not be there otherwise. He addressed the concerns that a third party may profit from course materials they produced. He proposed that he thought there was very little chance of this happening and the gain from contributing to the body of knowledge available to the academic discipline was worth much more than protecting the use of a faculty member's material. He maintained that faculty were perhaps overthinking these issues and that faculty seemed willing to make use of OER's without being willing to create and contribute their own. He gave examples of how faculty routinely embed OER's in their courses and how fortunate they and their students are that these OER's were not protected. He expressed his intention to get more involved in the grant by meeting with faculty and making an effort to persuade them to participate in the grant. He also indicated that adjunct faculty may need to be enlisted if there are not enough FT faculty participating.</p> <p>Kathy Huschle commented that faculty are not being involved (no longer receiving emails or updates) if they have shown that they are not interested in participating in the grant.</p> <p>Stephen Nelson talked about the difference between two Creative Commons licenses: Attribution-Only (CC BY) and Non-Commercial (CC BY-NC), and their relation to the grant. The grant requires newly produced material to be licensed with a CC BY license, which allows material to be shared and used in any way, as long as it's attributed to the author. By contrast, the CC BY-NC license restricts usage to non-commercial uses. He stated that his desire to control the commercial usage of his material was the main sticking point that prompted him to opt out of the grant, and that that since the open materials he uses in his class are used for academic (non-commercial) purposes, there's no inconsistency in his position. He also stated that if NCTC were not operating under this grant, it could potentially be easier to create the open pathways desired, since many faculty are currently using and creating open resources but are not participating under the grant because of various specific conditions of the grant.</p> <p>Linda Samuelson wondered if faculty could be surveyed to see what is already out there.</p> <p>Further discussion to be had.</p>
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Service Learning	Dr. Bona	<p>An update was provided by Dr. Bona regarding the Service Learning Initiative. It will be a graduation requirement. A meeting will be held (faculty, Carey Castle and Dr. Bona) to put together a plan. All programs will be required to have serving learning experience. If a student takes a course with this already built in, this will fulfill the requirement. A survey will be conducted to see what courses already have a service learning component. Will work with community to see what opportunities are out there for students. Dr. Bona believes that this experience engages students in the community. This is a very positive experience for students. Dr. Bona also added that with the developing plan, he will be in contact with chapter leadership with respect to forming an official committee of some kind to work on the Service Learning Initiative.</p> <p>The question was asked if crossing into Grand Forks to participate in ND would be made easier. Shannon Jesme said that the process would be streamlined for Service Learning projects. A Service Learning Committee will be created and will include faculty members.</p>
Academic Calendar Revision	Stauss-Stassen	<p>Jodi Stauss-Stassen indicated that there was an error in the end date for fall online classes. The end date was listed as Thursday, December 14th. It will be changed to December 19th (the same end date as on campus classes).</p> <p>Also, change noted that campus based proctor services will be available July 3-7, 2017.</p>
Employee Layoff Notices	Dr. Bona	<p>Last week administration met with individual faculty who received a lay-off notice for FY18:</p> <p>Imagery Analysis/Geospatial program will be suspended. Respiratory Therapy program will be suspended.</p> <p>Computer & Network Technology will have a reduction of one instructor. Sections will be consolidated to reduce the need for one FT faculty position.</p> <p>History/Political Science will have a reduction of one instructor. Not all sections will be offered. This will increase enrollment in the sections that are offered.</p> <p>Biology/Natural Science will have a reduction of one instructor. Scheduling efficiencies will reduce the need for one FT faculty member.</p>

		<p>Dr. Bona indicated that these decisions would not have been made at this time if they were not contractually obligated to do so. More will be known in February and March: 1) enrollment; 2) state allocation; 3) faculty/staff retirements. All of these things are budget factors. He would like to be able to rescind the layoff notices.</p> <p>Five non-faculty positions are being targeted as well. After the budget outlook in March is more finalized, a decision will be made by April 1st.</p> <p>Stephen Nelson asked if any probationary faculty would be laid off after the five faculty and five staff positions. Dr. Bona said there were no plans to target probationary faculty. Adjuncts are hired as needed and will be reduced without sacrificing enrollment.</p>
3. New Business:		
Minnesota State BOT Teacher of the Year Nominee	Carey Castle	FYI – Ruth Christensen is this year’s nominee. Carey Castle and Justin Berry (last year’s award recipient) will work with Ruth on creating a portfolio.
Academic & Student Affairs Procedures	Carey Castle	There are some minor wording changes. Kathy Huschle questioned “Teaching Lab Safety” - Paragraph 3 <i>“Minor repairs/adjustments such as replacing hardware, cleaning, markings, or similar issued are the responsibility of the faculty using them.”</i> She wants to take a look at that. Jodi Stauss-Stassen will let Carey Castle know.
January In-Service	Dr. Bona	<p>Planning is underway for the January in-service to be held on the TRF campus on January 4th. The feedback was great from the fall in-service, having all faculty and staff participate together. The January 4th in-service will be for faculty only. Staff in-service is planned for late January or February to share information presented at the faculty in-service.</p> <p>Service Learning initiative will be an activity for the in-service. If anyone has thoughts or ideas they are asked to forward to Dr. Bona or Jim Retka who is in charge of the in-service.</p>
Football Discussion	Dr. Bona	Dr. Bona recapped the football incident that occurred this fall with the football players protesting the national anthem one week, then being off the field during the presentation of colors the next week, and the misunderstanding that followed and led to considerable public discussion in the press and on social media.

		<p>Dr. Bona indicated that four VFW members came on campus to see him regarding the incidents. After discussing the chain of events and the college's position, they understood much better what had happened.</p> <p>Mary Amundson asked what happened at the playoffs. There was no feedback on what occurred there.</p>
<p>4. On-going Items:</p> <p>Policy Review</p> <p>Budget Update</p> <p>Information</p> <p>Organizational Chart</p>		<p>The search for an Executive Director of NCTC Foundation is well under way. They hope to conclude soon for a January 1st start.</p>
5. Action Item Review		<p>Follow-up on Lab Safety.</p> <p>Faculty Handbook – Who will be reviewing – will have answer by next meeting.</p> <p>Service Learning committee structure-will have conversation with Carey Castle.</p>
6. Open Discussion		Discussion held off record.
7. Adjournment		Meeting adjourned at 3:30 pm.
8. Next Meeting		December 8, 2016 – EGF-290 (TRF-662/AC-16), 2:00 pm – 4:00 pm

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