

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: Wednesday, September 2, 2020

Location: Zoom Connection

Time: 3:00 p.m. – 5:00 p.m.

Present: Dennis Bona, Brian Huschle, Shannon Jesme, Mary Amundson, Stephen Nelson, Mike Curfman, Linda Samuelson, Joel Ziegler, Lisa Anderson, Erin Almlie, Adam Paulson, Justin Berry, Lynette Neppel, Jennifer Dahlen, Dorinda Sorvig, Tracy Boman, and Julie Fenning (recorder).

Absent: Shannon Nelson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 3:07 p.m. Additions to Agenda: Old Business: Bookstore Concerns, MSCF New Business: Kaltura and Marketing – Media Files, MSCF
OLD BUSINESS	ITEMS	
COVID-19 Update	Bona	<p>Leadership Council - Dr. Bona provided an update from the Leadership Council meeting held earlier today. The system is soon ready to release a dashboard tracking COVID data for the Minnesota State system. Each college will be submitting data to be compiled by the system office weekly. The dashboard is scheduled to be live by September 10th. Dr. Bona shared system guidance regarding shifting to alternative delivery modes. Julie emailed a DRAFT handout showing the three-tiered decision matrix for the system. Only laboratory-confirmed cases are being tracked. Students and employees in quarantine do not affect the numbers for changing delivery modes. There are currently no plans for mass testing on campus.</p> <p>Faculty asked when individual programs would temporarily close to campus delivery if student attendance drops due to isolation or quarantine and how that decision will be made. Dr. Bona shared that there are procedures in place for student and faculty absences and those procedures will be followed. All decisions will be made on a case by case basis after reviewing dashboard data, system and State guidance, as well as program faculty recommendations. Faculty suggested putting guidelines in place prior to the need to close. They recommended this as a topic for discussion in the Pandemic Team.</p> <p>Dr. Bona shared that college administration and others staffed the entrances during the first week of school. He was very proud of the compliance by students with the screening tool and masks. There were some instances where students were reminded of social distancing protocols, but overall very well done.</p> <p>Mike Curfman shared the reports that he receives from the screening tool. He is monitoring the number of screenings and if the trend shows that students or employees are easing up on compliance, we can begin monitoring at the entrances again.</p>

Class Caps for Online Courses	Jesme	<p>Pandemic Team Update – Shannon gave updates on the current work of the pandemic team.</p> <ul style="list-style-type: none"> • The COVID email is getting a lot of traffic from students. The team has developed a process to ensure the email account is being monitored seven days a week. • Creating a Frequently Asked Questions. This includes guidance to students regarding the process when they have received a positive test or have been in contact with someone who is positive for COVID. It explains the process on when they may safely return to campus. • Jeff Bell has joined the Pandemic Team. • Students need to make contact with all instructors in addition to emailing COVID@northlandcollege.edu. Faculty are asked to also email the COVID email if they are notified by a student. This does not violate any FERPA laws as the email account is managed by administration. ACTION: Brian will send a follow up email to faculty regarding reporting students and FERPA rules. <p>Faculty asked if all currently locked entrances will be open? Shannon shared that extra entrances will remain closed as we do not have kiosks for each door for students without phones and for visitors. Employees can enter any door with their credentials.</p>
	Amundson	<p>Faculty shared some input after the first week of school:</p> <ul style="list-style-type: none"> • The time between classes is not adequate for students to get to the next class. • Sanitizing and cleaning kit supplies are running out and not being monitored. • Needed more communication to students prior to the semester regarding the screening tool – students did not know what to do, or where to go. • Increase the size of the signage in entry ways. Make them more visible on the exterior of the building. Students couldn't tell if entrances were open until they were up close and had to go around to another entrance. • Cafeteria – larger signage in cafeteria. • There was a 30-day black hole in social media leading up to the semester regarding information of what the students and faculty could expect to find/do when they come to campus for the start of the semester. Faculty felt that this was a missed opportunity for communication and it presents an opportunity for improvement for future semesters. <p>Overall, the bargaining unit leadership felt that Northland administration was not as prepared as they could have been for the fall semester start, and they hope these suggestions will be used for spring semester.</p>
	Bona/ Huschle	<p>Dr. Bona requested faculty participation on a work group to discuss raising the class cap for online courses. The goal would be to complete discussions by mid semester. Looking for six faculty (three from each campus) who would be greatly impacted by this change. Faculty agreed to participate in these conversations and will send the faculty participants to Julie in one week. Faculty asked if there was a plan to increase other courses if sister colleges have a higher cap? Not at this time. Just hoping to raise the current caps to match the on-campus caps.</p>

NEW BUSINESS	ITEMS	
FY21 Committee Membership	Bona	There were no administrative changes to the list of committees. ACTION: Mary and Stephen will send Julie the list of faculty representatives for FY21.
Pandemic Planning Update Spring Semester Planning	Jesme/ Huschle	<p>Brian reported that the division chairs have met and have begun spring semester planning. They are expecting spring to look like fall for instructional delivery. Brian added this agenda item to discuss and clarify the role of the SGC versus the division chairs. The division chairs have been asked to make the shift to spring semester regarding room schedule and delivery mode. Major decisions that affect all faculty need be discussed with the SGC. It is critical that division chairs communicate to the faculty in the respective divisions. ACTION: It was determined that D2L will be opened on the first day of the semester. If faculty want to open early, a process will be created.</p> <p>Discussion was held regarding the communication to faculty regarding offering courses online or in person. The options available were not clear regarding delivery modes. Faculty felt that administration encouraged in-person delivery versus online delivery. Faculty are requesting that more guidance and support is given for spring semester options.</p> <p>It was recommended that on-campus courses that are offered online this semester should be marketed to online students as well. Advisors were told to communicate these courses to students. Brian shared that in eServices, all courses are listed together. On the course schedule they are listed per location and online only. ACTION: Brian will discuss options with Chad Sperling for the Course Schedule page.</p>
Kaltura	Amundson	Faculty are having issues with the Kaltura software. This is being worked on at the system office level. More information will be shared when available.
Marketing - Logo	Amundson	Faculty are requested the logo and a marketing package for faculty to use on their documents. Brian shared that several branded templates are available to all employees on the website which can be edited. ACTION: Dr. Bona requested that faculty send an email with exactly what they are looking for and he will discuss with Chad Sperling. ACTION: Faculty requested that Chad Sperling be invited to the October meeting for a marketing update.
ON-GOING	ITEMS:	
Policy/Procedure	Bona/Jesme	<p>First Reading: It was agreed that a second reading was not necessary.</p> <ul style="list-style-type: none"> • 1075 Children on Campus – Sentence was added for exceptions. • 7022P Accounts Receivable Procedure – Threshold amount has changed per Minnesota State policy. The limit changed from \$30 to \$100. • 7052 Registration Cancellation – Minor changes to language (1) ... due to all Minnesota State institutions... was added for clarification regarding paying each institution the down payment amount and it was suggested that (2) (whichever is less) was added to provide clarification of the \$300 or 15% of current balance due.
Budget/Facility Update	Jesme	No budget update was given.

Minnesota State Update	Bona	Update was covered in COVID-19 Update above.
MSCF Update	Nelson/ Amundson	Mary continues to host a MSCF Open Mic on Fridays seeking input from faculty. She will share any ideas with administration. At the State level, Mary is now chairing the MSCF Elections Committee and Stephen is now chairing the Meet & Confer Committee. Adam and Lynette are the MSCF Board Members for the two campus chapters.
Organization Chart	Curfman	<p>Mike Curfman provided an update on the following positions:</p> <p>TRF Campus Dean – Soft close this weekend. The position is open until filled. There was a very robust application pool. The committee is meeting next week to review applications.</p> <p>FBM Roseau position – This position posting was extended two weeks to increase the applicant pool.</p> <p>Faculty recommended that all search committees be conducted via Zoom versus in person. This should be required and not left to each selection committee to determine. ACTION: Mike is hoping to get further guidance from the system office and will provide an update.</p> <p>Mary requested a list of all new full-time faculty be sent to faculty presidents. ACTION: Mike will send this list to them.</p>
Presidential Transition Update	Curfman	<p>Dr. Bona shared that after announcing his retirement, the system office requires that all major decisions be approved by system office leadership. He will continue to work as usual, adding this extra step.</p> <p>Mike provided a draft schedule for the interim president search as well as the permanent president search. The goal is to have the interim president being January 1, 2021 and the permanent president to begin July 1, 2021.</p>
Bookstore Updates	Amundson	<p>Mary shared two concerns that faculty were having with the bookstore this fall semester:</p> <ul style="list-style-type: none"> • Four students had book orders canceled and they were not notified their order was canceled. They were left scrambling to find books the first week. • There was a student who had a book that was back ordered. <p>Shannon was aware of these instances and has worked to correct them. ACTION: Shannon requested that if there are any additional concerns, please send her information to research and correct the issue.</p>
Off Record		No discussion was held.
Adjournment		Meeting adjourned at 5:05 p.m.