

# NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

**Meeting:** Shared Governance Council

**Date:** April 26, 2023

**Location:** TRF Room 662

**Time:** 10:00 a.m. – 12:00 p.m.

**Present:** Sandy Kiddoo, Sheri Hutchinson, Brent Braga, Dorinda Sorvig, Stephanie LeDuc, Mary Amundson, Linda Samuelson, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Tim Gabor, Curtis Zoller Erin Bulger, Heather Koland (for Justin Berry), Caleb Curfman, and Julie Fenning (recorder).

**Absent:** Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to Order	Sorvig	Meeting called to order at 10:00 a.m.  <b>Additions to Agenda:</b> <b>Old Business:</b> None <b>New Business:</b> Communication – Dr. Kiddoo, Career Center Update, Survey Results – MSCF
<b>UNFINISHED BUSINESS</b>	<b>ITEMS</b>	
Personnel Update	Kiddoo	Dr. Kiddoo shared a handout with updates on open positions. (attachment) Dr. Kiddoo requested faculty input on whether to interview one candidate for CFO or wait until there were more. Faculty suggested that the candidate be interviewed as soon as possible.
Facilities Master Plan – Space Use	Kiddoo	Dr. Kiddoo shared a handout regarding space use. (attachment) Current square footage for instruction is 73,289 square feet, if the Quin County Health Department lease goes through. Faculty are concerned that if enrollment grows, leasing too much space may limit enrollment. Stephanie LeDuc assured them that there is adequate space for an increase in enrollment. Dr. Kiddoo shared that this is a good partnership for Northland. There is strong potential we will see additional students through this partnership.  One suggestion from faculty was to create a flexible learning classroom on the west side (room 117) so there is student traffic throughout both sides of the campus.
APR and Equity and Inclusion Committee Updates	Hutchinson	Dr. Hutchinson provided an update on the work she has been doing with HLC. Northland has been put on monitoring for assessment and meeting with concern 4B which states, “the institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students” and 5d (now 5c) which states “The institution engages in systematic and integrated planning and improvement.” Dr. Hutchinson also shared that faculty leadership is required for this assessment work. Dr. Kiddoo suggested renaming the Assessment and Program Review committee to be more inclusive of the work the committee will need to do around assessment, program review/sustainability, and instructional quality. Faculty suggested to leave the committee’s name as Assessment and

		<p>Program Review and hold a meeting over the summer to begin planning for the fall in-service, since it had not met since early last fall, except for when Dr. Hutchinson scheduled a meeting in February. <b>ACTION:</b> Dr. Hutchinson will create a new Doodle poll to schedule the next meeting. Faculty are requesting additional or an increase in RCEs for this work. Faculty shared that some faculty who need to do assessments do not know how to begin. Dr. Hutchinson said all the details and instructions are in the D2L course available to all faculty and the shell will be redesigned to be more user friendly over the summer with oversight by APR.</p>
<p><b>Division Chair MOU</b></p>	<p>Braga</p>	<p>It was suggested to remove the statement regarding liberal arts. <b>ACTION:</b> Stephanie will update and send to Dorinda and Brent for signature. Faculty and administration agreed to extend the deadline to June 1, 2023, for names of division chairs.</p>
<p><b>Program Suspensions</b></p>	<p>Hutchinson</p>	<p>Dr. Hutchinson was asked if she looked at program sustainability data when determining programs to suspend. Dr. Kiddoo shared that these programs have been suspended and not closed or cut. This gives administration and program faculty time to review the program and determine if it should be revitalized and reopened or closed. Dr. Hutchinson has researched other institutions for a more transparent decision-making process. She noted that there is not an active Program Sustainability Committee in place. Faculty shared that there were committees established per program and that it included someone from marketing. Dr. Hutchinson stated that we get our data too late to make decisions in a timely fashion. Northland needs to redesign the model for program sustainability. Dr. Kiddoo noted that marketing is not the magic button for all programs, and that leadership has identified a schedule for programs to receive dedicated marketing funds. Nursing (biggest program and down in enrollment) and aerospace (niche) were chosen for this year. There is a schedule to allow marketing to focus resources and develop materials for all programs. Faculty expressed concerns regarding course fill rates. There was also discussion regarding class caps that could be adjusted to improve fill rate data. More discussion is needed within this committee.</p>
<p><b>HLC Updates</b></p>	<p>Hutchinson</p>	<p>Dr. Kiddoo met with Northland's HLC liaison to address an item of possible noncompliance with our CBE programs. It was determined that Northland needed to complete an application for CBE programming since several programs surpassed the 50% format limit. HLC has approved us to continue offering these programs, as we work towards completing the application. Dr. Hutchinson is working to schedule workshops for faculty as part of the compliance actions. There was also discussion around establishing a more formal record-keeping process for communicating program changes to HLC. Dr. Hutchinson expressed concern regarding Ness legislation and suggested that programs review those requirements. Dr. Hutchinson was able to show the Automotive program changes approved by AASC this spring were not the same as the AASC. In fact, the Gen Ed's removed from the diploma were not in the AASC at all, and neither would the Welding proposed be in the AAS.</p>

<b>24-25 Academic Calendar</b>	Braga	The 24-25 Academic Calendar was approved. <b>ACTION:</b> Julie will send to Lisa Bottem and Student Senates.
<b>23-24 SGC Meeting Schedule</b>	Braga	23-24 SGC meeting schedule for next year was approved. <b>ACTION:</b> Julie will create calendar appointments.
<b>Food Service Update</b>	Kiddoo	Dr. Kiddoo provided an update on food services. We have had some challenges with staffing on the EGF campus. Northland will post a full time Food Service Supervisor who will supervise both campuses but spend most of the time on the EGF campus. A food service coordinator will be posted on the TRF campus to manage the campus and the head start food program. Dr. Kiddoo shared that they are looking at ways to better serve students in housing and have developed a food plan option for students. Stacey Hron is looking at ways to provide more food options to students, including food vending machines, etc.
<b>Career Center, Grand Forks</b>	Kiddoo	Career Center GF – No additional update currently.
<b>PACE Survey Results/ Consultant Report</b>	Kiddoo	The results for the PACE Survey should be coming soon. Dr. Kiddoo received an email today from the survey administrator, that they were in the final stages of preparing the results.  Consultant Report – Dr. Kiddoo has not received this report.
<b>Communication Regarding TRF Campus</b>	Kiddoo	Faculty have shared that the TRF faculty are concerned that the TRF campus will close. Dr. Kiddoo has communicated this on several occasions, that this is not going to happen. She has discussed this with Chancellor Malhotra, and he has offered to address this with the TRF campus community, meeting with faculty individually and collectively as a group. Faculty shared that this was not necessary and that just filling the campus with more students was the answer. Dr. Kiddoo shared that everyone has been working hard in getting people on campus, having career expos, inviting high schools to campus, and getting out to campuses. Faculty suggested we hold more activities for recruiting younger kids and nontraditional students, as well as students and parents in North Dakota. Dr. Hutchinson shared that they are working hard on CBE, which focuses on adult learners, with smaller components and flexible schedules.
<b>Website</b>	Braga	The faculty shared that the new website has several errors. This is due to copying and pasting old data. Dr. Kiddoo shared that each department has designated an editor and they are working on content migration. <b>ACTION:</b> Dr. Kiddoo will connect with Jeff for an update on the website schedule.
<b>Faculty Handbook</b>	Hutchinson	Final draft has been reviewed. Ready to publish.
<b>NEW BUSINESS</b>	<b>ITEMS</b>	
<b>Budget Update-(share most current budget)</b>	Kiddoo	Dr. Kiddoo shared an updated budget report (attachment). The draft has assumptions and is a moving target. Dr. Kiddoo is monitoring the legislative outcome and will update it when more data is confirmed.

<b>On Campus AA Degree</b>	Hutchinson	<p>Dr. Kiddoo shared that she is looking at adding positions if the budget allows this year. These are positions where there are gaps in services to students. She asked all faculty to prioritize the list. Dr. Kiddoo appreciated their input.</p> <p>Dr. Kiddoo shared a handout developed by Linda Samuelson, listing the options to receive an AA with all on-campus courses. Each goal area has an on-campus course. Faculty agreed with the offerings but asked if these offerings are on the schedule. Faculty also suggested to define a pathway for students for the AA degree.</p> <p>Stephanie shared that they are looking at software to help optimize the scheduling process.</p>
<b>Women's Wrestling; Soccer; E-Sports</b>	Hutchinson/ Kiddoo	<p>The current men's coach will also be coaching the women's team. Michelle Benitt is working on his assignment.</p> <p>The President's Cabinet had identified men's and women's soccer as a sport that may increase enrollment. Abdul Chamma, Director of Athletics and Student Life is looking into the specifics of this sport. If it becomes a reality, Dr. Kiddoo shared that we may need to hire a coach early to begin recruiting.</p>
<b>List of committees for next year</b>	Kiddoo	<p>Dr. Kiddoo presented her ideas for committees for 23-24. Faculty shared that there were some missing from her chart. <b>ACTION:</b> Dr. Kiddoo will update those committees and add a column for MSCF membership expectations. The goal will be to get membership established before the end of the year so meetings can begin in September. <b>ACTION:</b> Dr. Kiddoo will communicate once they are finalized.</p> <p>Faculty stated that if, as a college, we are we going to use Microsoft Teams for more things, faculty will need a professional development session.</p>
<b>Perkins consultant work</b>	Hutchinson	<p>Dr. Hutchinson and Katlyn Tamaalii worked with a consultant and created a shared space in Teams to post all the documents in one place. They need to establish dedicated staff to manage this project. They aligned the two-year plan with the narrative. We needed to show a clear path with secondary and post-secondary partners. They invited partners into the planning process and discussed needs. They have a timeline and will be working ahead on the process. They finalized and shifted to appropriate cost centers, the RCE payments to faculty Division Chairs that were incorrectly entered into Perkins cost center narratives.</p>
<b>Chancellor Open Forums</b>	Kiddoo	<p>Dr. Kiddoo shared that there will be upcoming open forums for chancellor candidates. She encouraged faculty to attend.</p>
<b>ON-GOING</b>	<b>ITEMS:</b>	
<b>Policy/Procedure Budget Update MN State Update MSCF Update Adjournment</b>	Sorvig	<p>None. Discussed above. Time did not allow for these items.</p> <p>12:00 p.m.</p>