

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council (Summer Meeting)

Date: July 26, 2023

Location: Zoom

Time: 10:00 a.m. – 12:00 p.m.

Present: Sandy Kiddoo, Sheri Hutchinson, Joel Ziegler, Mary Amundson, Stephanie LeDuc, Monty Johnson, Linda Samuelson, Brent Braga, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Erin Bulger, Caleb Curfman, and Julie Fenning (recorder).

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 10:03 a.m. Additions to Agenda: Old Business: None New Business: None
OLD BUSINESS	ITEMS	
HLC Information	Amundson	<p>Faculty requested an update on Northland's status with HLC since the February meeting update. Dr. Kiddoo divided it into three areas:</p> <p>Area #1 – Locations (Sites, Campuses, Locations) When research was completed to add the Warroad site, it was discovered that the aerospace site was never added as a location. With the number of locations we have now, we were able to qualify for the location model, which allows us to turn on and off locations as necessary. Once the aerospace location was approved with HLC, we could go forward with adding the Warroad site. Currently, the aerospace site is approved pending an HLC visit and our HLC liaison has given us approval to add Warroad as a site (we can do this manually once HLC catches up).</p> <p>Area #2 – Program Changes – When a program changes more than 25% (cumulative), we must not only notify the system office for approval, but we must also notify HLC for approval. It was discovered that this process was not happening consistently. A procedure has now been put in place to ensure this process is followed.</p> <p>Area #3 – CBE Format – Any program offered in a CBE format must go through a separate HLC approval process to offer federal financial aid. This process to get approval can take upwards of a year to approve. Once two programs are approved, like the location model, colleges can offer CBE without the lengthy application process, only a small notification to HLC. Our mechatronics program had been approved by HLC, but as a regular formatted program. Our liaison gave the college permission to do a couple courses in a CBE format. In reality, the entire program was CBE format. We also added three additional programs, using 100% CBE format. These were not sent to HLC for approval for the curriculum changes nor as CBE. Once this</p>

<p>Fall Schedule Updates</p>	<p>Amundson</p>	<p>was discovered, Dr. Kiddoo and Dr. Hutchinson shared this with the college community, the system office was notified, we invited the HLC liaison to meet with our faculty, and we began preparing to correct this issue by submitting an application to offer CBE programs to HLC. After finding out that this process would take a year, the system office directed us to discontinue offering CBE formatted programs and fractional credit courses in the interim. We are working with the system office to notify the Department of Education of this and will likely face fines.</p> <p>The programs impacted include Mechatronics, TRF welding, electrical engineering technician, and industrial automation control technician. Because the programs we offered in CBE format were fractionalized, some confusion existed around fractionalized credit – meaning the credit the student signs up for is less than a whole credit, .5 or 1.5 for example. Aviation had some fractional credits offered, but are returning to whole credits. These programs have students being enrolled in the fall. We are working on how to create a package for our business partners that will keep the flexibility that they need, whether it is credit-based or customized training format.</p> <p>Faculty asked how this situation impacted our budget. Dr. Kiddoo shared that it was nothing at this time, besides the RCEs given this summer for faculty to complete this work. If we do get fined by Department of Education, there could be an impact for that reason. The fall schedules are not complete until approval from AASC which is meeting on Monday. Faculty asked how our industry partners were responding to the required changes. Dr. Kiddoo said she has been and continues to work with them to discuss needs. Dr. Kiddoo shared that they have a meeting tomorrow in Warroad to determine how they can continue serving students this fall and how to expand offerings in Warroad. Marvin’s want to see more education opportunities in that region.</p> <p>Faculty asked if this affected Northland’s use of hybrid flexibility for courses. Stephanie shared that our course delivery options are approved by HLC and the college will still be pursuing as necessary to fill courses. Faculty asked for clarification if Northland could still use fractional credits in credit-based courses. Dr. Kiddoo clarified that the whole course needs to have whole credits - the separate lab/lecture can be fractionalized as long as the total course is a whole credit. Dr. Kiddoo shared that the system office has directed us to not use fractional credit in academics, but it can be done in customized training. Most of Northland’s fractional credits were in CBE programming.</p> <p>Dr. Kiddoo dropped the files she shared in the chat.</p> <p>Faculty asked if the old schedule feature on the website would be brought to the new website. Administration stated that the previous schedule was a manual process and was not included in the new website conversion. Faculty expressed concerns regarding the inability to search by time. They cannot see quickly see the number of enrolled students. Faculty requested training be provided to faculty and students any time significant changes</p>
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<p>Overall Budget Update</p>	<p>Amundson</p>	<p>are made. Stephanie will connect with Jeff Pool regarding training for students regarding new schedule views. Stephanie will have this as an in-service breakout session. Faculty want the complete schedule to be available to them. It does not need to be on the published website, but possibly in Teams. Stephanie will connect with Katlyn to see if there is a report that can be pulled for faculty.</p> <p>Faculty asked for an update on the current fall schedule, regarding fill rates and course cancelations. Stephanie reported a 40% fill rate for the college. The deans are currently looking at each division, and the wait list reports. They are working with faculty in opening additional sections when needed and closing low enrolled courses. There was an instance where a ITV course had enough enrollment to split out into separate on-campus sections.</p> <p>Enrollment is currently down 4.25%. It is up 11% in new students. Down 13% in returning students. Up in TRF, down in EGF, even for online. Still expecting 29 nursing students to enroll yet.</p> <p>Faculty requested an update on the budget that was approved for FY24. Dr. Kiddoo budgeted for flat enrollment, with a deficit of - \$73,931 for FY24. Then in FY25, a deficit of -\$1,386,331. This year they were able to accommodate cost center increase requests and the purchase of several equipment requests using general funds, leveraged equipment, and Perkins funds. All budget cost centers have been set up as of July 1.</p> <p>Proctor U is not being used this year and has been replaced with Examiity. Northland needs to do a minimum of \$5000. Academics will cover this first year and will determine the need and process for following years. Admin needs more data regarding how many faculty are using the software. There will not be a charge to students for fees for proctoring this year. Dr. Hutchinson will make sure Mary Amundson is added to Examiity.</p>
<p>2023-2024 Committees – Structure, Membership, and Meeting Schedule</p>	<p>Amundson</p>	<p>Faculty expressed concerns regarding the annual committee meeting schedule. Dr. Kiddoo shared that they have been scheduled for the year but can be adjusted as needed. Faculty requested a Zoom option for town halls in the future. All committee information is on the All-Employee Team in MS Teams. This information has been shared in Dr. Kiddoo’s newsletter. Faculty also requested training on Teams if it is going to be used more college wide. Stephanie will add another session during the fall in-service.</p> <p>Faculty would like to spend time at in-service on committees. They do not want to distinguish between work groups and committees. Administration shared that most of the time they want general MSCF representation, but there are temporary work groups that faculty with a specific expertise are needed. Faculty reiterated that general faculty representation, faculty are to connect with chapter presidents. If faculty participate as experts, administration may need to look at offering an RCE for that work.</p>

Administration Schedule – August 16-17 Inservice	Amundson	<p>Stephanie is charged with coordinating the in-service this fall. It is scheduled for August 16-17. It will be on the TRF campus, with topics including assessment/ILO, discipline specific meetings, and concurrent sessions. Thursday will be a half day, with faculty on their home campus and Zoom links available per presenter. Faculty asked if Northland had a general academic integrity statement regarding AI and ChatTP. Dr. Sheri Hutchinson does not want to rush a statement and will begin work this fall with faculty input. Caleb and Stephanie will discuss if valuable for an in-service breakout session this fall.</p>
Other Updates	Kiddoo	<p>The new counselor has started. Rebecca Johnson. They have also contracted with BetterMynd for another year. This provides students with 24/7 mental health counseling. Several activities are planned for move in day in student housing and for the first week of school. Faculty are invited to attend activities. They will be developing welcome packets for students. If you have anything you want included in the packets, get to Julie or Dr. Kiddoo.</p> <p>Human Resources is working with Academic leadership on a new faculty orientation on Thursday, August 17. Dr. Kiddoo is also working on a employee guidebook, with employees and their key responsibilities. Mary Amundson stated that MSCF faculty leadership will need a minimum of 30 minutes with new faculty. Mary and Dr. Hutchinson will connect on the orientation agenda to be sure this is included.</p>
NEW BUSINESS	ITEMS	
		None.
ON-GOING	ITEMS:	
Policy/Procedure Budget Update MN State Update MSCF Update Adjournment		<p>This was an abbreviated meeting. These items were not discussed.</p> <p>12:00 p.m.</p>