

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: November 1, 2023

Location: Zoom

Time: 2:00 0.m. – 4:00 p.m.

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

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order	Ziegler	The meeting was called to order at 2:00 p.m. Additions to Agenda: Old Business: None New Business: Communication Issues - MSCF
OLD BUSINESS	ITEMS	
Course Schedules on Website	Kiddoo	Steve Erickson from MSCTC is looking to see if he has the capacity and what the cost would be. No response yet.
FY24 College Committees and Work Groups	Ziegler	The APR Committee meeting schedule needs updating on the committee chart. ACTION: Julie will contact the chair for the meeting schedule. Dr. Kiddoo shared the recommendation (handout) from the Facilities and Technology Committee regarding official college document storage and communication tool: <ul style="list-style-type: none"> ▪ Will continue to use MS Teams as a collaborative tool – faculty requested training. ▪ Committee Minute Storage - create an internal-only website for minutes. ▪ Official documentation storage - N Drive ▪ Official Means of Communication – Continue to be email. This recommendation was supported by Shared Governance. Dr. Kiddoo will bring it to the President’s Cabinet for final approval and then the committee will update any policies and/or procedures.
Ways to Improve	Amundson	Faculty leadership shared that some faculty are not able to or choose not to give extra credit to students. When using this as an incentive to attend college events, the administration will be sure to include that extra credit may be offered at the instructor’s discretion. The faculty has addressed this concern with those involved but wanted it reflected in the minutes that there are ongoing issues with the bookstore orders Most recently, faculty and students did not receive the same edition/copy of the textbook- a recent example was a rewritten edition within a bundle.

HLC Update	Kiddoo	Dr. Kiddoo met with the Department of Education Chicago office yesterday, along with Lisa Bottom and system office employees. They were appreciative that we were proactive and corrected the issue. Dr. Kiddoo is hopeful that if there are fines, they will be minimal. Updates will be provided as they are available.
NEW BUSINESS	ITEMS	
Suspended Program Review	Hutchinson	<p>The faculty asked if there are going to be any faculty layoffs this year? Dr. Kiddoo said there will not be. Dr. Hutchinson listed the program suspensions that have expired and can be closed.</p> <ul style="list-style-type: none"> ▪ Expired Summer of 2017—Health and Fitness Specialist ▪ Expired Summer 2021—Criminal Justice Law Enforcement ▪ Expired Spring 2023 Firefighter/Paramedic AAS ▪ Expired Spring 2020—Administrative Support Microcomputer Specialist <p>Recent Program Enrollment Suspension Status:</p> <ul style="list-style-type: none"> ▪ Paramedics – Ending enrollment suspension. Starting with a full cohort in January 2024. This program was revitalized with a lot of industry support. ▪ Pharmacy Tech – Being revitalized and accepting students Fall 2024 – Industry partners are supportive and very active in the program. ▪ Dietetic Technician – Planning to move forward with closing the program.
Policy Updates	Kiddoo	Dr. Kiddoo and other policy series managers will be hosting sessions for policy reviews. Dr. Kiddoo is looking at the Children on Campus policy currently and would like input from SGC. She distributed an example policy for review. This will be brought to SGC again in December.
2024-2025 Draft Schedules	Hutchinson	The faculty leadership were concerned that administration was behind in creating the schedule for next year. Dr. Hutchinson assured them that the deans are working on a schedule for the entire year. They will be having liberal arts division chairs review the drafts when they are ready. Faculty requested that new pathway materials be created for advisors to assist with registering students for a year versus only a semester and for advisor input on schedules as they get input from students on what their needs and desires are for class times and modalities. Faculty also requested to seek input from students regarding their ideal schedule, including modalities. Dr. Kiddoo shared that Katlyn Tamaalii has new software that can help with creating surveys. ACTION: Sandy will connect with Katlyn. Updates will continue to be provided.
ELM Training Deadline Extension	Ziegler	Faculty leadership requested to extend the November deadline for required training. Dr. Kiddoo shared that this deadline was imposed by the system office and could not be changed.
Grad Follow-Up Surveys	Kiddoo	Katlyn Tamaalii is now managing the graduate survey program. She will be working with the faculty on these surveys for students. They have found that there is a better return rate when faculty distribute the surveys.

<p>Northland Career Academy</p>	<p>Kiddoo</p>	<p>Dr. Kiddoo shared an idea to increase enrollment through concurrent enrollment. There are several area high schools that do not have access to career and technical programming. Northland could create short-term credentials for pathways for these students. Pine Technical College has several pathways. ACTION: Dr. Kiddoo has a list of ideas for faculty to review and ponder and will share with the group. https://pine.edu/academics/college-credit-in-high-school/pine-academies/</p> <p>Faculty asked what the timeline would be to begin offering these options. Dr. Kiddoo shared that Northland could offer some pathways for next fall if any faculty were interested. Joel shared that he has some ideas for this project and would share them with Dr. Kiddoo.</p>
<p>Instructional Equipment Request Process Open</p>	<p>Kiddoo</p>	<p>Dr. Kiddoo shared that the instructional equipment request process is open early so we can purchase and install it prior to fiscal year-end. It is important to keep a current list of needs as we never know when funds will become available. They will start the process to review and rank with deans/division chairs in December but will leave the form available all year round.</p>
<p>Communications Issues</p>	<p>Ziegler</p>	<p>Faculty leadership brought up several issues where communication was poor:</p> <p>Lock Down – The announcement was for a tornado drill. The timing of the drill was poor for instructors in the middle of a course vs. the end. The timing changed and it was not communicated widely. No training has been provided for new employees and the procedures in the new hyflex rooms have not been developed. Faculty requested and administration agreed safety training is needed during in-service. ACTION: Dr. Kiddoo will ask that the Safety and Security Committee add specific procedures for hyflex classrooms during emergency situations and Stephanie LeDuc has added safety training for in-service.</p> <p>Search Committees – Faculty on search committees did not know the status of their search. Particularly the VP of Academic and Student Affairs and the Director of Enrollment and Advising. Dr. Kiddoo will be meeting with Chief of Staff Jaime Simenson tomorrow and will provide HR with updates on the VP search. HR will communicate that to the search committee.</p> <p>Deans on Campus One Day a Week – Faculty want a calendar so they know which administrator is in charge each day on each campus. They also want to make sure there is an administrator at the aerospace each day with Curtis gone. Monty shared that he is spending time on the aerospace campus now. Dr. Kiddoo shared what the President’s Cabinet is currently using and a discussion was held on how that could be shared with all employees. ACTION: Dr. Kiddoo will discuss ideas with the President’s Cabinet for a real-time option.</p>

Report Agenda Items		
Student Success Allocation Ideas	Kiddoo	Discussion was held on the items listed on the proposal. Faculty asked who was going to manage and lead these initiatives, now and into the future. Dr. Kiddoo shared that this was a general plan and that there was flexibility in each activity and purchase. Jeff Pool will be working on this initiative. The faculty also suggested the Facility and Technology Committee suggest the Sensory and Parent Study rooms on each campus. ACTION: Dr. Kiddoo will contact Stacey to have the Facility and Technology Committee recommend possible locations for these spaces.
Budget Spreadsheet	Kiddoo	Faculty did not feel that there was enough information in the budget report Kalen Wiseth provided. They want to be able to dig deeper into each cost center and are requesting access to Accounting on the Web. Dr. Kiddoo said she would talk to Kalen regarding reactivating the Fiscal Committee for faculty who want to learn more about the finances of the college. ACTION: Julie will add the Fiscal Committee to the committee chart and Joel and Mary will identify faculty to be on the committee.
Enrollment	Kiddoo	There has been a drop in enrollment since the 10- and 30-day census. Discussion was held on why students are dropping classes and ideas were generated on how data may be looked at, W versus WF, for example. The faculty discussed ways to share ideas on how to continually engage students who stop attending classes. Dr. Kiddoo had Katlyn pull reports to see which students are dropping out and from which courses, but it only has the number of students by course and a deeper dive is needed.
Career Expo Update/Recruitment and Marketing Activities	Pool	Faculty and administration suggested ways to get more input from students including surveying students, adding a question when they drop, and getting qualitative data from advisors. ACTION: Dr. Kiddoo will contact Katlyn on a possible survey for students and the Success Committee will be reviewing the data to see if there are any trends and if they can be addressed. Great turnout at the Career Expo - 58 schools and 2100 students. No additional questions about the report from Jeff Pool.
ON-GOING	ITEMS:	
Presidential Transition Update		No new updates. Talking with Jaime Simenson tomorrow as discussed above.
Recruiting and Enrollment Updates	Kiddoo	Discussed in the report agenda item.
Policy/ Procedures	Kiddoo	Discussed above.
Budget Update	Kiddoo	
MN State Update	Kiddoo	The supplemental budget request is being promoted at the system office level. Will provide updates as they are available. Dr. Kiddoo will be attending the Leadership Council a week from Monday.

MSCF Update	Amundson/ Ziegler	MSCF is still in negotiations.
Organizational Chart		October 11 – most recent
Open Discussion		A short discussion was held.
Adjournment		4:00 p.m.