

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Faculty Shared Governance Council

Date: September 5, 2024

Location: EGF 290

Time: 2:00 p.m. – 4:00 p.m.

Present: Shari Olson, John Fields, Stephanie LeDuc, Sara Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Adam Paulson, Erin Bulger, Rick Simon, Tracy Boman, Trisha Stromsodt (for Jeff Bell), Derek Lewis (for David Lovly), Brent Braga, Heather Koland, Caleb Curfman, and Julie Fenning (recorder).

Absent: Jeff Bell, David Lovly, ADawn Nelson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Braga	The meeting was called to order at 2:00 p.m. Additions to Agenda: Old Business: New Business: Financial Aid Issues, Students Drop for Nonpayment, Class Caps Document – MSCF, Seeking Participants for Continuous Improvement Projects – Admin
OLD BUSINESS	ITEMS	
NEW BUSINESS	ITEMS	
Two Dean Positions – Update on Hiring Process	Fields	Dean position descriptions have been revised and are ready to go to Northland Human Resources for posting. Faculty recommended to have two separate search committees. Faculty also recommended to delay the searches until next year and extend the interim dean positions through the academic year. This would be better timing for candidates to have a spring search and a fall start. ACTION: John will connect with Don Fischer and Dorinda Sorvig and send an update to the SGC.
Perkins Coordinator Position Update – John Fields	Fields	Perkins Coordinator/CHS update – The AFSCME position will be posted soon. The EGF campus recruiter position is moving forward. Sara Johnson and Heidi Kippenhan are co-chairing the search committee. HR will be making an offer for the aviation instructor position today.
Multi-Year Plan for Liberal Arts	Olson	Dr. Olson shared notes that were taken during the liberal arts group meeting during in-service. Discussion was held regarding a two-year schedule for liberal arts. There is confusion regarding Minnesota State’s pathways and guided pathways, and what the transfer pathways mean. These need to be clarified for students. ACTION: Develop a one-page document regarding pathways at Northland. This draft would become a proposal that would go through the Learning Council to look at the current state of pathways and where we need to go. This item would then be sent to the AASC for approval. Faculty recommended to have an open forum with CTE programs with liberal arts faculty to discuss goal

<p>Share HLC Team Report and Update</p>	<p>Fields</p>	<p>areas vs prescribed courses. ACTION: John will discuss process with the deans. This should also be a topic for program advisory boards.</p> <p>John distributed a calendar and the HLC Team Final Report from the visit in 2019. This is the first time faculty on SGC have seen this report. The HLC workgroup is currently working on the Assurance Report. We have contracted with an HLC expert to assist in writing the report. Once each criteria draft is complete, all employees will be invited to review and provide input. The goal is for a draft by Thanksgiving. Final by January. Currently the visit is scheduled for March 3 and 4.</p> <p>The recommendation from administration was to request an extension for a year. Faculty agreed and supported this recommendation due the need to show that we are making changes and culture improvements. Faculty requested a prep session with Dr. Kovala, system office experts, and the HLC liaison, Tom to ensure a successful visit.</p>
<p>RSI – Online Courses</p>	<p>Fields</p>	<p>John shared a requirement from HLC and legislature that must be addressed in all syllabi. We need to be able to prove Reasonable Substantive Interaction (RSI) in online courses – that the online course is better or as good as the seated course.</p>
<p>July 2nd Issues Matrix – (Resolved, In-process of Resolution, Unresolved, Neutral)</p>	<p>Olson</p>	<p>Dr. Olson shared a handout with the status of issues discussed during the faculty leadership group on July 2nd. Faculty appreciated the progress that has been made and added that we need student life activities for online students, and that we need more signage listing food options in the markets and that tax be included in price. ACTION: Shari will connect with Ladora regarding suggestions.</p>
<p>E-mail – 48 Hours Response</p>	<p>Olson</p>	<p>There has been discussion regarding email and the response time expectation. Dr. Olson proposed that a procedure be created to go along with the current college policy. ACTION: A team will create a draft procedure for review at the next College Council meeting. Team: Julie Fenning, Deb Beland, and John Fields.</p>
<p>Survey of Entering Student Engagement (SENSE) – John Fields</p>	<p>Fields</p>	<p>John shared that there were only two respondents for the CCSSEE survey and that he needed faculty help to help make this year’s SENSE survey effective. He asked faculty to encourage students to take the online survey. ACTION: Faculty will encourage their students to participate and asked for the QR code ahead of time to post in their D2L shells.</p>
<p>Faculty Paychecks</p>	<p>Braga</p>	<p>Faculty shared that some paychecks have been incorrect and late for some faculty. Shari said that HR is working directly with the faculty impacted.</p>
<p>Financial Aid Issues/Drop for Nonpayment Concerns</p>	<p>Braga</p>	<p>Faculty felt that there was a large number of students dropped this year at around 70-80 students. Stephanie did clarify that we were expecting a larger number of students dropped, due to the ending of COVID funds that previously covered several students on this list. It was agreed that a process needs to be put in place to reach these students prior to dropping them.</p>

<p>Class Cap</p> <p>Participation on Student Services Continuous Improvement Project</p>	<p>Braga</p> <p>Olson</p>	<p>John provided a brief enrollment update: 2238 students – 688 FYE Enrollment numbers for 10-day census.</p> <p>Faculty would like to review and update the current document that is posted on the website. ACTION: Julie will send out document for review and updating.</p> <p>Dr. Olson requested faculty participation in the Student Services facilitated continuous improvement project. Volunteers were in TRF – ADawn Nelson, Adam Paulson, Derek Lewis, and Linda Samuelson. EGF – Trisha Stromsodt, Lynette Neppel, Bobbie Taylor, Heather Koland. ACTION: Julie will invite them to the sessions. ACTION: Faculty requested “MSCF” be listed on the College Council document instead of “faculty” to be consistent with other unions listed.</p>
<p>ON-GOING</p>	<p>ITEMS:</p>	
<p>Policy/ Procedures</p> <p>Budget Update</p> <p>MN State Update</p> <p>MSCF Update</p> <p>Organizational Chart</p> <p>Open Discussion</p> <p>Adjournment</p>	<p>Braga</p>	<p>4:00 p.m.</p>