

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Faculty Shared Governance Council

Date: October 9, 2024

Location: Zoom

Time: 10:00 a.m. – 12:00 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, Brent Braga, Heather Koland, Caleb Curfman, Jeff Bell, David Lovly, ADawn Nelson, Kalen Wiseth (guest), and Julie Fenning (recorder).

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order	Paulson	The meeting was called to order at 10:03 a.m. Additions to Agenda: Old Business: None New Business: None
Topic	Guest	
Current and Forecasted Budget Projections Updates	Wiseth	Kalen Wiseth provided a summary budget update showing where we ended in FY24 and the projected numbers for FY25. With the 5% increase in enrollment, Northland's budget balance for FY25 is projected to be - \$421,520. Kalen is still waiting for more accurate personnel numbers once the new Workday reports are ready. The Health Fee is new this year. It helps to cover some extra mental health services for students (BetterMynd).
OLD BUSINESS	ITEMS	
Two Dean Positions – Update on Hiring Process	Fields	The liberal arts and CTE interim academic dean positions have been extended through June 30, 2025. We plan to begin the liberal arts dean search in Spring semester. Dr. Olson suggested to revisit the two or three dean models due to having a negative budget balance. Discussion was held on extending the interim Dean of Student Success position for two years to create stability in Student Services during this time of transition.
Perkins Coordinator Position Update	Fields	The AFSCME position has not been posted. John will follow up with HR regarding the status. The interim Liberal Arts Dean and Rich Johnson (CHS) are working on a transition plan as Rich reduces his workload for that project.
Multi-Year Plan for Liberal Arts	Olson/LeDuc	Dorinda Sorvig is working with liberal arts faculty to provide new 8-week course offerings for spring semester. Four sections are planned. Stephanie shared they continue working behind the scenes to publish the full year course schedule. Faculty requested that advisors explain to students that 8-week courses are 16-week courses condensed into 8 weeks, so they are aware of the accelerated pace of the course. ACTION: Sara will share with advisors. These are new 8-week course offerings, in addition to the existing 8-week courses. Adam shared that there were two 8-week courses added to this fall semester for the first time in several years.

HLC Update	Fields	Northland did receive the year extension for the HLC visit. John shared the HLC workgroup will be meeting on October 21 st for a retreat with Dr. Kovala. They will be writing to the new criteria requirements. John will have another update on the status and timeline at the next meeting.
RSI – Online Courses	Fields	This is a requirement from HLC and legislature that we must be able to prove Reasonable Substantive Interaction (RSI) in online and hybrid courses – that the instruction and quality of the course is better or as good as the seated course. Caleb Curfman has started some of this work through the Center for Teaching and Learning. He had a session in September and has created a video for faculty. There is an existing workgroup that developed a new syllabus template. It was recommended that they work on adding this to the template. Faculty requested the group include the five criteria that are listed in the faculty handbook.
July 2nd Issues Matrix – (Resolved, In-process of Resolution, Unresolved, Neutral)	Olson	Dr. Olson shared the handout with the new status of issues discussed during the faculty leadership group on July 2 nd . Ladora Dahlen has been working hard to provide products outside of business hours, including healthy options. Sara Johnson has been working hard in Student Services, meeting with employees, reviewing position descriptions, as well as chairing continuous improvement project teams. She is also working with Abdul Chamma on adding student life activities and several club activities. She recognizes several issues in Student Services and is working to prioritize them.
E-mail – 48 Hours Response	Olson	Dr. Olson shared that, while important, the email procedure is on pause as we work on higher priority projects.
Survey of Entering Student Engagement (SENSE) –	Fields	This year’s SENSE survey had a good response with 154 responses. John thanked faculty for encouraging students to take the online survey. ACTION: SENSE has separated the diversity questions from the general survey and John is asking faculty to encourage participation in that as well. It will go to the same faculty who received the original survey. The faculty shared that the new QR code process worked great.
NEW BUSINESS	ITEMS	
CTE Faculty Credentialing	Fields	The recency requirement makes it difficult to hire instructors as we cannot match salaries of candidates in the workplace and graduates out of the program do not have the required years of work experience. This is a state-wide problem, and John shared that more voices to the legislators would be helpful. He said that Northland has areas where we could have growth, but this issue is stopping us.
Campus Visit Rebuild	Fields	Dr. Olson shared that Chad Sperling is looking for two faculty to participate in the workgroup to rebuild our virtual campus visit. He would like ideas from faculty to help shape the virtual tour experience. ACTION: Faculty leadership will do a call out and forward names to Chad. Deb Beland volunteered for the workgroup.
Grow Enrollment by 10% in Three	Olson	We had over 45 people participate in the Student Services Continuous Improvement Project. After collecting and reviewing

<p>Years – Cont. Improv. Event Update</p>		<p>all the ideas generated at the first session on September 12th, eight themes and numerous activities were reviewed and prioritized by this group on October 2nd.</p> <p>The first projects prioritized by the group included:</p> <ol style="list-style-type: none"> 1. Implement Northland CRM Salesforce – Stephanie LeDuc 2. Establish Targeted Recruiting Strategies – Chad Sperling 3. Northland’s Identity - Who are we? Education Campaign - Internal/External – Dorinda Sorvig 4. Review and Improve Northland’s Enrollment Process – Sara Johnson 5. Eliminate Accuplacer Barrier – Sara Johnson <p>ACTION: Dr. Olson will send the updated project document to the FSGC.</p>
<p>Recruiting Updates</p>	<p>Johnson</p>	<p>The EGF campus recruiter position is in progress, with an announcement expected soon. The faculty expressed concerns regarding the delays in the search process for this position. John shared that the candidates were emailed regarding the delay in the process. ACTION: Due to time constraints, Sara did not discuss the recruiting schedule but will email the existing calendars to the FSGC.</p>
<p>PSEO – Strategic & Consistent Communication for Students: Example Radiologic Technology</p>	<p>Olson</p>	<p>Dr. Olson received two different complaints regarding PSEO communication, one from a parent and one from a student. The concern was if a PSEO student knows what program they would like to attend, how do they know which classes to take that will count towards that degree. Dr. Olson shared an example of a strategy from the Radiologic Tech program that she and Deb Beland developed. This lists the courses that they could take in high school that would be a pathway to the Rad Tech program. The faculty would like to move forward on creating one for each program where it would be effective. Each program director would need to develop the list of courses to be converted into a flyer and posted on the program web pages. Stephanie will bring to division chairs to start the process to expand to other programs. It was also recommended to host more open house events for students and parents on campus to promote PSEO opportunities.</p>
<p>Concurrent Enrollment</p>	<p>Fields</p>	<p>John would like to have some conversation on how to grow concurrent enrollment. The division chairs are also discussing this topic. John recommended moving to unfinished business for an update at the next meeting. The faculty expressed concerns regarding needing assistance on increasing enrollment by offering different modalities, concurrent enrollment, CHS, PSEO opportunities. Discussion was also held on the need to reintroduce STEAM events.</p>
<p>Evaluation of Academic Program Offerings</p>	<p>Olson</p>	<p>Dr. Olson shared that this process is important and needs to be revisited, finalized, and implemented. The APR Committee is currently looking at establishing an SOP for academic sustainability and is their main objective for the year. ACTION: The APR Committee will provide updates when available.</p>

Academic Master Plan Update	Fields	This plan is not required by HLC. The HLC work is the focus for this year. John is proposing to update the Academic Master Plan next year. The faculty agreed.
College Calendar Update	Fenning	Julie shared a brief demo of the new Event Planning webpage. The process for scheduling a room, ordering catering, etc., has not changed, but the links to all these resources have been listed on this one web page. Employees wanting to plan an event can follow the suggested guidelines themselves or be assisted by marketing staff to plan and promote their event. Reach out to Tracy Jo Peterson with any questions.
Organizational Chart Updates	Olson	The most recent organizational chart is updated and posted on the HR web page. The faculty leadership questioned if the current library technician was receiving compensation for her extra duties in the library in the absence of a MSCF librarian position. Stephanie shared that they were doing all that was allowed within the bargaining units. The faculty wanted it to be noted that they would like to see the position remain as an MSCF position.
ON-GOING	ITEMS:	
Policy/ Procedures	Fields	AASC is working on reviewing the 3000 series.
MN State Update		Time did not allow for the remaining items.
MSCF Update		
Open Discussion		
Adjournment	Paulson	12:08 p.m.