

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Faculty Shared Governance Council

Date: November 14, 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, Chad Sperling (guest), and Julie Fenning (recorder).

Absent: Stephanie

Topic	Responsible Party	Discussion/Outcome
Call to Order	Braga	The meeting was called to order at 10:00 a.m. Additions to Agenda: Old Business: None New Business: None
Topic	Guest	
Marketing & Recruiting Update	Chad Sperling	<p>The new recruiter, Alyssa Montgomery, is working closely with Karen Meine on campus tours and organizing meet-and-greets with faculty and programs. Meetings are scheduled to give the team a better understanding of each program. Next week, the scheduling of these 30-minute sessions will begin.</p> <p>Alyssa and Chad will oversee events in East Grand Forks (EGF), while Tracy and Amanda will handle events in Thief River Falls (TRF). There will always be a recruiting presence at events, including event planning, photography, and other materials. Travel kits are being prepared for each campus, containing swag, program sheets, table banners, and tablecloths, all packed into a wheeled tote for ease of transport.</p> <p>Program sheets, previously printed internally, will now be printed professionally at half the cost through the Times. Both campuses will replicate program sheet inventory and viewbooks, with swag split between campuses.</p> <p>Collaboration with Karen and Mindy is ongoing to improve the efficiency of campus tours, including a follow-up survey for feedback. Chad is reviewing the survey and considering adjustments to the high school visit structure, as well as revisiting the virtual tour process.</p> <p>Chad asked for patience as he begins working with recruiting and for faculty to report any concerns to him as soon as possible.</p>
UNFINISHED BUSINESS	ITEMS	
Two Dean Positions – Update on Hiring Process	Fields	Discussion about budget conditions and the potential for a two-dean or three-dean model. John has sought feedback from faculty regarding the need for a third dean position. A decision has been made to proceed with the three-dean model. The Liberal Arts dean position will be posted in January 2025, with further discussion needed about the timeline and criteria for the third

RSI Online Courses	Fields	<p>dean position. ACTION: John will bring the position descriptions to the December meeting for review.</p> <p>Caleb Curfman is leading the charge on professional development for faculty in meeting RSI requirements. RSI will be the baseline for all courses and modalities, and it must be demonstrated through the syllabus. ACTION: John will forward Tom B. from HLC, the new syllabus template to review. ACTION: The next step is for the deans to request faculty to implement the new template.</p>
NEW BUSINESS	ITEMS	
CHS Coordination	Rich Johnson	<p>One-third of Northland students are high school students, through PSEO/CHS programs. There has been a decrease in the number of participating schools due to limited teacher credentials. The College in the High School (CHS) program is accredited by NACEP and Northland must provide services to high school students comparable to on-campus college students, including library services. ACTION: Sara will work with Rich on advising needs and to create a position description for a CHS coordinator. Shari met with Tom Leuthner from Pine to Prairie to discuss combining Perkins and CHS funds to create a director position aimed at increasing high school enrollment. The faculty and Dr. Olson support creating this position at a MAPE level. ACTION: John, Dorinda, Rich, Joel, and Sara will work on a position description, and John will email the draft for review and feedback. Tom Leuthner will be added to the review process.</p>
HLC Update	Fields	<p>The HLC countdown will be launched tomorrow as part of preparing for the new standards that take effect in September 2025. Irene Kovala and Tom B. are leading the review of these criteria. A larger group of departments has been invited to participate, and John will share the first drafts for review and feedback.</p>
Suspended Program Update 2023	Sorvig	<p>Paramedic and Pharmacy Tech: Programs were offered this fall. Dietetic Program: Final courses will be completed in the spring. Faculty inquired whether it is required by accreditation to retain faculty for the entire academic year for suspended programs. ACTION: Dorinda asked Stephanie LeDuc and the dietetic faculty position will be a non-renewal after June 2025. She will stay through June per accreditation requirements.</p>
Polk County Dispatch Center Space Leasing	Braga	<p>Faculty expressed concerns regarding this item that went through the Learning Council. Clinton received an email from the Polk County Sheriff's Office regarding leasing space for a dispatch center in East Grand Forks. Faculty expressed concerns about the process followed for this request through the Learning Council versus the Finance, Facilities, and Technology Council. John shared that his reason for bringing it to the Learning Council was to receive input regarding whether the learning environment would be negatively affected. There was also concern about the lack of information in the recommendation process. ACTION: Dr. Olson will connect with chairs regarding improving the process.</p>

New Program Marketing Timeline	Paulson	<p>ADawn Nelson, Chair of the AASC, shared her proposed process for any new programs or major changes that are approved through AASC.</p> <ul style="list-style-type: none"> - Major program changes require approval from AASC, System Office, and HLC before being marketed to the public. - Minor program changes require AASC and System Office approval before public marketing. <p>ADawn provided the Criminal Justice – Peace Officer program as an example. The name change was approved by AASC and was to be sent to the system office for approval and then HLC. However, it was changed on the Northland website after AASC had approved it and before the other approvals were received.</p> <p>John shared that this is the process required by HLC, and he will work with Karleen and Chad to update the website and program pages only after approval by the System Office and HLC.</p>
ON-GOING	ITEMS:	
Policy/ Procedures	Fields	AASC is working on reviewing the 3000 series.
MN State Update	Olson	Dr. Olson will be in St. Paul next week for the Board of Trustees meeting. November is "Being Thankful" month for President Olson. Shari is working with Lars on a fundraiser for the emergency student fund, where she will match up to \$2000 in donations. Everyone is encouraged to participate and spread the word. The Pioneer Pantries are in need of donations and students need warm clothes and blankets.
MSCF Update	Braga	Some MSCF faculty across the state were unable to complete open enrollment by the deadline. Northland faculty were not affected.
Open Discussion		Short discussion was held.
Adjournment	Braga	12:00 p.m.