Northland Community & Technical College
NCTC Deans & Supervisors
2/9/10
9:00-11:00am
Room 115 @ EGF

Membership: Kent Hanson, Hank Roehrich, Ron Dvergsten, Mary Fontes, Norma Konschak, Jim Retka, Rocky Ammerman, Gene Klinke, Gerald Schulte, Dean Dalen, Kirsten Michalki(A), Pat Balstad, Paul Peterson(A), Steve Crittenden, Scott Fletcher(A), Shannon Nelson

<table>
<thead>
<tr>
<th>Topic</th>
<th>Responsible Party</th>
<th>Discussion/Outcome</th>
</tr>
</thead>
</table>
| Supervisor Training       | Kent              | Handout – Brief Discussion  
Action: Kent stated that whoever has not attended this workshop should sign up and attend. Those who need to attend: Gene, Jim, Hank, Steve |
| Institutional Research    | Kent/Scott Godfrey | Priorities: Short term primary goal is setting up a stable web for any data requests. Long term is to anticipate needs, i.e. reports needed monthly, biannual, etc. to create a schedule of needs. Kent stated we need to be as credible as possible.  
Areas of need for Institutional Research:  
Market Trends  
Program FYE  
Perkins, if we want to get more specific as MnSCU sends us data  
Dean, could use help in how to manage the Perkins data  
Statistical data  
ESL portion of Accuplacer test – what are those scores and results of classes students were in  
Kent would be interested in purchasing a statistical package for academic and student affairs |
Scott said SPSS is most user friendly @ $1,200…STATA more powerful @ $800 per license
Immigrant status students – don’t know what approach should be without data
Scott to let MJ know which package to purchase and MJ will order it.
Gene – age, FT, PT, prospects, apps, enrollees, etc.
Kent interested in prospect, app, enrollee, conversion rate who find us on the web
Challenges to grow enrollment and retain…
Connect applicants to interests…
COI: Occupational areas
New program development: grants (non-federal), research occupation trends(new)
AASC – academic data base is inadequate and lack of flexibility…Scott G to talk to Scott Foss regarding academics…
Use Focus groups…a facilitator and recorder
How can we make our college more aware of your cultural concerns and not focus on making their academic experience easier.
Jason, Maureen, Dean, Gene, Kent, Norma, Hank – meet with student group for their needs
Steve said we are doing things requested by the group of immigrant students
Bring faculty to “under-represented workshop”
If students cannot get into the program immediately, they may not come here. Steve thinks we are seeing an increase in immigrant students because we don’t have as many course requirements as in the twin cities area schools. Some of those schools have a full year of ESOL courses prior to entering into a program.
Some students do not self identify themselves as ESL
**Action:**
- Kent asked Scott Godfrey to get the information regarding the statistical package for academic and student affairs to Mary Jo so she can order it.
- Gene will gather a group of immigrant/ESL students to begin the process of addressing their issues. From that will come meetings with college administration.

<table>
<thead>
<tr>
<th>Student Complaint Log</th>
<th>Kent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handout – Scott recommends setting a threshold, i.e. any areas over 22% need immediate attention. Kent suggests to put plans in place for preventive action (big picture). <strong>Action:</strong> Shannon to further break down the areas of complaints.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean: Approached from faculty that Shannon is requesting employer information that was collected earlier from Learning Services. Can’t Shannon get the info from learning services group. Kent said that for Shannon to send out employer surveys, she needs names of</td>
</tr>
</tbody>
</table>
supervisors. After this time, it will be streamlined.

**Action:** Shannon and Learning Services get together in May to put all data together.

Notices for faculty to administer CSESSE were sent out yesterday by Mary Fontes. Norma and Hank want a copy of the list. Jason and Maureen are requesting administrators of the survey.

**Action:** Mary to send a copy of the list of faculty who received the survey to Hank and Norma.

Looking for volunteers for policy review meetings.

<table>
<thead>
<tr>
<th>Adjourned</th>
<th>11am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Meeting</td>
<td>March 19, 1-3pm, Room 735 @ TRF</td>
</tr>
<tr>
<td>Mary Jo Bydal, Recorder</td>
<td></td>
</tr>
</tbody>
</table>