Northland Community & Technical College
Fall Faculty In-Service
Tuesday, August 18, 2009 at Thief River Falls

TRF Campus

7:30-9:00 Continental Breakfast
Cafeteria

8:00-9:00 Hazardous Waste & Blood-borne Pathogens
Computer-based Training
(mandatory for those who have not yet completed training)
Room 603

9:00-10:30 Session I
Welcome Anne Temte
Introduction of New Employees Becky Lindseth
Welcome from Chancellor James McCormick Via Video
President’s Address Anne Temte
Vice President’s Address Kent Hanson
Theater

10:30-10:45 Break

10:45-12:00 Session II
Strategic Planning Anne Temte, Kent Hanson
Employee Training & Development Julie Fenning
Audit Findings/Procedures Update Becky Lindseth, Dennis Paesler, Michelle Bakken
Pandemic Planning Becky Lindseth
Theater

12:00-1:00 NCTC Foundation Faculty Appreciation Luncheon
Faculty Pre-Meet for Shared Gov. Council
Commons
Room 545

1:00-2:00 Concurrent Sessions I
(Select one session to attend; see pg.2 for session descriptions)
a. Library Database Basics Room 605
b. Faculty Mentoring (Round Table) Room 604
c. Understanding Our East African Students Room 201/203
d. Safety & Security Awareness Training Room 603
e. Management Ed. faculty (1:00-2:30 PM) Room 635

2:00-3:00 Concurrent Sessions II
(Select one session to attend)
f. Academic Honesty (Round Table) Room 515
g. College in the High School & OCHS Room 601
h. (Repeat of d.) Safety & Security Awareness Training Room 603
i. Assessment Plans Room 604

3:00 Shared Governance Council Meeting Room 217

3:00 Adjourn -for all others
Concurrent Session Descriptions

Concurrent Session I

A. **Library Database Basics**
   Cynthia Jorstad and Milt Kinzler
   Join the NCTC Librarians for an informational session on the electronic resources available to faculty and students. Get handy tips to pass on to your students.

B. **Faculty Mentoring Round Table**
   Hank Roehrich
   This session provides an opportunity to discuss and share ideas about how NCTC can best provide mentoring for both new and veteran faculty.

C. **Understanding Our East African Students**
   Yussuf Shafie of Neighborhood House
   The objective of the workshop is to bridge the cultural gap that exists with East African students on college campuses and in the classrooms. Participants will become more aware of the cultural dynamics of East Africans and how this dynamic impacts their educational experiences. There will be a Q&A after the presentation.

D. **Safety & Security Awareness Training**
   Julie Fenning
   MnSCU and OSHA mandate annual and periodic employee Security Awareness and Safety Training. The position you occupy and the potential hazards to which you potentially are exposed determine the training requirements. This session is designed to orient employees to the training sites and to provide a block of time to complete the required training.

E. **Management Ed. Faculty Meeting**
   Danie Packard & Greg Dvergsten
   Faculty in the Management Ed. Programs will meet to discuss program matters.

Concurrent Session II

F. **Academic Honesty Round Table**
   Norma Konschak
   This round table is convened to collect the viewpoints of faculty on academic honesty. Topics may include: Definition of academic honesty, the use of an honor pledge, appropriate faculty intervention, and reporting of acts of dishonesty to Academic Deans.

G. **College in the High School**
   Rich Johnson
   Find out what “College in the High School” is by joining other faculty to hear about the program and its success over the past few years.

H. **Safety & Security Awareness Training**
   Julie Fenning
   Repeat of Session D.

I. **Assessment Plans**
   Kent Hanson
   As an ongoing effort by Academic Affairs to collect Annual Assessment Plans from all programs, program faculty have been invited to this session to receive guidance on completing the Annual Assessment Plan for programs and disciplines for FY09 and to begin work on the Assessment Plans for FY10.
Northland Community & Technical College
Fall Faculty In-Service
Wednesday, August 19, 2009 at East Grand Forks

EGF Campus

8:00-9:00 am  Continental Breakfast  Commons

9:00-10:30  **Session I**  Multi-Purpose Room 250-256
Opening  Kent Hanson
Crisis Management  Becky Lindseth
Behavioral Intervention Team (BIT)  Mary Fontes, Steve Crittenden
Community College Survey of Student Engagement (CCSSE)  Mary Fontes
Stimulus Funding  Anne Temte, Kent Hanson, Becky Lindseth
NCA Steering Committee Report  Brian Huschle, Sherry Lindquist

10:30-10:45  Break  Commons

10:45-12:00  Departmental/Divisional Meetings  Room assignments on pg. 4

12:00-1:00  Lunch  Commons
Division Chairs/Administration (Lunch Meeting)  Room 106

1:00-1:30  **Session II**  Multi-Purpose Room 250-256
Reminder Calendar  Norma Konschak
Faculty Selling Textbooks  Hank Roehrich
Foundation Update  Dan Klug
Marketing Enrollment Team (MET)  Dan Klug

1:30-2:30  **Concurrent Sessions III** (attend appropriate group)  Multi-Purpose Room 250-256
a.  Occupational Program Faculty  Multi-Purpose Room 250-256
   • advisory committees (required for all programs)
   • short-term flexible training
   • scheduling
   • stackable certificates
   • job outlook information
b.  Liberal Arts Program Faculty  Commons
   • articulation agreements
   • student transfer
   • student success
   • transfer certificates

2:30-3:00  **Concurrent Sessions IV** (select one to attend; descriptions on pg.4)  Room 234
   c.  Faculty Credentialing  Room 234
      (new faculty & faculty planning a column change are encouraged to attend)
d.  AED Training—All employees are invited  Multi-Purpose Room 250-256
  e.  Student Clubs/Activities  Commons

3:00  Adjourn
Concurrent Session III

A. Occupational Programs
Occupational program faculty will be informed of the results of the Office of Legislative Auditor regarding the effectiveness of program advisory committees. Faculty will be briefed on the MnSCU/MSCF Program Advisory Handbook which will serve as the standard for program advisory committees at NCTC. Other topics of discussion are listed on the agenda.

B. Liberal Arts & Transfer Education
The Liberal Arts Faculty will be brought together to discuss the following topics: articulation, student transfer, student success, and creation of transfer certificates.

Concurrent Session IV

C. Faculty Credentialing, T&L Courses & Column Changes— How to navigate the web-based system. Mary Bydal
Effective July 1, 2008, MnSCU Policy 3.32 was implemented. To assist institutions and faculty members to comply with the policy, MnSCU has rolled out the Web Based Salary and Credentialing System. This session will introduce you to registering your account on the system and completing your personal profile. The system is also used for the following tasks: update your profile, add T&L Courses, and request a column change.

D. AED Training Dan Sponsler & Andy Mueller
This session will serve as an orientation to the use of AED (Automated External Defibrillator) Units that are located on our campuses.

E. Student Clubs/Activities Steve Crittenden & Mary Fontes
If you are currently serving as an advisor or coach, you will want to attend this session to get the most current information on student life policies and procedures.

Department/Division Meetings
10:45 a.m. – 12 noon

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<thead>
<tr>
<th>DIVISION</th>
<th>EGF Campus</th>
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<tr>
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<td>Liberal Arts I-TRF</td>
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<td>Liberal Arts II-TRF</td>
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<td>Business-EGF/TRF</td>
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<td>Health &amp; Human Services-EGF</td>
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<td>Nursing-PN</td>
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<td>Nursing-RN</td>
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<td>Technical-TRF</td>
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<td>Trades &amp; Technical-EGF</td>
<td>Room 214</td>
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<td>Math</td>
<td>Room 220</td>
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Northland Community & Technical College  
Fall Support Staff In-Service  
Thursday, September 17, 2009  
Warren Community Center  
102 West Johnson Avenue, Warren, MN

8:30 - 9:00  Continental Breakfast

9:00 - 10:30  Welcome  
Anne Temte  
Introduction of New Employees  
Becky Lindseth  
Welcome from Chancellor James McCormick  
Via Video  
President’s Address  
Anne Temte  
Vice President’s Address  
Kent Hanson

10:30 - 10:45  Break

10:45 - 12:00  Strategic Planning  
Anne Temte  
Employee Training & Development  
Becky Lindseth  
Audit Findings  
Employee Expense Reimbursement  
Becky Lindseth  
Purchasing  
Dennis Paesler  
Procurement Cards  
Dennis Paesler  
Online Procurement Card Transactions Log  
Michelle Bakken

12:00 - 1:00  NCTC Foundation Staff Appreciation Luncheon

1:00 - 3:00  NCA Steering Committee Report  
Brian Huschle  
Crisis Management  
Becky Lindseth  
Behavioral Intervention Team (BIT)  
Mary Fontes, Steve Crittenden  
Stimulus Funding  
Anne Temte  
Marketing Enrollment Team (MET)  
Dan Klug  
AED Training  
Andy Mueller

3:00  Adjourn
Northland Community & Technical College
Spring Semester Faculty In-Service
Wednesday, January 6, 2010 at Thief River Falls Campus

8:00-9:00 Continental Breakfast

9:00-10:30 Session I
Welcome
Introduction of New Employees
President’s Address
Vice President’s Address

10:30-10:45 Break

10:45-12:00 Session II
Data Privacy (video conference: 60 minutes)

12:00-1:00 Lunch

1:00-1:50 Concurrent Sessions I
- Keynote speakers provided by Center for Teaching & Learning- MnSCU

Intellectual Property in Higher Education
(Faculty by Last Name A-K)
Gary Hunter
System Director of Intellectual Property

Stress and Time Management Skills
(Faculty by Last Name L-Z)
Martin Springborg
Program Dir. for Events & Leadership Development and
Linda Lade, Director of College Transitions

2:00-2:50 Concurrent Sessions II

Stress and Time Management Skills
(Faculty by Last Name A-K)
Martin Springborg & Linda Lade

Returning Vets to the Classroom
(Faculty by Name L-Z)
Dr. Teresa Theisen
Veterans Re-Entry Ed. Project Grant Mgr.
Tony Tengwall, N.W. Regional Coordinator, Higher Ed.
Veterans Programs, NCTC Coordinator

3:00-3:50 Concurrent Sessions III

Returning Vets to the Classroom
(Faculty by Last Name A-K)
Dr. Teresa Theisen & Tony Tengwall

Intellectual Property in Higher Education
(Faculty by Last Name L-Z)
Gary Hunter
System Director of Intellectual Property

3:50 Adjourn

Northland Community & Technical College
Spring Semester Faculty In-Service
Thursday, January 7, 2010 at East Grand Forks Campus

8:00-9:00 Continental Breakfast

Cafeteria
Theater
Cafeteria
Room 601
Room 604
Room 601
Room 604
9:00-10:30  **Session I**  Multi-Purpose Room 250-256
   Opening  Kent Hanson
   Institutional Research Board & Student Integrity (20 minutes)  David Christian
   NCA Steering Committee Report (20 minutes)  Brian Huschle, Beth McMahon, and Kathy Huschle
   Assessment (20 minutes)  Kent Hanson, Beth McMahon, Andy Mueller

10:30-10:45  Break  Commons

10:45-12:00  Division Meetings

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<td>Liberal Arts</td>
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<td>Technical</td>
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<td>Trades</td>
<td>Room 552</td>
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12:00-1:00  Lunch  Commons
   Division Chairs/Administration (Lunch Meeting)  Room 115

1:00-2:00  **Session II**  Multi-Purpose Room 250-256
   "Where's My Stuff? Are Your Students Content With Your Content?"
   Sherry Lindquist and Karen Znajda

2:00 – 2:15  Academic Affairs Committee Update  Don Fischer

2:15-2:30  Break

2:30 – 3:30  **Concurrent Session III**  (attend appropriate group)  Rooms TBA
   a.  Occupational Programs  Commons
   b.  Liberal Arts Program Departments
   Topics:  Pandemic/COOP Plans, Assessment

3:30  Adjourn

Note: Shared Governance Council Meeting meets at 3:00 p.m.  Room 115
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<tr>
<td>8:00am - 9:15 am</td>
<td>Continental Breakfast--Commons</td>
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<td>9:15am - 10:00 am</td>
<td>Opening Session—Multi-Purpose Room 250-256</td>
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<td>Welcome—Anne Temte &amp; Kent Hanson</td>
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<td>Budget &amp; Stimulus Fund Update—Anne Temte, Becky Lindseth &amp; Shannon Jesme</td>
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<td>New Employees—Becky Lindseth</td>
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<td>10:00 am - 10:30 am</td>
<td>NCA Reaccreditation Site Visit—Brian Huschle</td>
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<td>10:30 am - 10:45 am</td>
<td>Morning Break--Commons</td>
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<td>10:45 am - 11:35 am</td>
<td>Presentations—Multi-Purpose Room 250-256</td>
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<td>NCTC Safety Program Update - Julie Fenning</td>
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<td>11:35 am - 12:30 pm</td>
<td>Continuous Improvement—Lean Team</td>
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<td>NCTC Foundation-Community Education - Margarita Bracamonte &amp; Jennifer Dahlen</td>
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<td>Employee Credit Card &amp; Electronic Approval System—Michelle Bakken</td>
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<td>Employee Expense Reports--HR</td>
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<td>12:30 pm - 1:30 pm</td>
<td>Lunch Break—Commons</td>
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<td>SUPPORT STAFF SESSIONS</td>
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<td>FACULTY SESSIONS</td>
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<td>ROOM 150</td>
<td>ROOM 296 (TESTING CENTER)</td>
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<td>1:30 pm - 2:00 pm</td>
<td>Effective Meeting Scheduling/Minutes</td>
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<td>Doodle, GroupWise: Busy Search, Appointments, Room Scheduler</td>
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<td>Minute Taking - Jennifer Sundberg &amp; Cindy Cedergren</td>
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<td>2:00 pm - 2:30 pm</td>
<td>Employee Safety &amp; Data Security Online Training - Julie Fenning</td>
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<td>Humor in the Workplace - Sue Thompson</td>
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<td>2:30pm - 3:30 pm</td>
<td>Improving Communication &amp; Team Performance Utilizing the Gantt Chart -Scott Godfrey</td>
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<td>Assessment Plans—Kent Hanson</td>
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<td>COOP: Academic Facilities—Hank Roehrich &amp; Norma Konschak</td>
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<td>Catalog Review and Update of Program Information—Shannon Nelson</td>
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<td>Safety/Data Security Online Training—On your own, log in to D2L</td>
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