Student Involvement on Committees:

Student Senate advisors on each campus are asked annually to solicit volunteers from the student body to participate in several college-wide and campus committees. Some years we have had adequate participation from students, while some years there has been minimal participation. The lack of participation may be due to two reasons: lack of time for students to fit additional meetings into their class schedule, or perhaps of lack of interest in the committee’s purpose. The college strives to get the students’ participation and continues to encourage students to join committees where their perspectives and ideas are important. For example, per MnSCU Policy 5.11.1, the college’s Student Technology Committee must be structured in a manner whereby students make up the majority of the membership. It is vital that the students assist in making recommendations on the use of technology fees, for which they pay a specific amount per credit to support the technology infrastructure of the college.
I am writing to request that your Student Senates seek volunteers for the following campus and college-wide committees for the 08-09 academic year. I have indicated the desired number of students for each committee. Many of the college-wide committees can be attended via video conference.

**College-Wide Committees:**
Student Technology - at least 4 from each campus desired (meets monthly starting in Nov)
Diversity - 1-2 from each campus (meets approx. monthly)
Distance Education - 1 from each campus (meets periodically)

**EGF Campus Committees:**
Safety - 1 from EGF (meets monthly)
Facilities - 1 from EGF (meets monthly)
Healthy Campus - 1 from EGF (Ben Hunter has indicated interest)
Student Conduct Judicial Board - 2 from EGF (meets only as needed)
EGF Community Advisory Committee - 1 from EGF (meets 2 times per year)

**TRF Campus Committees:**
Safety - 1 from TRF (meets monthly)
Graduation - 1 or 2 from TRF (meets as needed typically during spring semester)
Student Conduct Judicial Board - 2 from TRF (meets only as needed)
TRF Community Advisory Committee - 1 from TRF (meets 2 times per year)

If you have any questions, please call me at 683-8611. Please forward students' names to me as soon as you've been able to find volunteers. Thank you!
2006-07 NCTC Committees Seeking Student Representatives

College-Wide Committees: (May involve travel to EGF on occasions)

1) **College Marketing Committee**

   **Purpose:** Serves a critical leadership role in helping the college define, focus, and direct marketing efforts; Serves as the publication planning team; Reviews the marketing and public relations plan and develop strategies to implement the plan; Develops strategies to increase internal communication and college ownership of the plan; Recommends advertising and promotional ideas; Chaired by the Director of Marketing.

   Composition should include, at a minimum:
   - Director of Marketing, Director of Public Relations, Director of Enrollment Management, (1) administrator, (3) faculty representatives from each campus (one of which represents athletics); (2) MAPE representatives; (2) AFSCME representatives; **(2) students (one from each campus)**

2) **Diversity Committee:**

   **Purpose:** Mission Statement: Although we are many faces and voices that are destined to be heard, our mission unites us to achieve: intellectual growth, personal fulfillment, career success, active student and employee involvement in the learning process, and a community and curriculum enriched by multicultural perspectives, through a lifetime of learning”.

   **Subcommittees:**
   - 1) Student Recruitment and Retention
   - 2) Faculty and Staff Recruitment and Retention
   - 3) Community Initiatives
   - 4) Campus Ecology

   **Composition:** Dean of Outreach and Innovation; Associate Dean of Student Services; (4) faculty from each campus; Enrollment Mgmt. Director, Multicultural and Diversity Director; (3) at-large members from each campus **3-5 Students from each campus**

**Technology Committee**

The Technology Committee is comprised of two members from each Technology Subcommittee (7). The Technology Committee meets twice per academic year to review and recommend technology priorities for the next fiscal year, which are submitted by the seven subcommittees, through an action planning process.
Subcommittees elect a chair for each academic year, meet once per month and post all meeting minutes to the college web.

**College-wide Subcommittee:**

**College Web**

A team comprised of students and employees committed to continuous improvement of the college website, as well as making recommendations for priorities and future enhancements.

- Chair:
- Recorder:
  - Faculty Reps EGF (2)
  - Faculty Reps TRF (2)
  - Director of Marketing (1)
  - Associate Dean of Student Services (1)
  - Webmaster (1)
  - Web Coordinator/D2L Administrator (1)
  - Director of Public Relations (1)
  - Director of Technology (1)
  - Student EGF (1)
  - Student TRF (1)

**Thief River Falls Campus Specific:**

1) **Student Life**

   **Purpose:** Recommend to the Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget.

   **Composition:** Dean of Student Services, Student Senate Advisor, Student Senate members

2) **Safety/Repair and Betterment:** Becky Holthusen, Chair

   **Purpose:** To review current and draft future policies related to safety, review campus safety plans and concerns, and make recommendations to administration.

   **Composition:** (4) faculty, (4) AFSCME reps, (1) MAPE, 2 students

3) **Graduation (Campus):** Lisa Bottem, Chair

   **Purpose:** To plan campus graduation ceremony each year.

   **Composition:** (2) faculty, representatives from AFSCME, MAPE, and one administrator, (2) students
4) **Student Services Appeal Committee:**

*Purpose:* Investigate and make recommendations to the College President or designee. Topics appropriate for review include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, etc).

*Composition:* Business Office representative; Financial Aid representative; Student Services representative; ADA Specialist; student representative, and faculty representatives (quantity unspecified in handbook).

5) **Student Technology (TRF) - must be majority student representation**

A student majority team dedicated to maximizing student technology utilization and to make recommendations regarding expenditure of student technology fee (MnSCU Policy 5.11.1).

- Chair:
- Recorder:
  - IT Rep (1)
  - Academic Dean (1)
  - Employee (1)
  - Student Reps (5)
The following are members of the 2005-06 college-wide and campus committees, based on the responses I received. If you are still interested in joining one of these committees and are not listed, please contact me and I will add your name to the master list and forward your name to the appropriate chairperson of the committee. More students may be added, but this is what I have received from the Student Senate Advisors so far. For those committees needing more members, Committee Chairs may seek additional members on their own. Committee Chairs are responsible for arranging the meetings and communicating with their members.

**College-Wide Committees:**

**Graduation:**
James Davis, Chair
Lisa Bottem
Jo Schill
Rocky Ammerman
Doug Fjerstad
Kathy Olson
Marcia Sandahl
Brian Huschle
Kim Lee
Kristen Underdahl

**Marketing:**
Lindsey Wangberg, Chair
Mark Johnson
Kristina Keller
Terry Wiseth
Betsy Jensen
Kit Brenan
Cindy Cedergren
Kirsten Melby
Travis Ryder
Dennis Paesler
Robert Hunter (EGF Student)
Chad Sperling
Dennis Bendickson
Janet Gontarek
Rita Lealos
Heidi Krogstad (TRF Student)
Gene Klinke
Mary Fontes
Julie Olson

**Retention**
Rocky Ammerman, Co-Chair
Mary Fontes, Co-Chair
Lisa Bottem
Dean Dalen
Jane Anderson
Rick Nikunen
Terry Wiseth
Kelsy Blowers
Lynell Wayne
Brenda Olson
Bonnie Andrys
Ellen Brehmer
Janet Gontarek
Kate Schmalenberg
Nicki Carlson
Gene Klinke
Pam Schorsch

**Diversity**
Kristina Keller, Chair
Lisa Bottem
Mary Dyrud
Kathy Olson

**Assessment and Program Review**
Avis Dyrud, Co-Chair
Kerry Jaeger, Co-Chair
Cheryl Byrne
Tim Reuter
Dorinda Sorvig
Al Shervold
Kate Schmalenberg
Bonnie Andrys

**College Web Subcommittee**
Stacey Hron
Sue Field
Cynthia Jorstad
Bruce Koppenhaver
Andrew Peterson(student)
Mary Fontes
Lindsey Wangberg
Julie Olson
Chad Sperling
Donna Craigmile

**New Program Development**
Kathy Huschle
Kirsten Melby

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**COLLEGE-WIDE COMMITTEES**
Page 2

**Technology Infrastructure Subcommittee**
Stacey Hron
Ranona Noyes
Roger Peterson
Don Fischer
Don Campbell
Sue Olson
Scott Foss
Sue Dalager
Kyle Sullivan
Bruce Koppenhaver

**Professional Development & Technology Utilization Subcommittee**
Holly Deschene
Terry Wiseth
Kristina Keller
Rob Jung
Mary Hanson
Ron Dvergsten
TRF Campus Committees

Safety
Becky Holthusen, Chair
Gerry Schulte
Kristel Kizer
Kevin Stuckey
Kent Wagner
Sheldon Schmiess
Marie Sandsmark
Lynell Wayne
Tim Bergerson
Earl Frazer
Shannon Boen
Stacy Dahlin (student)

Student Technology Subcommittee
Stacey Hron
Travis Ryder
Dennis Paesler
Stacey Skoglund (student)
Stacy Dahlin (student)
Jason Lee (student)
Andrew Peterson (student)

Graduation
Lisa Bottem, Chair
Rocky Ammerman
Jane Anderson
Doug Fjerstad
Kathy Olson
Marcia Sandahl
Earl Frazer
Marie Dahlen (Student)
Kristen Underdahl (student)

Student Services Appeals
Rocky Ammerman
Dean Dalen
Gerry Schulte
Deb Jacobson
Dian Johnson
Marie Sandsmark
Kristen Underdahl (student)

Classroom Technology Subcommittee
Dorinda Sorvig
Richard Chapman
Dexter Gonsorowski
Dennis Sevigny
Travis Ryder
Tim Bergerson
Earl Frazer
EGF Campus Committees

Student Technology Subcommittee
Stacey Hron
Sue Dalager

Facilities
Bob Gooden, Chair
Milt Kinzler
Deb Riely
Beth McMahon
Dennis Wierima
Don Campbell
Dan Sponsler
Kent Hanson
Karla Anderson
Mary Jo Bydal
Sue Dalager
Rita Lealos
Mike Normandin
Mary Fontes

Graduation:
Jo Schill
Brian Huschle
Kim Lee
Pam Krueger (student)
Robert Hunter (student)
Monica Smith-Gruhot (student)
Bridget Harlow (student)
Andrea Moses
Karla Anderson
Mary Jo Bydal
Pam Schorsch
Renee Kringlen
Mike Normandin
Lindsey Wangberg

Child Care Task Force
Peggy Rogers, Co-Chair
Karen Meine, Co-Chair
Bob Gooden
Kate Schmalenberg
Janet Gontarek
Mary Fontes
Dacia Herbel
Pam Schorsch
Renee Kringlen

Classroom Technology Subcommittee
Milt Kinzler
Al Gunderson
Margarita Bracamonte
Beth McMahon
Sue Dalager

Healthy Campus
Al Gunderson
Bob Gooden
Brian Huschle
Cheryl Iverson
David Christian
Debra Evenson
Dennis Labahn
Diane Rapacz
Erin Almlie
Jennie Olson
Kim Lee
Kit Brenan
Margarita Bracamonte
Marna Klug
Milt Kinzler
Jennifer Moreland (student)
Peggy Rogers
Richard Wills III
Tony Sorum

Safety
Becky Holthusen, Chair
Bob Gooden
Cheryl Iverson
David Hoefer
Diane Rapacz
Kent Hanson
Mary Belanus
Ricky Compeau
Rob Jung
Yvette Schneider
Jesse Adkins
2005-06 Committees Seeking EGF Student Representatives and the # of Students Requested:

**College-Wide Committees:**

1. Graduation (3)
2. Marketing (1)
3. Diversity (unspecified number)
4. College Web Subcommittee (1)

**East Grand Forks Campus Specific:**

1. Student Technology Subcommittee (5)
2. Safety (2)
3. Graduation (2)
4. Healthy Campus (4-5)
5. Child Care Task Force (unspecified number)
2006-07 NCTC Committees

College-Wide Committees:

Marketing Committee
Purposes: Serves a critical leadership role in helping the college define, focus, and direct marketing efforts; Serves as the publication planning team; Reviews the marketing and public relations plan and develop strategies to implement the plan; Develops strategies to increase internal communication and college ownership of the plan; Recommends advertising and promotional ideas; Chaired by the Director of Marketing.
Composition includes, but is not limited to:
Director of Marketing, Director of Public Relations, Director of Enrollment Management, (1) administrator, (3) faculty representatives from each campus (one of which represents athletics); (2) MAPE representatives; (2) AFSCME representatives; (2) students (one from each campus)

Diversity Committee:
Purposes: Mission Statement: Although we are many faces and voices that are destined to be heard, our mission unites us to achieve: intellectual growth, personal fulfillment, career success, active student and employee involvement in the learning process, and a community and curriculum enriched by multicultural perspectives, through a lifetime of learning”.
Subcommittees: 1) Student Recruitment and Retention
2) Faculty and Staff Recruitment and Retention
3) Community Initiatives
4) Campus Ecology
Composition includes, but is not limited to: Dean of Outreach and Innovation; Associate Dean of Student Services; (4) faculty from each campus; Enrollment Mgmt. Director, Multicultural and Diversity Director; (3) at-large members from each campus
Students

Retention Committee:
Purposes: To initiate and establish a college retention plan to assist students in accomplishing their goals by incorporating: 1) academic stimulation and assistance; 2) personal future building; and 3) involvement experiences.
Composition includes, but it is not limited to:
administrator; (2) teaching faculty reps from each campus, not including the counselors; (2) counselor representatives; (2) academic advisors; (3) representatives from the Learning Resource Centers; (2) Enrollment Management representatives; May include (2) students
**Assessment and Program Review:**

*Purpose:* To coordinate the assessment and Program Review Plan by assisting faculty identify student outcomes and linking Institutional Learner Outcomes and program review.

*Composition includes, but is not limited to:* (4) faculty from each campus and one academic dean.

**Technology Committee**

The Technology Committee is comprised of two members from (7) Technology Subcommittees. The Technology Committee meets twice per academic year to review and recommend technology priorities for the next fiscal year, which are submitted by the seven subcommittees, through an action planning process.

Subcommittees elect a chair for each academic year, meet once per month and post all meeting minutes to the college web.

**College Web Subcommittee**

*Purpose:* A team comprised of students and employees committed to continuous improvement of the college website, as well as making recommendations for priorities and future enhancements.

*Composition includes, but is not limited to:* (2) faculty reps from each campus, Director of Marketing, Dean of Student Services, Webmaster, Web Coordinator/D2L Administrator, Director of Public Relations, Director of Technology, (1) Student from each campus.

**Technology Infrastructure**

*Purpose:* An employee team dedicated to researching and recommending future direction for technology infrastructure for the college.

*Composition includes, but is not limited to:* (1) IT Employee, (1-2) Academic Deans, Director of Technology, (2) Faculty reps from each campus, Directors of Facilities (2).

**Professional Development and Technology Utilization**

*Purpose:* An employee team committed to maximizing employee use of technology by offering on-campus professional development opportunities, and making recommendations for continuous improvement of technology utilization.

*Composition includes, but is not limited to:* Emerging Technology Specialist, (2) employee reps from each campus, (2) faculty reps from each campus.

**Developmental Education:**

*Purpose:* To enhance and continuously improve the developmental education courses, policies, and practices to increase student success.
Composition: (6) faculty (3 from each campus), (2) Learning Services Directors, (4) support staff (2 from each campus), (1) Academic Dean.

**College Award for Excellence**

Purpose: Review proposals from faculty after the academic dean’s written approval is obtained, using established review criteria. The committee may accept, reject, or make suggestions on how to improve the proposal.

Composition: (4) faculty (2 from each campus), (4) administrators (2 from each campus)

**Speakers’ Bureau**

Purpose: Serve as oversight to assist in maintaining the college-wide Speakers’ Bureau.

Composition: Chief Academic Officer and (4) faculty members (2 from each campus).

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**East Grand Forks Campus Specific:**

1) **Student Services Appeals**

Purpose: Investigate and make recommendations to the College President or designee. Topics appropriate for review include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, etc)

Composition: Business Office representative; Financial Aid representative; Student Services representative; ADA Specialist; student representative, and faculty representatives (quantity unspecified in handbook).

2) **Academic Appeals**

Purpose: Considers the validity of all student academic appeals and grievances. Topics include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements (course substitutions), and unresolved academic issues.

Composition: (per student handbook): (6) faculty; Registrar's office rep, Student Services Rep, Academic Dean, (1) AASC member, ADA specialist, (1) student (optional). (Faculty should comprise 50% or more of the committee)

3) **Classroom Technology**

An employee team dedicated to making recommendations for the continuous improvement of classroom instructional technology.

- Co-Chairs:
- Recorder:
4) **Student Technology** - must be majority student representation
A student majority team dedicated to maximizing student technology utilization and to make recommendations regarding expenditure of student technology fee (MnSCU Policy 5.11.1).
- **Chair:**
- **Recorder:**
  - (1) IT Rep (1)
  - (2) Academic Dean (1)
  - (3) Employee Rep (1)
  - (4) Student Reps (5)

5) **Safety**
**Purpose:** To review current and draft future policies related to safety, review campus safety plans and concerns, and make recommendations to administration.
**Composition:** Provost, Facilities Supervisor, AFSCME rep, Custodian, Nursing Lab Assistant, Admin. Assistant in Academic Affairs, (3) Health and Human Services Faculty.

6) **Graduation**
**Purpose:** To plan the graduation ceremony each year.
**Composition:** Student Life Director, Registrar, Assistant to the Registrar, Assistant to the Provost, (2) students, (1) faculty assistant, Student Senate Advisor

7) **Student Life: (does not include faculty reps)**
**Purpose:** Recommend to the Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget.
**Composition:** Student Senate officers, Student Senate Advisor, Business Manager-EGF, Assoc. Dean of Student Services

8) **Healthy Campus**
**Purpose:** Identify and implement strategies to promote good health and fitness among employees and students.
**Composition includes, but not limited to:** Facilities Supervisor, (8-10) employees, (4-5) students.
2006-07 NCTC Committees Seeking Student Representation

College-Wide Committees:

Marketing Committee
Purpose: Serves a critical leadership role in helping the college define, focus, and direct marketing efforts; Serves as the publication planning team; Reviews the marketing and public relations plan and develop strategies to implement the plan; Develops strategies to increase internal communication and college ownership of the plan; Recommends advertising and promotional ideas; Chaired by the Director of Marketing.
Composition includes, but is not limited to:
Director of Marketing, Director of Public Relations, Director of Enrollment Management, (1) administrator, (3) faculty representatives from each campus (one of which represents athletics); (2) MAPE representatives; (2) AFSCME representatives; (2) students (one from each campus)

Diversity Committee:
Purpose: Mission Statement: Although we are many faces and voices that are destined to be heard, our mission unites us to achieve: intellectual growth, personal fulfillment, career success, active student and employee involvement in the learning process, and a community and curriculum enriched by multicultural perspectives, through a lifetime of learning”.
Subcommittees: 1) Faculty and Staff Recruitment and Retention 2) Community Initiatives 3) Campus Ecology
Composition includes, but is not limited to: Dean of Outreach and Innovation; Associate Dean of Student Services; (4) faculty from each campus; Enrollment Mgmt. Director, Multicultural and Diversity Director; (3) at-large members from each campus
Students (no specific number)

Retention Committee:
Purpose: To initiate and establish a college retention plan to assist students in accomplishing their goals by incorporating: 1) academic stimulation and assistance; 2) personal future building; and 3) involvement experiences.
Composition includes, but it is not limited to: administrator; (2) teaching faculty reps from each campus, not including the counselors; (2) counselor representatives; (2) academic advisors; (3) representatives from the Learning Resource Centers; (2) Enrollment Management representatives; May include (2) students
Technology Committee
The Technology Committee is comprised of two members from (7) Technology Subcommittees. The Technology Committee meets twice per academic year to review and recommend technology priorities for the next fiscal year, which are submitted by the seven subcommittees, through an action planning process.

Subcommittees elect a chair for each academic year, meet once per month and post all meeting minutes to the college web.

College Web Subcommittee
Purpose: A team comprised of students and employees committed to continuous improvement of the college website, as well as making recommendations for priorities and future enhancements.
Composition includes, but is not limited to:
(2) faculty reps from each campus, Director of Marketing, Dean of Student Services, Webmaster, Web Coordinator/D2L Administrator, Director of Public Relations, Director of Technology, (1) Student from each campus

Thief River Falls Campus Committees:

Student Life (no faculty reps included)
Purpose: Recommend to the Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget.
Composition includes, but not limited to: Dean of Student Services, Student Senate Advisor, Student Senate members

Academic Appeals
Purpose: Considers the validity of all student academic appeals and grievances. Topics include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements (course substitutions), and unresolved academic issues.
Composition: (per student handbook): (6) faculty; Registrar's office rep, Student Services Rep, Academic Dean, (1) AASC member, ADA specialist, (1) student (optional). (Faculty should comprise 50% or more of the committee)

Safety
Purpose: To review current and draft future policies related to safety, review campus safety plans and concerns, and make recommendations to administration.
Composition: (4) faculty, (4) AFSCME reps, (1) MAPE, 2 students
**Graduation**

**Purpose:** To plan campus graduation ceremony each year.

**Composition:** (2) faculty, representatives from AFSCME, MAPE, and one administrator, (2) students

**Student Services Appeals**

**Purpose:** Investigate and make recommendations to the College President or designee. Topics appropriate for review include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, etc).

**Composition:** Business Office representative; Financial Aid representative; Student Services representative; ADA Specialist; (1) student representative, and faculty representatives (quantity unspecified in handbook).

**Student Technology - must be majority student representation**

**Purpose:** A student majority team dedicated to maximizing student technology utilization and to make recommendations regarding expenditure of student technology fee (MnSCU Policy 5.11.1).

**Composition includes, but not limited to:**
(1) IT Rep, Academic Dean, (2) employee reps, (5) students

File: 06-07 Committees w-descriptions-college & TRF only-Student Reps
06-07 NCTC Committees Seeking TRF Campus Student Representatives:
(Numbers indicate desired number of students from TRF Campus)

1) College-Wide Marketing Committee (1)
2) College-Wide Diversity Committee (No limit)
3) College-Wide Retention Committee (1)
4) College-Wide Web Subcommittee (1)
5) TRF Safety Committee (2)
6) TRF Graduation Committee(2)
7) TRF Student Services Appeals Committee(1)
8) TRF Student Technology Subcommittee (5)
9) TRF Campus Management Team (1)