STUDENT ACTIVITIES:
WHAT YOU NEED TO KNOW

Critical Points a.k.a. The 7 Deadly Sins

- Approval
- Notification
- Travel
- Reimbursements
- Budgets
- Forms
- Student Code of Conduct
Approval

- Club Recognition (Student Senate mtg, forms, reporting http://www.northlandcollege.edu/studentlife/clubs/)

- Field Trips (Field Trips Policy 3370)
  - Student Activity Request form
  - Approval of campus academic Dean or VP prior to travel

- Activities (college sponsored or sanctioned)
  - Student Activity Request form
  - Approval of campus Dean of Students prior to travel

Note: Out of State Travel needs approval of President (Out of State Travel Form)

Notification

- Field Trips (Field Trips Policy 3370)
  - Itinerary to campus academic Dean with names of participants

- Activities (college sponsored or sanctioned)
  - Itinerary to campus Dean of Students with names of participants

*Both Deans need to be notified if activity is considered both a field trip and a club activity
  How do you know? Follow the $
Travel

- The use of private vehicles for college-related activities is prohibited, unless approved by college administration. (3370, 2175)

- Drivers must be "ELIGIBLE" status – State approval process may take 7-10 days (MN). Other states 12-14 days.

- Approved drivers under 21 may only drive in Minnesota.

- Waiver of Liability forms – Virtual Office

Reimbursements

- Use correct cost centers

- Upon completion of travel, reimbursements should be settled ASAP.

- Student Life reimbursements are according to campus Student Senate established guidelines (Constitution, Bylaws) and what budgets allow.

- Approval documentation must be submitted in order for reimbursements to occur (i.e. club minutes)
Budgets

- Student Activities are governed by budgets set aside for activities in accordance with MN Statute, MnSCU and NCTC Policy. (2100P, M. S. 136F.01, Subd. 5)

- Student Life Budgets are recommended in the spring of every year for the following FY by the Student Life Committee on each campus. Budgets are approved by the College President. (2100/2100P)

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Budgets

- Fund Raising (2180)
  No gambling or betting is allowed on college property.
  Who can, who can’t, why raising $?
  Sponsor another organization to come in

- Credit Cards

- Good steward of State money - Items purchased through club/organization budgets for members

  Marketing value = $30/student (8/26/09 Cabinet minutes)
Forms

- Student Life Activity Form
- Waiver of Liability form – Virtual Office
- Out of State Travel form – Virtual Office
- Absent from Regular Duty form – Virtual Office (employee)

- Club Advisors
  - Club Recognition process through Student Senate
  - Officers, Advisor, Constitution and Bylaws

- Club/Organization Minutes
- Expectations

Student Code of Conduct

- The Student Code of Conduct is applicable to actions while on field trips or involved in activities sponsored or sanctioned by Northland.

- Driving violations may be subject to sanctions through the Student Code of Conduct and revocation of driving privileges.
Questions?

- Steve Crittenden (218)683-8565
- Mary Fontes (218)793-2460
- Kari Sundberg (218)683-8566
This session provides an introduction to the library catalog & databases. I hope you’ll feel comfortable showing your students how to get started with their information seeking. With just a bit of instruction, they will be able to find a really good source of information, rather than something that is just ‘good enough’. Our MnPALS fees and database subscription costs are about $40,000 per year, so I do hope everyone will become proficient using these great resources.

**Library Catalogs** Use the library catalog to find print and non-print items owned by the NCTC libraries. You may also locate items in other MnPALS libraries.

**MnPALS Plus**

MnPALS Plus offers an enhanced version of our catalog. A sleek interface incorporates faceted searching, book covers, and more ... providing a more satisfying search experience.

**MnPALS Classic**

MnPALS Classic is our original library catalog. Options on the “Library to Search” menu allow you to search our campus collections individually, or as a combined college collection.
**Library Databases** Use the databases to find articles from magazines, scholarly journals, newspapers and some reference material. Each database looks in a different set of sources, so it's always recommended to search more than one. The steps for navigating your search are basically the same regardless of which database you are using. In the examples below, the screens on the left are from EBSCOHost Academic Search Premier, screens on the right are from ProQuest Nursing and Allied Health.

**Basic Search screen:**

- **Search Terms**
- **Help Tab**
- **Limiters**

Click **Search** after entering your search terms and setting your limiters.
The citation page shows the abstract. Read the abstract to decide if the article meets your needs. If yes, you may print or save. If not, continue to look through your results list.

Abstract of article
Click for full text
Tools to save, print, cite, e-mail ...

The subject terms can help you refine your original search terms!!
Full text of article:

If the article is not available in full text, you may click the Find full text here link:

The PALSconnect LINKER looks through our other databases to see if the article is available. This article is not available.

Click here to see more options

Click here to activate an Interlibrary Loan request

Click "Send Request"
You must have an active library account to proceed:

Enter your library account information;

Click Log On

The request form populates with the citation.
To submit request: click the Copyright Agreement box; click Go.

Questions about our catalog?? Feel free to contact me.

This session provides an introduction to our new PALSconnect LINKER. The LINKER works with our database collections to look for full text versions of an article ... regardless of which database you've searched. If none of our databases offer the article in full text, the PALSconnect LINKER simplifies the Interlibrary Loan request process. The example here is shown from EbscoHost Academic Search Premier.

"Activating" the PALSconnect LINKER:
If you find an item on your results list that you'd like, but it isn't full text, simply click the 'Find full text here' link.

If the article is available, a link is provided to the article.
When the article is *not* available in full text elsewhere ...

PALSconnect LINKER indicates:
This article is not available.

Click here to see more options

Click here to activate an Interlibrary Loan request

Click "Send Request"

You must have an active library account to proceed:

Enter your library account information;

Click Log On
The request form populates with the citation.
To submit request: click the Copyright Agreement box; click Go.

<table>
<thead>
<tr>
<th>Journal year</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal volume</td>
<td>47</td>
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<td>Journal issue</td>
<td>4</td>
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Information about the article is required for the Lender to provide a copy.

Author of article: Olaku, Oluwadamilola; White, Jeffrey D.

Title of article: Herbal therapy use by cancer patients: a literature review on case reports.

Page numbers: 508

Note (optional):

Delivery Information

Pickup/delivery location: Thief River Falls Library

Not Needed After: 03/30/2009

Preferred Media: Copy (electronic)

Notice: Warning Concerning Copyright Restrictions

I have read the above statement and agree to abide by its restrictions.

Please continue to the next page for important details about delivery of documents requested through Interlibrary loan.
An important note about journal / magazine delivery:

If a paper copy is sent, it will be delivered to the library. You will be notified via e-mail when it arrives. (An e-mail is also sent when books and media arrive to the library).

However, electronic delivery is the preferred method. When an item is supplied to you electronically, you will be sent an e-mail from the Minitex Document Delivery office.

The subject line will read “TIME SENSITIVE-Your Interlibrary Loan Material – xxxxxx” (the x”s being the document number). The e-mail provides directions to access the document on their server, including a log-in code.

PAY CLOSE ATTENTION TO THE DIRECTIONS PROVIDED SO YOU DON'T MISS OUT. IT'S IMPORTANT THAT YOU OPEN THE E-MAIL FROM MINITEX RIGHT AWAY ... YOUR ACCESS IS FOR A LIMITED TIME!!! Once you open the document, you may print it out or save it somewhere.

Here is the text of a Minitex notice:

Your requested material (#xxxxx) is available for pickup at:
http://medd.minitex.umn.edu

Login with the following information:
Email = firstname.lastname@northlandcollege.edu
PIN = xxxxx

****Your material will be available on the website for 5 viewings or 7 days after email notification, whichever comes first.*****

For more information, check the following URL for the Minitex Electronic Document Delivery (MEDD) FAQ and MEDD Troubleshooting Guide.
http://www.minitex.umn.edu/docdel/medd/troubleshooting.aspx

If you have any questions about this service please contact the library through which you requested this item.

*************
This material comes to you from the collections of a participating library of the MINITEX Library Information Network,*************

NCTC library staff have no way of knowing if the document will be delivered electronically or in paper ... so it's very important that when you make an Interlibrary Loan request you start watching your e-mail box ... In case it does come electronically. As mentioned above, your access is for a limited time. You may not intend on using the document for a few weeks, but you must go in and retrieve it right away.

As always, please contact the library staff if you have questions or problems. The PALS office and I are still working on some URL specifications for off campus access of the PALScnnnect LINKER, but that should be completed within the next couple of weeks.
# Northland Community and Technical College Faculty Reports Calendar & Reminder List

## FALL 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Category</th>
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<tbody>
<tr>
<td>7/01/2011</td>
<td>Employee Safety Training Courses Open—Courses are provided by Convenience Learning <a href="http://convenience.mnims.net/mnet/hlms/northlandcollege/tsvr">http://convenience.mnims.net/mnet/hlms/northlandcollege/tsvr</a></td>
<td>EMPLOYEE TRAINING</td>
</tr>
<tr>
<td>7/01/2011</td>
<td>Employee Security Awareness Training Courses Open—Courses are available in D2L</td>
<td>EMPLOYEE TRAINING</td>
</tr>
<tr>
<td>8/29/2011</td>
<td>Report “no show” students to Registrar’s office</td>
<td>ACADEMICS</td>
</tr>
<tr>
<td>8/31/2011</td>
<td>Fall Semester Course Syllabi—DUE. Submit to Dean’s Desk in D2L.</td>
<td>ACADEMICS</td>
</tr>
<tr>
<td>9/1/2011</td>
<td>Begin Program Review Process—Selected Programs Schedule of Program Review available on Virtual Office: Assessment/Quality: Program Review Tab</td>
<td>PROGRAM REVIEW</td>
</tr>
<tr>
<td>9/23/2011</td>
<td>List of courses selected to be surveyed by students. Submit to Dean’s Desk in D2L. -- Unlimited Faculty members select at least one course for student evaluation; Probationary Faculty members will have all courses evaluated.</td>
<td>STUDENT FEEDBACK</td>
</tr>
<tr>
<td>9/30/2011</td>
<td>Last Day of Attendance—Report last known date for students who have stopped attending or have withdrawn from class to Registrar’s Office. This report can be submitted at any time before this date, the sooner the better. <strong>Financial Aid has a 45 day reporting window for this information.</strong></td>
<td>ACADEMICS &amp; FINANCIAL AID</td>
</tr>
<tr>
<td>10/2011</td>
<td>Program Sustainability meeting for programs newly identified as “at risk”—Program Faculty and Program Sustainability Committee</td>
<td>PROGRAM SUSTAINABILITY</td>
</tr>
<tr>
<td>11/7/2011</td>
<td>Faculty Professional Development Plan—Initial Plan or Update submitted to Dean’s Desk in D2L dropbox. Required for “Unlimited” faculty only, others may voluntarily participate. (See Policy/Procedure 3450)</td>
<td>FACULTY DEVELOPMENT</td>
</tr>
<tr>
<td>11/2011</td>
<td>Second Program Sustainability meeting for “at risk” programs—Program Faculty and Program Sustainability Committee</td>
<td>PROGRAM SUSTAINABILITY</td>
</tr>
<tr>
<td>11/30/2011</td>
<td>Program Review Draft Report DUE. Submit to Dean’s Desk in D2L (Dropbox) — Selected Programs</td>
<td>PROGRAM REVIEW</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Category</td>
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<tr>
<td>1/1/2012</td>
<td>Integrated Budget Request Submission Window Open</td>
<td>BUDGET</td>
</tr>
<tr>
<td>1/16/2012</td>
<td>Report “no show” students to Registrar’s office</td>
<td>ACADEMICS</td>
</tr>
<tr>
<td>1/18/2012</td>
<td>Spring Semester Course Syllabi DUE. Submit to Dean’s Desk in D2L dropbox</td>
<td>ACADEMICS</td>
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<tr>
<td>2/10/2012</td>
<td>FY12 Budget Requests DUE. Virtual Office: College Planning (Budget Request Forms)</td>
<td>BUDGET</td>
</tr>
<tr>
<td>2/2012</td>
<td>Third Program Sustainability meeting for “at risk” programs—Program Faculty and Program Sustainability Committee</td>
<td>PROGRAM SUSTAINABILITY</td>
</tr>
<tr>
<td>2/17/2012</td>
<td>List of courses selected to be surveyed by students. Submit to Dean’s Desk in D2L -- Unlimited Faculty members select at least one course for student evaluation; Probationary Faculty members will have all courses evaluated.</td>
<td>STUDENT FEEDBACK</td>
</tr>
<tr>
<td>2/20/2012</td>
<td>Last Day of Attendance—Report last known date for students who have stopped attending or have withdrawn from class to Registrar’s Office. This report can be submitted at any time before this date, the sooner the better. Financial Aid has a 45 day reporting window for this information.</td>
<td>ACADEMICS &amp; FINANCIAL AID</td>
</tr>
<tr>
<td>3/2/2012</td>
<td>Application to Graduate Deadline for Students</td>
<td>STUDENT SERVICES</td>
</tr>
<tr>
<td>4/2012</td>
<td>Final Program Review Report DUE. Submit to Dean’s Desk in D2L (Dropbox) —Selected Programs</td>
<td>PROGRAM REVIEW</td>
</tr>
<tr>
<td>4/2012</td>
<td>Final Program Sustainability meeting for “at risk” programs—Program Faculty and Program Sustainability Committee</td>
<td>PROGRAM SUSTAINABILITY</td>
</tr>
<tr>
<td>5/7/2012</td>
<td>Student Club Annual Summary—must be completed to receive stipend pay. Club Advisors Only</td>
<td>STUDENT CLUBS</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Annual Discipline/Program Assessment Plan—Final Report Due Assessment &amp; Program Review D2L Site (Discussions)</td>
<td>PROGRAM ASSESSMENT</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>Employee Safety Training Deadline—Courses are provided by Convenience Learning <a href="http://convenience.mnlms.net/mnet/hlms/northlandcollege/tsvr">http://convenience.mnlms.net/mnet/hlms/northlandcollege/tsvr</a></td>
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</tr>
<tr>
<td>6/30/2012</td>
<td>Employee Security Awareness Training Deadline—Courses are available in D2L</td>
<td>EMPLOYEE TRAINING</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Summer Semester Course Syllabi DUE on the first day of class. Submit to Dean’s Desk in D2L.</td>
<td>ACADEMICS</td>
</tr>
</tbody>
</table>