MINUTES
College Technical Education Council (CTEC)
September 18, 2007
Conference Call

Members Present:
Larry Skogen, President, BSC
Ken Kompelien, Arts, Science and Business Division Dean, for John Richman, NDSCS
Sharon Etemad, President, LRSC
Joe McCann, President, WSC
Ken Grosz, Executive Director, MiSU-B
Marsha Krotseng, Vice Chancellor for Strategic Planning/CTEC Director, NDUS
Mike Hillman, Vice Chancellor for Academic and Student Affairs, NDUS

Also Present: Bob Larson and Gina Padilla, NDUS.

Marsha Krotseng called the meeting to order at 1:40 pm.

Approval of August CTEC minutes
Larry Skogen moved approval of the August 28, 2007 CTEC minutes. Joe McCann seconded the motion. The August 28, 2007 CTEC minutes were approved unanimously.

Legislative Council Workforce Committee
Marsha Krotseng thanked the institutions for participating in the September 6, 2007, Legislative Council Workforce Committee meeting. Marsha Krotseng said the committee would be reviewing several studies. The committee views workforce development issues as their main charge and hoped to find ways to integrate the other studies they are assigned (higher education and workforce, population, and JDA’s) with the workforce issue. Marsha Krotseng said the committee is also focusing on accountability and measurable outcomes. Marsha Krotseng encouraged the campuses and workforce training quadrants to participate in continued discussions by the Legislative Council Workforce Committee as the meetings are moved around the state.

Joe McCann said labor shortages in key economic sectors of the state are bringing the importance of workforce development to the forefront.

Marsha Krotseng mentioned the workforce training directors are inviting their advisory boards to a combined advisory board meeting on November 7-8 in Bismarck to discuss a marketing campaign and awareness of workforce training systems. Marsha Krotseng said the presidents will be invited to the meeting and she hopes they will be available to attend.

Marsha Krotseng asked for CTEC’s support to ask the workforce training directors to include her on workforce training information requests to keep everyone informed. The council agreed by consensus.
Review NDUS Procedure 402.4 Admissions Policies
Marsha Krotseng said Philip Parnell would like to join the October CTEC meeting to discuss the procedure on transfer applicants. The procedure covers the graduates of two-year institutions being reported to the four-year institutions. Marsha Krotseng asked how the campuses are providing that information to the universities. Sharon Etemad said CTEC is more concerned with how the four-year campuses provide information to the two-year campuses on denied students.

Sharon Etemad said what ever happens with this policy, what is best for the students is what should be done. Mike Hillman said FERPA allows sharing graduate information, but applicant information is not public directory information and is not allowed to be shared. Mike Hillman said the Academic Affairs Council agreed on the brochure concept and on distributing it to denied students.

For suspended students, Mike Hillman said specific information is not provided if students have been dismissed for disciplinary reasons, and the Chancellor is looking at having a discussion on how to share information. Mike Hillman said they were working on adding information to the transcript about dismissal for behavioral reasons. Some of the campuses are adding information on the transcripts without disclosing specific information. Mike Hillman said there should be ways that these discussions will tie together to discuss academic and disciplinary suspensions.

Program proposals
There were no potential programs announced at this time.

New program
NDSCS sent in a notification of terminations of their Health Information Technician A.A.S. and certificate programs. Mike Hillman stated that termination requests are an informational item and do not need approval.

Professional development for correctional officers
Mike Hillman said in the RFI process for the Department of Corrections, the NDUSO is packaging courses that are already available to students. Sharon Etemad asked if the information on pricing from UND is correct. Mike Hillman said that rate was approved by the chancellor last year and UND is able to offer that rate because the courses are traditional correspondence courses that use email. Bob Larson said the RFI has a footnote indicating the UND general education courses are non-term and are not interactive. Bob Larson said the 9-17-07 version is the final copy and he is gathering signatures. The finished document will be sent to the Department of Corrections later this week. The Department of Corrections is looking at enrolling students beginning January 2008.

Workforce Enhancement Grant
Marsha Krotseng said the finalized application form for the Workforce Enhancement Grant is on the web. Marsha Krotseng asked if the campuses have been working on
proposals. All of the campuses indicated that they were either working on proposals or were in the discovery process. Joe McCann said he is getting ready to contact Mark Dougherty at the Associated General Contractors group and was wondering if he should approach this as a statewide initiative or a quadrant initiative. Sharon Etemad suggested he approach this as a statewide question and look for information from the Associated General Contractors to see if they are seeing a statewide shortage of workers.

**CCbenefits**

Marsha Krotseng said CCbenefits would release a new version soon. Since there is a time limit imposed by legislation, the NDUS will continue to look at setting up training opportunities for the campuses instead of waiting for the update. Marsha Krotseng thanked the campuses for information on who would like to attend training and for submitting questions to her. She asked that if anyone has not responded to her requests for information, that they do soon.

**Phi Theta Kappa program and scholarships**

Rod A. Risley is the executive director and will be at the chancellor’s cabinet meeting on October 31, 2007 to discuss a Phi Theta Kappa recognition banquet. Sharon Etemad said they have hired a new faculty member who will be the LRSC Phi Theta Kappa advisor. Sharon Etemad asked when a good time would be for their faculty member to gather information. Larry Skogen said he would be willing to host an event on campus to bring all the advisors together to host a workshop session to provide information. Larry Skogen said when he gets information on the cabinet’s agenda times BSC will set up a Phi Theta Kappa information session.

**Other Discussion Items**

Marsha Krotseng said she is getting ready to send information from Jim Hirsh to CTEC relating to HB1018 and the accountability requirements for reporting on workforce issues. Marsha Krotseng said this would be on the next CTEC meeting agenda. Marsha Krotseng said she would like to have continued discussions with CTEC and the workforce training directors to ensure the measures included in the accountability report include the best and most powerful information that the workforce development council has to provide.

The next meeting is scheduled for October 23 at the BSC Horizon Building conference room from 10:00 am-3:00 pm.