

**Northshore Technical Community College
College Leadership Meeting
August 4, 2020 9:00 a.m.
Minutes**

Present: William Wainwright, Daniel Roberts, Amanda Jacob, Dewayne Lambert, Christy Montgomery, Lizette Leader, Jim Carlson, Owen Smith, Kim Finch, Paul Donaldson, Sandy Yaeger, Khiem Ngo, Christi Marceaux, Marc Chauvin, April Smith, and Gabriel Berger

Absent: None

Guest: None

I. Welcome

William Wainwright discussed with the Committee about the enrollment challenges facing LCTCS colleges this fall and current trends. Wainwright also discuss the unemployment challenges and how the College can respond. Finally, Wainwright discussed preparation for the fall with convocation, faculty development, and consistent and professional communication with students.

II. Minutes from July 21, 2020 Meeting

Lizette Leader motioned to approve the July 21, 2020 Meeting Minutes. Kim Finch seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. Learning Management Policy (Daniel Roberts)

Daniel Roberts discussed with the Committee the purpose and application of the new policy. Paul Donaldson motioned to approve the new Learning Management Policy. Lizette Leader seconded the motion. The motion was unanimously approved.

B. Faculty Senate Resolution 2020-01 (Amanda Jacob)

Amanda Jacob presented the resolution to the Committee that would temporarily reduced the minimum class size for academic courses from 12 students to 10 students. Kim Finch motioned to approve the minimum class size for academic courses temporarily for Academic Year 2020-2021 in support of Faculty Senate Resolution 2020-01. Paul Donaldson seconded the motion. The motion was unanimously approved.

V. Discussion

A. Campus & Site Updates for Fall Semester (Various)

Dewayne Lambert discussed the Sullivan Campus plans relating to social distancing and arranging each classroom. Lambert also discussed the challenges pertaining to sanitizing for evening courses. The Sullivan Campus will continue working on plans to prepare for the fall semester.

Please forward all agenda items and handouts to Daniel Roberts one week prior to the meeting.

Lizette Leader discussed that Connect to Success return onsite on August 3. Leader discussed setting up meetings with students and began having students walk ups from other campuses. Leader added the challenges pertaining to being on Southeastern's campus and managing on-campus check-ins for both Southeastern and NTCC.

Kim Finch discussed the Florida Parishes Campus plans relating to managing classroom space and alternating programs on different days so on-campus attendance meets the appropriate percentages this semester. Finch also discussed maximizing the entrances and exits to help with lowering traffic in the hallways.

Sandy Yaeger discussed the Hammond Area Campus managing the classroom space appropriately to utilize alternating days for students to help with social distancing. Yaeger also discussed remote learning and sharing faculty from other campuses to help with lowering number of students on-campus at one time.

April Smith discussed the Livingston Campus and the enrollment growth from fall 2019 to fall 2020, but also, looking at reducing the challenges tied to managing the enrollment increase and allowing appropriate social distancing. Smith also added that the campus will utilize day, evening, and Saturday classes to spread out student time on-campus. Smith added that the faculty will also provide sanitization help when facilities services are unable to cover areas.

Owen Smith discussed the Lacombe Campus managing the check-in process on campus and appropriately covering the two buildings. Smith discussed the plexiglass ordered for student common areas to protect employees. Smith also added that most faculty will utilize synchronous online learning in addition to face-to-face learning.

Christy Montgomery discussed the current strategy for student testing and moving forward with helping students to test on-campus by appointment only when students do not have access to internet nor technology to online test.

B. SACSCOC Update (Daniel Roberts)

Daniel Roberts discussed the official visit on October 12 through October 14, 2020 with the Committee.

C. College Convocation Update (Daniel Roberts)

Daniel Roberts reminded the Committee of the virtual convocation schedule starting the week of August 10, 2020.

VI. Next Meeting

Next College Leadership Committee Meeting to be on September 23, 2020 at 9:00 am.

VII. Adjourn

Lizette Leader motion to adjourn the Committee meeting at approximately 11:45 am. Jim Carlson seconded the motion. The motion was unanimously approved.