
NCTA FACULTY AND STAFF ANNUAL IN-SERVICE

August 17, 2016

Education Center Auditorium

MEMBERS: Ron Rosati, Jennifer McConville, Catherine Hauptman (recorder), Kevin Martin, Mary Crawford, Dan Stehlik, Barb Berg, Ricky Barnes Wach, Judy Bowmaster, Roy Cole, Dave Jibben, Dan Widick, Jan Price, Joanna Hergenreder, Jo Bek, Ryan Bauman, Tee Bush, Jeremy Sievers, Glenn Jackson, Mo Khamouna, Anthony Gardner, Josi Arnold, Vicky Luke, Tina Smith, Doug Smith, Kenny Russell, Mark Gardener, Mark Ehlers, Stetson Youel, Jan Gilbert, Laura Romeo, Linda Cole, Randi Houghtelling, Rachel Farber, Tyler Farber, Justin Baugher, Eric Reed, Megan Zawicki, Bailey Michaels, TJ Popp, Becky Currie, Chrissy Barnhart, Connie Elson, Cindy Fritsche, Sarah Cole, Aislinn Nelson, Mary Rittenhouse, Brad Ramsdale

GUESTS: Jessica Rosati

The NCTA Faculty and Staff In-service was called to order at 8:15 am with the above individuals in attendance.

WELCOME

- Dr. Ron Rosati welcomed NCTA faculty and staff to the annual in-service. Each attendee was provided an In-service reference packet.

STATE OF THE COLLEGE

- Dean Rosati updated faculty and staff on the State of the College with a Power Point presentation.

NCTA ORGANIZATIONAL CHART

- Jennifer McConville discussed the NCTA organizational structure and charts.
- If there are changes to the chart, please provide those to Linda Cole.

POINT OF CONTACT

- Jennifer shared a Point of Contact Information Sheet created by Jan Gilbert for the business office, maintenance, custodial and food services. If assistance is needed, these are key people on campus to contact.

ADMISSIONS AND RECRUITING

- Tina Smith, admissions and recruiting coordinator, recognized all faculty and staff for their role in recruitment, support, education and successful campus environment for NCTA's students.
- A shared, common application and fee will be issued soon and used for students applying to NCTA, UNL, UNK and UNO. Final testing is underway.
- Logos (black N is primary, red N secondary) and NCTA branding (identity) are final. We are the Aggies. All logos and identity guidelines are the website; see faculty and staff resources. Consistency, approved images and logos are requested to be used.

ASSESSMENT AND SLO'S

- Brad Ramsdale discussed the Assessment and Student Learning Outcome (SLO) processes for NCTA.
- Summer instructors are to submit summer SLOs by September 15.
- Working files and forms are on the Common drive for committee reports, assessment and submission to the SLO guide.
- Graduate surveys were collected this year with results posted there as well.

WEBSITE

- Eric Reed discussed the new website policy for NCTA.
- The website committee meets August 18.
- Eric discussed a request form be submitted for content changes to the site.

PHYSICAL PLANT UPDATES

- Randy Houghtelling provided a status report for campus projects completed this summer
 - Education center painting in hallways, Aggie Central painting, new fitness center, air conditioning is being added to the student union, painting in Ag Hall, NCTA sign painted on the corner of Prentice Avenue, and credit card machines installed in the Welcome Center, Chandie's Deli and Aggie Dining.

ORIENTATION WEEKEND

- Ryan Bauman, residence life manager, reviewed the orientation weekend schedule.
- Eleven resident assistants were introduced to faculty and staff.

TITLE IX

- Jennifer McConville discussed Title IX and provided training for NCTA faculty and staff. Jennifer is the Title IX coordinator at NCTA campus.
- The Resident Assistants attended this required training.
- She outlined what constitutes sexual misconduct:
 - Sexual harassment
 - Domestic or dating violence
 - Stalking
 - Sexual assault
 - Retaliation
- Employee requirements under Title IX
 - Responsible Employee - designation
 - A Responsible Employee is an employee who has the authority to take action to address sexual violence, who has been given the duty to report to appropriate school officials (Dean Rosati, Associate Dean McConville)
 - Schools must make clear to all of its employees and students which staff members are Responsible Employees. ALL NCTA employees are designated.
 - Report all relevant details about alleged sexual violence to Title IX coordinator or deputy.
 - Make sure the student understands that the Responsible Employee is obligated to report and the availability of counselors or related services.
- Training for Title IX
 - 100 percent of NCTA students must learn about Title IX
 - Required to have annual Responsible Employee training as an NCTA employee
 - Online training needs to be completed every two years by NCTA employees.
- If anyone has questions or concerns, please see Jennifer McConville.

DIVERSITY

- Judy Bowmaster and Eric Reed reviewed the diversity plan and curriculum for the 2016-17 school years. This can be found on the NCTA website and will be updated for events during the year.
- The Higher Learning Commission (HLC) accreditors recommended the General Education curriculum add an 8th learning outcome regarding diversity experience
- A diversity curriculum will be incorporated into the learning communities' class. All NCTA students are required to take learning communities.
- Reference the diversity plan and curriculum at the website or in the In-service packet.

FINANCE/BUSINESS OFFICE

- Associate Dean McConville presented a 2015-2016 Fiscal Year-end report.
- She also reviewed the general operating budget for 2016-2017.
- Jennifer reminded everyone of campus operations points of contact, and enrolling for campus-wide alerts through text or e-mail.

INSPIRE TRAINING

- Inspire is an electronic Performance Management communication system for dialogue and communication record between employees and managers. Employees will note past accomplishments, future priorities, individual talents and strengths, performance challenges, and resources or support to be provided by the manager.
- Each NCTA employee is to meet with their supervisor and complete the current cycle's worksheet by November 15, 2016. All supervisors need to review and sign off on this record by November 30, 2016.
- Inspire management and electronic reports will be reviewed at the staff breakout period.

FACULTY AND STAFF HANDBOOK

- Associate Dean McConville discussed faculty and staff handbooks, and noted the handbook icon is posted at <http://ncta.unl.edu/faculty-staff-resources>

NEWS/PUBLIC RELATIONS, GRANTS, CAPITAL CAMPAIGN

- Mary Crawford, NCTA external relations coordinator, discussed NCTA news and public relations outreach, NCTA grants program, and NCTA gifts and University Foundation.
- Information on each topic and related website links are in the In-service packet.

ACCREDITATION

- Mary Rittenhouse, Ag Business Management division chair, is the new accreditation coordinator. Accreditation information is posted at the web site.

TRANSFER PROGRAM UPDATES

- Doug Smith, Ag Production Systems animal science and agricultural education division chair, outlined NCTA's bachelors of science degree programs and transfer agreements.

NCTA PROGRAM LIST

- Dr. Rosati updated employees on the college's academic programs.
- The NCTA program list is in the In-service packet.

16- HR AGRICULTURE CERTIFICATE

- Brad Ramsdale, Ag Production Systems agronomy and ag mechanics division chair, discussed a proposal for creation of a 16-hour undergraduate certificate in agriculture.

URBAN AG

- Dr. Rosati outlined the status of the Urban Ag program in which NCTA and Nebraska Extension split 50/50 an extension educator for programming in the metro Omaha area. Interviews for the educator position are Aug. 25 in Omaha.

DAIRY OPTION

- Dr. Smith reviewed a Dairy Science Memorandum of Agreement (MOA) between NCTA and South Dakota State University.
- The agreement addresses strengths in dairy and animal science at SDSU and NCTA programs in dairy science, increased educational opportunities with the partnership, and coursework which NCTA students can add from SDSU that apply towards completion of NCTA's Associate of Applied Science (AAS) degree with a Dairy Production Concentration in Agriculture Production Systems major.
- The draft MOA is in the In-service packet.

VETERINARY TECHNOLOGY

- Barb Berg, Veterinary Technology Systems division chair, discussed NCTA's veterinary technology division. Veterinary technology has been fully re-accredited by the AVMA (American Veterinary Medicine Association).
- NCTA has been meeting with UNL regarding NCTA providing its Veterinary Technology program at UNL's East Campus, and for now, discussions are on hold.

GENERAL EDUCATION

- Eric Reed, General Education division chair, discussed the Gen Ed curriculum and noted it in the In-service packet.

OPEN ACCESS TEXTBOOKS

- Jane Peterson and Kim Carlson of the University of Nebraska Kearney discussed the Open Access text books program and how it has benefited UNK students due to reduced costs of textbooks and online access to resources.
- Helpful links are: www.oercommons.org or <https://openstax.org>

BREAKOUTS FOR FACULTY AND STAFF

- Faculty and staff divided into separate break-out sessions.
- Staff discussed: customer service, consensual relations, grievance policy, Inspire, and chain of command communications.
- Faculty discussed: Distance education, dual credit policy, honors class, program review, faculty workload, faculty equity, promotion policy, student attendance policy and the new plagiarism policy.

STRATEGIC PLAN and OPEN DISCUSSION


- Dr. Rosati reviewed Strategic Plan recommendations for updated actions and outcomes. Employees reviewed each statement, discussed each and ranked by priority rating from not important to very important.
- Survey results are attached.

OTHER BUSINESS

- No other business was discussed

The Faculty/Staff In-service was adjourned at 4:37 p.m. The next in-service is TBD.

NCTA Strategic Plan Survey Feedback



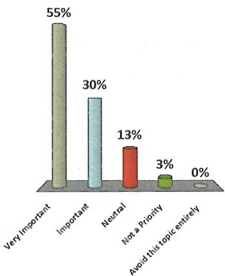
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we begin.**



Thanks

Develop Student Learning Outcomes

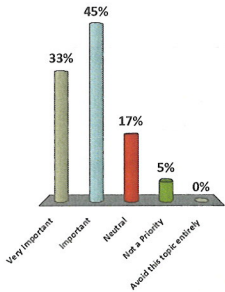
- A. Very Important
- B. Important
- C. Neutral
- D. Not a Priority
- E. Avoid this topic entirely



Response	Percentage
Very Important	55%
Important	30%
Neutral	13%
Not a Priority	3%
Avoid this topic entirely	0%

Expand College Assessment

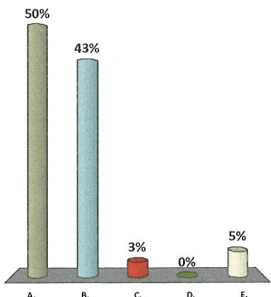
- A. Very Important
- B. Important
- C. Neutral
- D. Not a Priority
- E. Avoid this topic entirely



Response	Percentage
Very Important	33%
Important	45%
Neutral	17%
Not a Priority	5%
Avoid this topic entirely	0%

Strengthen College Advising

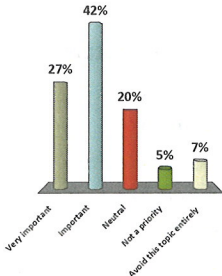
- A. Very Important
- B. Important
- C. Neutral
- D. Not a Priority
- E. Avoid this topic entirely



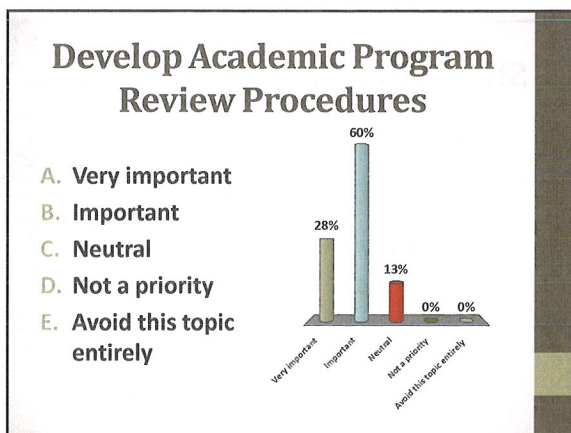
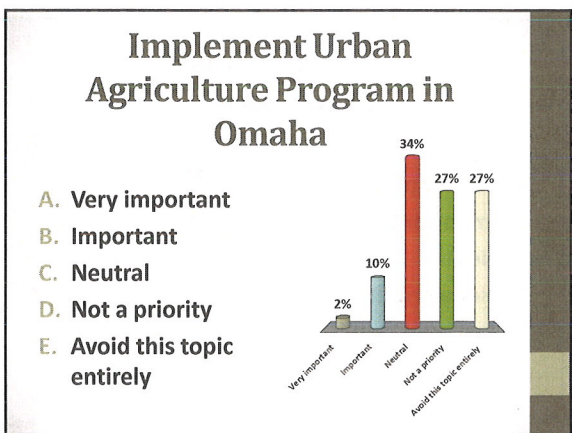
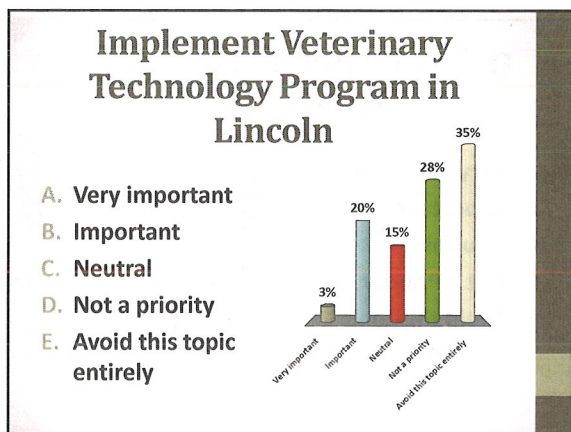
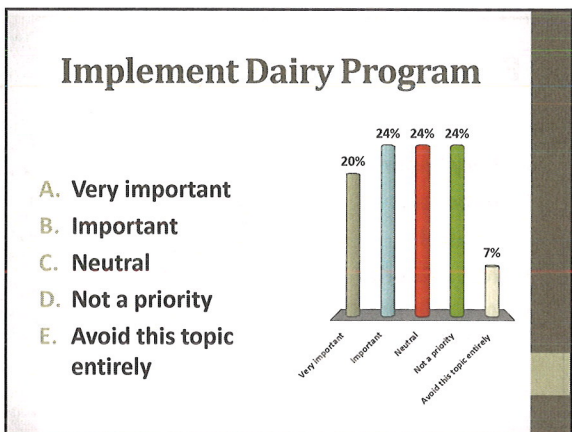
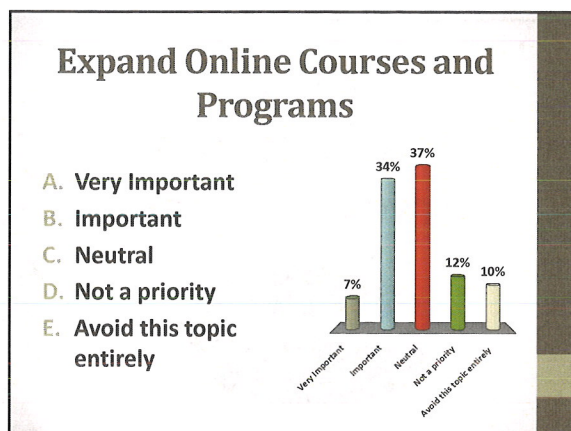
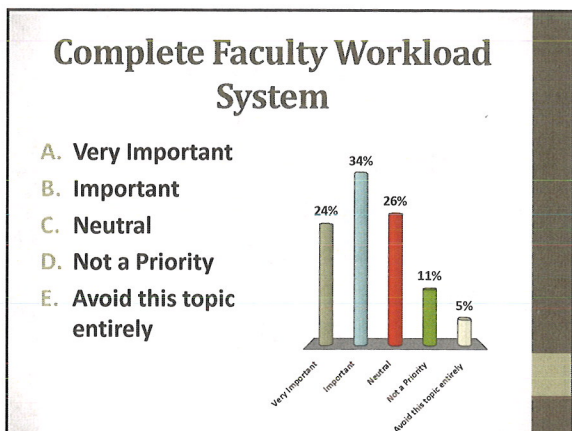
Response	Percentage
A. Very Important	50%
B. Important	43%
C. Neutral	3%
D. Not a Priority	0%
E. Avoid this topic entirely	5%

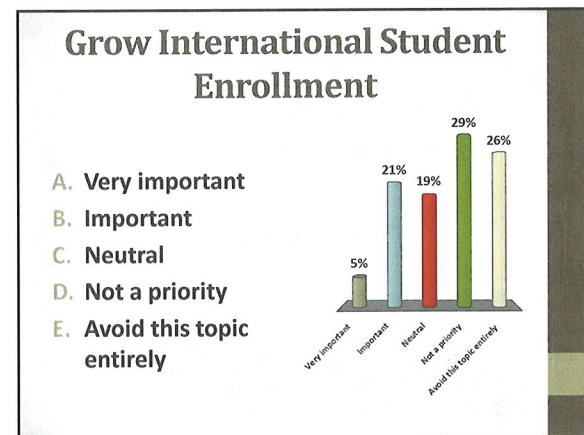
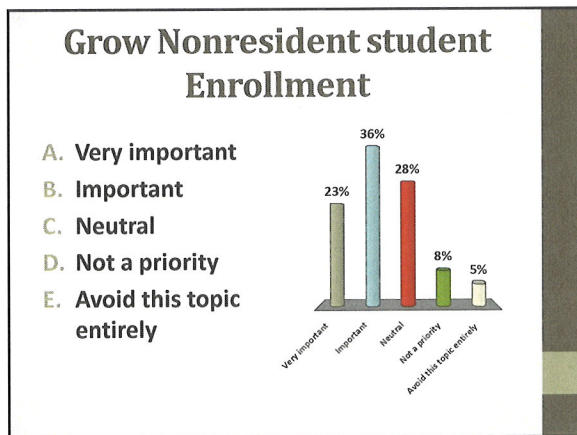
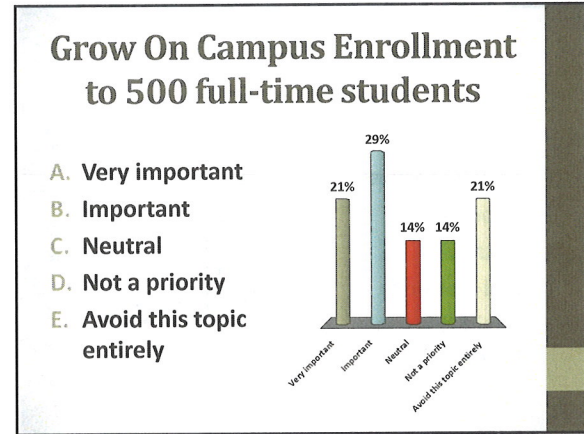
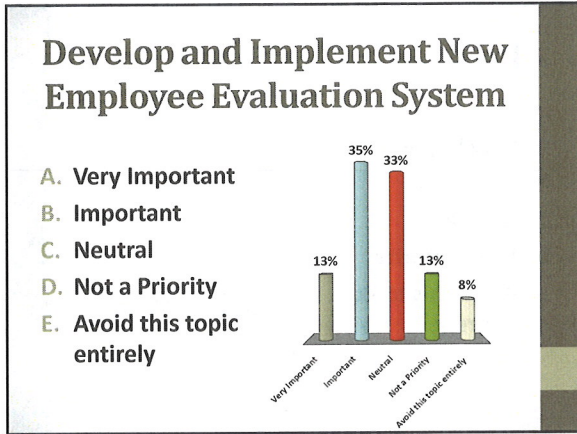
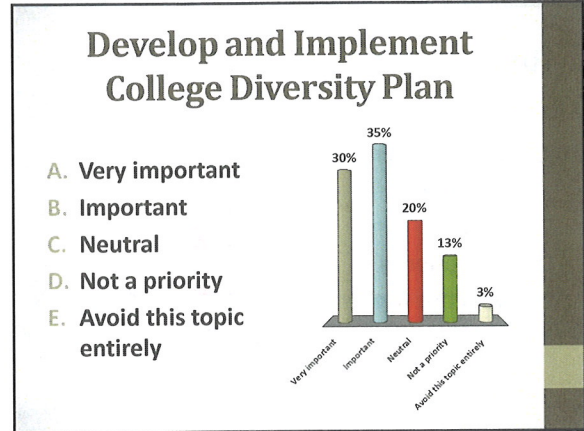
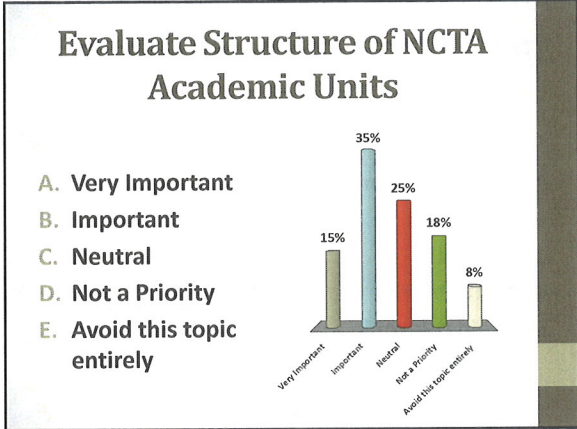
Develop Faculty Industry Experience

- A. Very important
- B. Important
- C. Neutral
- D. Not a priority
- E. Avoid this topic entirely



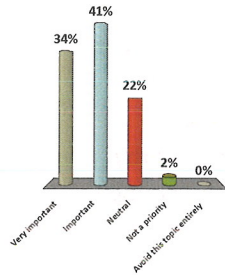
Response	Percentage
A. Very important	27%
B. Important	42%
C. Neutral	20%
D. Not a priority	5%
E. Avoid this topic entirely	7%





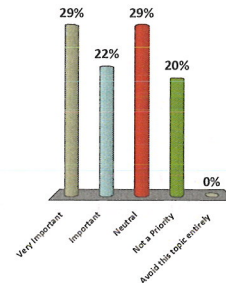
Reduce Nonresident Tuition

- A. Very important
- B. Important
- C. Neutral
- D. Not a priority
- E. Avoid this topic entirely



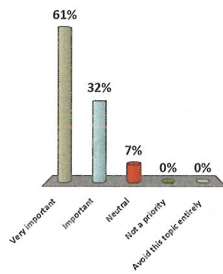
Implement College Branding Program

- A. Very Important
- B. Important
- C. Neutral
- D. Not a Priority
- E. Avoid this topic entirely



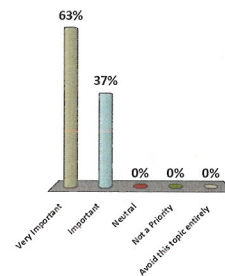
Strengthen The College Budget

- A. Very important
- B. Important
- C. Neutral
- D. Not a priority
- E. Avoid this topic entirely



Improve College Facilities

- A. Very Important
- B. Important
- C. Neutral
- D. Not a Priority
- E. Avoid this topic entirely



Please fill out the back of your survey if you have additional comments.

Thank you!

