



Division Chair Meeting

September 23, 2013

Noon

Polycom: EGF-Room 301/TRF-Room 662

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Steve Crittenden, Kari Koenig, Dorinda Sorvig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Karl Ohrn and Lori Johnson, Recorder

Absent: James Retka, Curtis Zoller, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Spring 2014 Schedule		<ul style="list-style-type: none"> • FYEC courses <ul style="list-style-type: none"> ○ TRF – 2 sections (1 open, 1 reserve) ○ EGF – 2 sections (1 open, 1 reserve) ○ Online – 1 section • Math courses <ul style="list-style-type: none"> ○ FT vacancy – do we fill now or wait until summer when candidate pool might be bigger ○ Adjunct in EGF willing to take additional courses as needed ○ FT TRF instructors may need to pick up some additional courses until FT position is filled for next fall • SOCI courses <ul style="list-style-type: none"> ○ We will add SOCI 2220 “Intimacy, Family & Diversity” to spring schedule. Andy will talk to instructor to confirm class time. • Aerospace courses <ul style="list-style-type: none"> ○ Nothing submitted yet for spring.

		<ul style="list-style-type: none"> • ETAS courses <ul style="list-style-type: none"> ○ Andrew will need to find adjuncts to pick up a few courses as his credit load is currently at 23 for spring • BIOL (online) <ul style="list-style-type: none"> ○ One section of BIOL 2254 “A & P II” set as reserve ○ One section of BIOL 2256 “Advanced Physiology” set as reserve ○ May need to adjust schedule for FT BIOL instructors to balance credit loads • MUSC (online) <ul style="list-style-type: none"> ○ MUSC 1103 “World Music” canceled ○ OCHS MUSC 1103 “World Music” will be assigned to adjunct • PSYC (online) <ul style="list-style-type: none"> ○ PSYC 2215 “Abnormal Psychology” will be assigned to adjunct • HLTH courses <ul style="list-style-type: none"> ○ Health and nursing courses are now scheduled
2. Summer 2014 Schedule		Lori sent out proposed Summer 2014 schedule (based on Summer 2013). Chairs to review and send correction/additions to Lori by Wednesday, September 25 th . The schedule will post to the web site on October 1 st .
3. Summer Seniority Roster		Brian asked that the Seniority Roster be sent out earlier this year to allow the summer rotation process be started earlier to allow for staffing to be completed closer to the time summer registration opens.
4. FY15 Schedule		Liberal Arts Fall 2014 draft should be ready by October 15.
5. Welter World Citizen Award		Karl sent an email to committee members with the nomination for the Welter World Citizen Award. Everyone approved the submission of the nominee from NCTC.
6. Next Meeting		The next meeting will be held on Monday, October 7 th at Noon via Polycom: EGF-Room 201/TRF-Room 662.
Agenda for Next Meeting		Equipment “wish” list items from departments.
Adjourned		11:55 am.