



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

October 21, 2013

Noon

Polycom: EGF-Room 290/TRF-Room 662

### MINUTES

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

| Topic                    | Responsible Party | Discussion/Outcome  |
|--------------------------|-------------------|---|
| Call to order            |                   | Noon  |
| 1. Equipment "Wish" List | Jodi S.           | <p>Jodi reported on the clarification of the MnSCU match: The match would not apply to the standard "college" discount. It would apply to any additional discount given.</p> <p>Equipment wish list items should be sent to Brian Huschle.</p> <p>Brian H. and Steve C. will meet with Carey Castle to further discuss process.</p> <p>December 2014 is deadline for donation matching.</p> |
| 2. FY15 Schedules        | Brian H.          | <p>Brian indicated that the first draft of the Fall 2014 Liberal Arts schedule should have been completed last week and sent out to the departments for review. If this has not already been done, it should be sent so that schedules can be built around G.E. courses.</p> <p>Lori will forward Distance schedules to chairs.</p>   |

|                         |  |   |
|-------------------------|--|---|
| 3. Next Meeting         |  | The next meeting will be held on Monday, November 4 <sup>th</sup> at Noon via Polycom: EGF-Room 290/TRF-Room 662. |
| Agenda for Next Meeting |  |   |
| Adjourned               |  | 12:50 pm  |