



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

November 18, 2013

Noon

Polycom: EGF-Room 301/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. FY15 Schedule Development (update, timeline, next steps) | | <p>Brian asked for an update of the FY15 schedule development:</p> <ul style="list-style-type: none">• Brian Suckow – EGF Trades - most technical programs on EGF campus are rolling over schedules - fall is ready• Andrew Dahlen – TRF Trades – Some changes coming for next fall<ul style="list-style-type: none">○ AUBO – will have program changes for next fall<ul style="list-style-type: none">▪ Meeting on Wednesday to work on program changes○ AUMO – Some changes may be necessary due to instructor changes○ ETAS – Schedule will go back to the way it was Fall 2012○ AVIA – They are working on schedules• Andy Mueller – TRF LibArts – Schedule has been submitted for Fall 2014• Justin Berry – Schedule is ready except for possible adjustments in MSTH schedule• Erin Almlie – LibArts – Schedule if ready except for rooms and FT instructors<ul style="list-style-type: none">○ EGF Div. Chairs will meet to work on room scheduling and FT instructor class assignments |
| 2. Equipment Budget Update 1: FY14(current) | | <p>FY14 Equipment requests that were approved and have not yet been purchased will have funds pulled back with two exceptions:</p> <ul style="list-style-type: none">• Andrew Dahlen had funds remaining and will purchase accessories for equipment purchased. |

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| | | <ul style="list-style-type: none"> Steve Crittenden granted a request for an extension to purchase equipment. Priority 2 and 3 equipment requests will be reviewed for funding with any unspent money. Steve will contact Shannon Jesme to see what funds are available. |
| 3. Equipment Budget Update 2: FY15 | | <p>Brian Huschle talked about the FY15 Budget Request process.</p> <ul style="list-style-type: none"> Matching funds will fold into the normal budget process Some fields in the budget requests will be emphasized to allow more detailed information The same spreadsheet process as last year will be used The system office isn't sure of process yet |
| 4. Facilities Master Planning | | <p>There is a firm working with the college on a master facilities plan for the whole college. The Master Facilities Plan is a 5-year plan.</p> <p>There is a meeting scheduled for December 11th. Information will be coming out on the meeting and faculty involvement will be requested.</p> |
| 5. Developmental Course Schedule | | <p>Some of the technical program students are having problems meeting their developmental course requirements necessary for graduation.</p> <ul style="list-style-type: none"> The math and reading/writing courses are offered during the 12:00-1:00pm and 3:00-4:00pm time blocks, M-F. A&P has one section offered at noon to accommodate the Massage Therapy students. Technical programs with developmental course requirements need to allow time for the required courses. |
| 6. 2-Year Course Rotation Schedule | | <p>Erin had some questions/corrections on the 2-year course rotation schedule</p> <ul style="list-style-type: none"> The nursing programs have some requirements that summer course offerings would fulfill to allow fall starts for students: <ul style="list-style-type: none"> Developmental Psychology will be offered every other summer A&P and Microbiology will be offered every summer Spanish I & II will be offered fall and spring every year, subject to cancelation due to low enrollment Golf I and Bowling will be removed from course rotation schedule <p>Erin will make corrections/changes and forward the updated 2-year rotation schedule to Karl.</p> |
| 7. Next Meeting | | <p>The next meeting will be held on Monday, December 2nd at Noon via Polycom: EGF-Room 301/TRF-Room 662.</p> |
| Agenda for Next Meeting | | EGF Campus Room Scheduling |
| Adjourned | | 12:50 pm. |