



Division Chair Meeting

December 16, 2013

Noon

Polycom: EGF-Room 301/TRF-Room 662

MINUTES

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

Absent: Curtis Zoller

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. PSEO Course and Program Enrollment Follow-up		<p>Chairs were going to talk to program faculty and report back with recommendations:</p> <ul style="list-style-type: none">• Justin Berry – Might be an issue with SURT licensing• Erin Almlie – No issues in Liberal Arts and Business areas• Brian Suckow – Should exclude programs that typically have full enrollment with full-time students• Andy Mueller – No exclusions in Liberal Arts and Business areas• Andrew Dahlen – No exclusions in the TRF Technical program areas.• Jodi Stassen – Only difficulty might be in clinical sites <p>The only real issue is with the EGF trades programs that would typically have full enrollment with full-time students.</p>
2. Course Substitution Rules	Erin Almlie	<p>General Ed faculty are often asked by program department heads to review course substitution requests to determine if substitute course content meets program requirements. It was decided that individual forms should be completed for each course and they need to be routed in the correct order for review and approval:</p>

		<ul style="list-style-type: none"> • Student should complete course substitution request with the assistance of the admissions/registrar's office • Form should then be routed to the Program Director <ul style="list-style-type: none"> ◦ Program Director may need to consult with general ed. Faculty (content expert) to determine if course meets program requirements • Form then needs to go to dean for approval/denial • Form should then be forwarded to Registrar for signature and processing
3. ILO Discussion	Jodi Stassen	<p>Jodi forwarded a document to Division Chairs for review that listed the transfer areas for each course.</p> <ul style="list-style-type: none"> • There are only three courses that meet area 1 "communication skills": <ul style="list-style-type: none"> ◦ Comp I ◦ Intro to Public Speaking ◦ Small Group Communication <p>Could Interpersonal Communication be added to this list? It is unclear if this course should be listed under area 1 or 5. Andy will look up CCO and review.</p> <p>If a program does not use one of these courses in their program, they will need to assess communication skills in their program.</p>
4. Enrollment Information	Brian Huschle	Brian reported that enrollment is 6% down from this date last year. Enrollment was down by 6% last fall as well.
5. Spring Meeting Schedule		<p>Spring semester meeting schedule as follows:</p> <ul style="list-style-type: none"> • January 13th and 27th – Noon EGF-Room 301/TRF-Room 662 • February 10th and 24th – Noon EGF-Room 301/TRF-Room 662 • March 17th – Noon EGF-Room 290/TRF-Room 601 • March 31st – Noon EGF-Room 301/TRF-Room 662 • April 14th and 28th – Noon EGF-Room 301/TRF-Room 662 • May 12th – Noon EGF-Room 301/TRF-Room 662
6. Next Meeting		The next meeting will be held on Monday, January 13 th at Noon via Polycom: EGF-Room 301/TRF-Room 662.
Agenda for Next Meeting		
Adjourned		12:45 pm.