



Division Chair Meeting

January 13, 2014

Noon

Polycom: EGF-Room 301/TRF-Room 662

MINUTES

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

Absent: Steve Crittenden, Curtis Zoller, Andy Mueller

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Course Substitution/ Transfer Equivalency Forms		Follow-up discussion on the Course Substitution/Transfer Equivalency Form was held.
2. ILO Assessment		<p>The ILO Assessment process was discussed and some clarifications made. An email sent out by Carey Castle on December 18th regarding the process.</p> <ul style="list-style-type: none">• There is some confusion regarding ILO assessment and CCO cleanup work• Faculty worked on CCO "Section F" at in-service• Assessment Annual Review – 5 first time and 1 second time• The Division Chairs should understand the process so that they are available to assist faculty. <p>Brian Huschle will resend the email from Carey regarding the ILO Assessment.</p> <p>Program Review is an annual process and should be deposited in the drop box on the A.P.R. page in D2L.</p>

3. MAP Meeting with BSU Follow-up		<p>Some faculty attended the MAP meeting with BSU. (Erin, Justin and Dorinda). They indicated that they liked the fact that faculty were involved in the planning process. BSU had five major goals</p> <ul style="list-style-type: none"> • 1 or 2 were defined by administration • The rest were defined by faculty • They put MAP first and the rest followed <p>Carey Castle has requested faculty involvement for the MAP.</p>
4. FY15 Schedule Update		<p>The Fall 2014 course schedule is pretty much complete with the exception of the aerospace programs. Lori will send the Fall 2014 schedule out to the Division Chairs for their review. Any corrections needed or missing faculty/rooms should be sent to Lori. The Spring 2015 TRF Liberal Arts courses have been entered. EGF Liberal Arts should be ready for entry within the next few weeks.</p>
5. Summer 2014 Schedule		<p>Karl is working on the summer rotation and will be sending out to faculty starting next week for course selection.</p>
6. Next Meeting		<p>The next meeting will be held on Monday, January 27th at Noon via Polycom: EGF-Room 301/TRF-Room 662.</p>
Agenda for Next Meeting		
Adjourned		12:45 pm.