



## **Division Chair Meeting**

April 7, 2014

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, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Brian Suckow

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Fall Group Advisory Committee Meetings		Dates were selected for the fall group advisory committee Meetings: <ul style="list-style-type: none"><li>• TRF – Monday, October 20<sup>th</sup></li><li>• EGF – Monday, October 27<sup>th</sup></li></ul> Lori will send out “Save the Date” notices.
2. Transfers		Course Substitution/Transfer Equivalency process was discussed. <ul style="list-style-type: none"><li>• Course Substitution request should be completed by Registrar’s office and forwarded to program directors first. If needed, program director can seek advice from content expert.</li><li>• Course Transfer request can be sent to content expert for review.</li><li>• Form should be revised to include statement “<i>Relevant Course Syllabus or Common Course Outline required</i>”</li><li>• Jodi will send this form revision request to Registrar.</li></ul>

3. Faculty Course Syllabus		<p>Steve provided language being used by other institutions in Faculty Course Syllabi relating to veteran services. Discussion was held on specific language that faculty could use, if they choose.</p> <p>Brian revised the sample Steve provided to read as follows:  <i>Veteran Services: NCTC is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. If you are a veteran, please contact the Veterans Services Office with questions about college services for veterans.</i></p> <p>Erin will ask Faculty Mentors to send out a reminder at the beginning of the year with this suggestion for including in their Faculty Course Syllabi.</p>
4. Pathways to Success		<p>Erin asked about the Pathways to Success course on the 2-year course rotation schedule. The course is currently listed as a summer course offering but she is wondering if this should be removed from summer. Discussion was held and it was decided to take off the summer schedule. Karl will update the schedule to reflect this change.</p>
5. Prioritize Budget Requests		<p>Review of the FY15 Budget Requests was begun. Non-personnel requests were reviewed and rated as follows:</p> <ul style="list-style-type: none"> <li>#2 – rating 3</li> <li>#4 – rating 2</li> <li>#5 – rating 3</li> <li>#6 – N/A – this is not an increase</li> <li>#7 – rating 3</li> <li>#8 – N/A – Facilities budget</li> <li>#9 – rating 2 – asking for \$3,000</li> <li>#10 – rating 3</li> <li>#11 - ? – find out if this is a duplicate request – possibly funded by Safety budget</li> <li>#13 – Deleted</li> <li>#14 – rating 3</li> <li>#15 – Deleted</li> </ul> <p>Additional requests:</p> <ul style="list-style-type: none"> <li>EGF Biology – Virtual Dissection table - \$70,000</li> <li>EGF Architecture – 2 additional student stations to include computer equipment - \$12-15,000</li> <li>TRF Auto Body – aluminum dent repair machine - \$4,500</li> </ul> <p>Brian will update Priority Worksheet accordingly.</p>

6. Next Meeting		The next meeting will be held on Monday, April 14 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662.
Agenda for Next Meeting		Continue prioritizing budget requests.
Adjourned		1:00 pm.