



## **Division Chair Meeting**

May 12, 2014

Noon

Polycom: EGF-Room 301/TRF-Room 662

### **MINUTES**

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

Absent: Curtis Zoller, Dorinda Sorvig, Andrew Dahlen

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Plagiarism Licensing Update		<p>Steve suggested that this item be tabled until fall semester due to current budget restraints.</p> <p>Andy reported that he had checked with TRF faculty and none were interested in sharing the cost of the unlimited license (approximately \$6,000-\$7,000) from their program budget.</p> <p>This item will be revisited with the FY16 budget process.</p>
2. Budget Analysis Tool for Programs/Program sustainability		<p>Over the summer, Brian Huschle, Curtis Zoller and Karl Ohrn will work with Andrew Dahlen, Justin Berry and Erin Almlie on the program sustainability process using this new tool.</p>
3. EGF: Wired Classroom Needs		<p>Wired classroom needs on the EGF campus were discussed. Facilities is wondering if the power and land lines are still necessary with the improvements that have been made to the wireless system. If the wired could be eliminated, it would make rooms more user-friendly.</p> <p>Justin and Erin will check with their program faculty and report back to Brian. Brian will let Facilities know if any classrooms can be converted.</p>

4. Russell Beier Nominations (EGF)		<p>Brian will ask the graduation committee to add this to their standing agenda and send a reminder to complete review and determine award recipient.</p> <p>The EGF chairs reviewed nominations, took a vote and selected the award recipient for this year.</p> <p>Recipient will be notified and invited to ceremony to receive award.</p>
5. Fall Meeting Schedule		Jim asked if the fall meeting schedule had been set yet. We set fall meeting schedule at the first meeting in the fall.
6. Next Meeting  Agenda for Next Meeting		The next meeting will be held the beginning of fall semester with date and time to be determined.
Adjourned		12:35 pm.