



Division Chair Meeting

September 8, 2014

Noon

Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Carey Castle, James Retka, Curtis Zoller, Dorinda Sorvig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Posting Spring 2015 Schedule		Spring 2015 schedule will post to the web on Monday, September 15 th . This is a month prior to spring registration opening on October 15 th . The areas still missing are: <ul style="list-style-type: none">• CVOP• Aerospace programs (AVET, AVIA, GINT, IMAG & UAST) Brian indicated that some right sizing needs to be done prior to posting. Some sections will need to be canceled, due to student numbers.
2. Spring Schedule Right Sizing-Liberal Arts		The spring schedule needs to be looked at prior to posting and some section canceled if necessary, based on registration numbers.
3. Adjunct Staffing – Spring 2015		Adjunct staffing will be completed by October 1 st , if possible.
4. FY16 Schedule Timeline		The FY16 Schedule Timeline will be sent out to Division Chairs.

5. Leveraged Equipment		<p>Discussion was held on leveraged equipment. \$188,000 matching goal All priority #1s and some #2s will be funded as well. Will need certified letter of commitment by the end of December. If we have commitments for more than the \$188,000, we could get more money from the pool of unused funds.</p> <p>NECA is donating 25,000 to the CONE program. Faculty have a few equipment needs that may be able to be included in the leveraged equipment funding.</p>
6. Northern Valley Career Expo		<p>Northern Valley Career Expo is scheduled for Wednesday, October 29th. Chairs were asked to encourage programs to participate. Nicki Carlson asked for registration form by last Friday but please contact her if you are interested in participating.</p> <p>First time Career Expo coming up at the Sanford Center in Bemidji the week following the Northern Valley Career Expo.</p>
7. Faculty Concerns		<p>Erin had a few questions from faculty:</p> <ul style="list-style-type: none"> • A faculty member would like to continue to receive email notifications regarding missing graduation requirements from former students. • “Turn it in” licensing – EGF faculty are interested in this license. Erin will check on licensing fees and report back at the next meeting.
8. Fall Semester Meeting Schedule		<p>Meetings will be held twice a month for the fall semester. All meeting will be at noon via Polycom – EGF-Room 301/TRF-Room 662/AC-Room 13. Meetings are scheduled for the following dates:</p> <ul style="list-style-type: none"> • September 8th & 22nd • October 6th & 20th • November 3rd & 17th • December 1st & 15th
9. Next Meeting		<p>The next meeting will be held on Monday, September 22nd at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.</p>
Agenda for Next Meeting		<p>Follow-up on “Turn it in” licensing.</p>
Adjourned		<p>12:55 pm.</p>