



Division Chair Meeting

October 20, 2014

Noon

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

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Carey Castle, James Retka, Dorinda Sorvig, Kari Koenig, 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. NISOD Awards for Excellence		Jodi provided "proposed guidelines" for the NISOD Award nomination process: <ul style="list-style-type: none">• Award criteria was reviewed and approved by the committee• February 6, 2015 deadline for nomination submission• Award is open to ALL employees• If funding is available, award winner may be able to attend annual NISOD conference.
2. Spring 2015 (outstanding staffing and courses)		Brian talked about some staffing still needed for Spring 2015: <ul style="list-style-type: none">• Brian is looking for a Sociology instructor for the EGF class and a sub for TRF.• Staff still needed for online Math Apps for Nurses• Instructor needed for AGRI welding course<ul style="list-style-type: none">○ Cody Johnson would be qualified to teach this course and it would fit into his current first year auto body schedule○ Brian Suckow will contact Cody with necessary course instruction information
3. Update-Progress for FY16 Schedule		Brian asked how FY16 schedules were progressing: <ul style="list-style-type: none">• Andy reported that he had sent a "working draft" of the TRF Liberal Arts schedule to all TRF faculty

		<ul style="list-style-type: none"> • Summer 2016 course suggestion from Jack Haymond: <ul style="list-style-type: none"> ◦ Cultural Geography (ITV) • Andy had been asked by faculty about “personalizing” classrooms for specific program areas. <ul style="list-style-type: none"> ◦ Brian said that EGF is doing that for some areas ◦ Jim invited Andy to come to a Campus Management Meeting to talk about this possibility. Facilities may have rules/policies on what can/cannot be done
4. Fall Schedule Maximizing Class Sizes Room Efficiencies		<p>Carey distributed some room utilization reports for the committee to review. This information is provided for “first looks” at where the college is with regard to room usage. He wants the deans/division chairs to keep this in mind when preparing next year’s schedules.</p> <ul style="list-style-type: none"> • Need to focus on filling necessary sections as much as possible before opening reserves • Look at overall room scheduling to eliminate some rooms on certain days if possible
5. Biological Prin I/Human Biology-Spring Distance Rotation		<p>Brian was wondering if Biological Prin I and Human Biology could be rotated every other spring on the distance schedule. Health Sciences required Biological Prin I but not Biological Prin II. Erin checked the 2-year rotation schedule and indicated that “Prin I” is currently offered online every odd spring and is rotated with Geology.</p>
6. EGF Summer Room Scheduling		<p>Brian reminded the chairs to be aware of the EGF rooms that will be under construction this summer when making room assignments.</p>
7. Bookstore-Reproduced Material Binders		<p>Karl said the bookstore asked if programs requiring students to purchase “reproduced material binders” could put the material in D2L instead. Some students are complaining when they aren’t allowed to return the binder. Dorinda and Erin said there is a problem when putting the material in D2L. When the students print the material it comes out in many different formats and is not consistent and very difficult to grade.</p> <p>It was suggested that the binders be marked as “NON-RETURNABLE” or shrink-wrapped so that the bookstore can tell if the item had been used. It was noted that the cost of the binders is probably less than if the student copies the material themselves.</p>
8. Faculty Concerns		<p>None.</p>
9. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held on Monday, November 3rd at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.</p>
Adjourned		<p>12:55 pm</p>