



Division Chair Meeting

November 3, 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, Kari Koenig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, and Lori Johnson, Recorder

Absent: Justin Berry, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Course Substitutions	Erin Almlie	<p>Erin talked about concerns regarding the Course Substitution process. Several issues were brought up and discussed:</p> <ul style="list-style-type: none">• Students are granted a course substitution and then are unable to pass competencies<ul style="list-style-type: none">○ Is the wrong person evaluating the request?○ Different departments require different levels of competencies• Keep a list of course substitution requests<ul style="list-style-type: none">○ What is approved○ What is denied• Is there a problem with the course substitution form?<ul style="list-style-type: none">○ Who approves request?<ul style="list-style-type: none">▪ Department head▪ Subject matter expert• What group should look into the process?<ul style="list-style-type: none">○ Student Affairs?

		<ul style="list-style-type: none"> ○ Policy 3120 - Transfer of Credit Policy ○ Carey will bring the matter to the Dean's Group to get their input.
2. FY16 Schedule Update		<p>Brian asked how the FY16 schedule preparation was progressing.</p> <ul style="list-style-type: none"> • October 15th was date for first draft of liberal arts to be sent to all faculty for review. • November 1st was date for final draft of liberal arts to be sent to technical/occupational programs for their use in FY16 schedule preparation. • November 15th is date final draft of technical occupational programs are due. • Andy will get together list of staff for distance English/Speech/Humanities classes.
3. Faculty Concerns		None.
4. Next Meeting		The next meeting will be held on Monday, November 17 rd at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Agenda for Next Meeting		
Adjourned		12:40 pm