



Division Chair Meeting

November 17, 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, Erin Almlie, Brian Suckow, Justin Berry and Lori Johnson, Recorder

Absent: Kari Koenig, Andy Mueller, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Turnitin Update		The college has purchased a license for Turnitin, a software package with plagiarism tools. Any Northland Faculty can set up an account to use this tool. The fee to use this product will be very reasonable as it will be distributed over 15 cost centers, or more, if additional parties sign up to use this tool. Interested faculty can visit with Brian or Stacey Hron to get more information on the cost and to get account set up.
2. FY16 Schedule Update		Brian wanted to remind everyone to be mindful of the deadlines for turning in the FY16 schedules and to be sure everyone was finishing up the process. Erin had a question on the process for building the distance schedules. She will turn in any requested changes to Brian who will then forward to the distance office. The distance office sends out the finalized schedule to Lori for entering.
3. FY15 Spring Schedule & Room TBA Schedule		Brian reminded everyone to finalize Spring 2015 Staffing and to be sure that rooms are assigned to any classes still listed as "TBA".

4. Program Sustainability Reports/Update		Brian talked about the Program Sustainability Procedures which were reviewed and updated by a team led by him that met over the summer. The Program Sustainability procedures and documents can be viewed on the web and can be found on the Employee Central page listed under Academics.
5. Update/Status of Leveraged Equipment		<ul style="list-style-type: none"> • The \$188,000 matching goal has been met. • Most priority 1 equipment requests will be funded. An email will go out in the next few weeks to let faculty know what equipment requests will be funded. Once requests are funded, faculty should purchase equipment. • If anyone is currently working with a company on possible donations, they should continue to do so but should hold off on any new contacts.
6. Faculty Concerns		<p>Andrew brought up a concern from faculty regarding the program suspension determination process.</p> <ul style="list-style-type: none"> • Inform faculty how the suspension determination was made and what was taken into account. • Program numbers was only a part of the determination process. • The Program Sustainability process is a tool used in determining program health and can be used to make programs better. • Carey will talk to President Temte and they will try to get a message out to faculty on how program suspensions were determined.
7. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, December 1 st at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Adjourned		12:40 pm.