



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

December 1, 2014

Noon

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

### MINUTES

Attendees: Jodi Stauss-Stassen, Dorinda Sorvig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow and Lori Johnson, Recorder

Absent: Brian Huschle, Carey Castle, James Retka, Curtis Zoller, Kari Koenig, Justin Berry and Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Program Review		<p>The Assessment &amp; Program Review committee met last week. The programs up for the five year review are:</p> <ul style="list-style-type: none"><li>• Accounting</li><li>• Administrative Assistant</li><li>• UAS Maintenance Technician</li><li>• Carpentry</li><li>• Construction Plumbing</li><li>• Pharmacy Technology</li><li>• Welding (TRF)</li><li>• Farm Business Management</li></ul> <p>Over the summer Brian and Jodi drafted new review forms. The programs will use the old forms for the current year.</p> <p>The due dates are as follows:</p> <ul style="list-style-type: none"><li>• First draft due February 1<sup>st</sup></li><li>• Draft due to APR Committee for feedback on March 15<sup>th</sup></li><li>• Final draft due May 4<sup>th</sup></li></ul>

2. Annual Assessment		<p>Annual Assessment due March 31<sup>st</sup>. Nothing has changed with the current form. Jodi suggested it might be a good idea to get it done before the end of the spring term. Jodi will review the Faculty Reports Calendar posted on the Dean's Desk in D2L to see if due date should be updated.</p> <p>ILO's assessed for FY13: #5 &amp; #1 for FY14: #2 &amp; #3</p>
3. Summer 2015-EGF Roofing Project		<p>Jodi gave an update on the room scheduling changes due to the summer roofing project.</p> <p>ITV room 292 will be closed-ITV classes will be held in room 312 instead. The Telepresence room will remain open.</p> <p>Most of the classes have already been relocated for summer sessions.</p>
4. Faculty Concerns		N/A
5. Next Meeting		The next meeting will be held on Monday, December 15 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Agenda for Next Meeting		
Adjourned		12:15 pm.