



## **Division Chair Meeting**

December 15, 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, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Dorinda Sorvig, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Spring Meeting Schedule		<p>The spring meeting schedule was determined. Meeting will be held every other Monday at noon via Polycom – EGF-Room 301/TRF-Room 662/AC-Room 13.</p> <p>Meeting are scheduled for the following dates:</p> <ul style="list-style-type: none"><li>• January 26<sup>th</sup></li><li>• February 9<sup>th</sup> &amp; 23<sup>rd</sup></li><li>• March 16<sup>th</sup> &amp; 30<sup>th</sup></li><li>• April 13<sup>th</sup> &amp; 27<sup>th</sup></li><li>• May 11<sup>th</sup></li></ul> <p>Lori will reserve rooms and send meeting appointments to chairs.</p>
2. ILO Assessment-Spring Semester		Erin asked what ILO's were to be assessed in the spring and what courses were assigned.

		<p>The rubric content was discussed and it was determined that it should stay as is for two more years so that all questions can be used at least twice. The data will be reviewed at that time and necessary changes made.</p> <p>Karl will send to all faculty a list of courses identified for each ILO.</p>
3. Summer Rotation		Karl is working on the rotation schedule and will start sending out course offerings to faculty in January.
4. Faculty Concerns		None
5. Next Meeting  Agenda for Next Meeting		The next meeting will be held on Monday, January 26 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Adjourned		12:15 pm.