



## **Division Chair Meeting**

January 26, 2015

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, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. FY16 Budget Request		<p>FY16 budget request process was reviewed:</p> <ul style="list-style-type: none"><li>• Budget requests will be submitted using Grouplink this year</li><li>• FY16 will again have a leveraged equipment program<ul style="list-style-type: none"><li>◦ Keep this in mind if your program can share equipment</li><li>◦ If requesting equipment, please be as detailed as possible</li></ul></li><li>• Budget request deadline is February 27<sup>th</sup> at 4:00pm</li><li>• 4 areas to choose from:<ul style="list-style-type: none"><li>◦ New Ideas or Savings</li><li>◦ Equipment: Instructional or Non-instructional</li><li>◦ Cost Center increase (Non-equipment)</li><li>◦ Personnel</li></ul></li></ul>
2. FY16 Scheduling Update		<p>The Fall 2015 schedule is mostly entered. Some areas that need to be completed are:</p> <ul style="list-style-type: none"><li>• TRF Campus:<ul style="list-style-type: none"><li>◦ Tech programs: AUBO,AUMO,WELD</li><li>◦ HLTH, NURS,PNSG</li><li>◦ All Aerospace program schedules needed.</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>EGF Campus: <ul style="list-style-type: none"> <li>Allied Health programs: HLTH,OTAC,NURS,PNSG,PTAS,RADT,RESP</li> </ul> </li> <li>Distance schedule has not been received by the distance office for entering. <ul style="list-style-type: none"> <li>Lori will contact the Distance office to follow-up on the Fall 2015 schedule status.</li> </ul> </li> </ul>
3. Summer Rotation		Karl is ready to start sending out the course offerings for faculty to choose summer courses. He should start this by the end of the week.
4. FY15 Equipment Budget		A reminder for faculty to continue to work with George on FY15 equipment requests.
5. Developmental Ed Group		Carey talked about Developmental Ed summit coming up February 26-27 <sup>th</sup> . He hopes to be able to send a group of 5-7 faculty to represent Northland at this summit. Please contact Carey if you are interested in attending.
6. D2L Name Change		Carey announced that D2L will be changing their name to "Bright Space" by D2L. Please share any transition ideas you may have regarding this name change.
7. Grant Writing Team		Curtis gave an update on the progress of the Grant Writing Team. They are up to One million dollars. Please keep sending your ideas so they can keep the process moving forward.
8. NISOD Awards		Reminder from Carey to turn in your nominations for the NISOD Awards.
9. Faculty Concerns		N/A
10. Next Meeting		The next meeting will be held on Monday, February 9 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Agenda for Next Meeting		
Adjourned		12:35 pm.