



Division Chair Meeting

February 9, 2015

Noon

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

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, James Retka, Curtis Zoller, Kari Koenig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Carey Castle, Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Updates on Room Scheduling		Brian Suckow said that the EGF chairs had meet regarding room scheduling for Fall 2015. Room schedules for Fall 2015 will remain basically the same as Fall 2014. Any room changes will be forwarded to Lori.
2. Special Topics Course		Bonnie Andrys has proposed offering a Special Topics course: "Short Story". A discussion was held regarding this offering and it was decided that it would be added to the Spring 2016 on-campus schedule. Depending on student needs, this course may be offered in place of something already on the schedule.
3. Budget Requests		Brian reminded chairs that the Budget Request window is open until the end of February. <ul style="list-style-type: none">• Encourage faculty to submit requests• Equipment matching again – same as last year• Match can be used for like programs
4. Distance Schedule - MATH & BIOL Additions/Deletions		Erin stated that staffing for MATH and BIOL areas of distance schedule needed to be worked on by the departments and liberal arts chairs. Some additions/deletions needed on the fall distance schedule noted as follows:

		Add: <ul style="list-style-type: none"> • BIOL 1101 "Concepts of Biology" • CHEM 1020 "Intro to Chemistry" • MKTG 2200 "Prin of Marketing" • MKTG 2201 "Prin of Sales" • MKTG 2205 "Prin of Retailing" • SPCH 1101 "Intro to Public Speaking" (second section) Cancel: <ul style="list-style-type: none"> • HLTH 1126 "Therapeutic Communication" • HPER 1110 "Concepts of Physical Fitness"
5. Faculty Concerns		N/A
6. Next Meeting		The next meeting will be held on Monday, February 23 rd at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Agenda for Next Meeting		
Adjourned		1:00 pm.