



## **Division Chair Meeting**

March 30, 2015

Noon

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

### **MINUTES**

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

Absent: Brian Huschle, Carey Castle, Curtis Zoller, Justin Berry, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Academic Program Search Tool		Chad Sperling will present on this at a future meeting.
2. Technology Fair	Dorinda Sorvig	<p>Technology Fair scheduled for Tuesday afternoon, May 12, during finals week. Sessions will be set up on the hour. There will be four session per hour to choose from.</p> <p>Dorinda asked for ideas on how to promote to faculty. Some possibilities:</p> <ul style="list-style-type: none"><li>• Hold a contest</li><li>• Offer door prizes</li></ul> <p>Dorinda asked the group to encourage faculty to participate and to send her any more ideas for use in promoting this event.</p>
3. Inviting Program Advisors to Advisory Board Meetings		Student Affairs has requested program advisors be invited to attend program advisory board meetings for their areas. The group advisory board meeting has already been held this spring and some advisors attended. Program leaders should be instructed to invite their advisors to future advisory board meetings.

4. Publish Updated 2-year Rotation Schedule		<p>The 2-year rotation schedule was discussed. Some updates are needed:</p> <ul style="list-style-type: none"> <li>• Headings need to be updated to reflect upcoming years or changed to odd/even terms</li> <li>• English/Speech areas need updating</li> <li>• History/Political Science areas need updating</li> <li>• Karl Ohrn is responsible for upkeep on the 2-year rotation schedule</li> <li>• Jodi will work with Brian Huschle and Karl Ohrn to get updated list out to this group</li> </ul>
5. Prioritizing FY16 Budget Requests		<p>Jodi sent out the FY16 Budget Request spreadsheet. Chairs should work with their department faculty to prioritize their requests and bring back to next meeting for discussion.</p> <p>Leveraged equipment requests should be put on hold for now. A coordinated effort needs to be established before proceeding with requests.</p>
6. FY15 Perkins Equipment Funding		Jodi reported that there is approximately \$50,000 in unused Perkins funds available. These funds should be used for FY15 requests that did not receive prior funding. Chairs should check with their department heads and submit requests to Karl/Jodi by Tuesday, April 7 <sup>th</sup> .
7. Faculty Concerns		N/A
8. Next Meeting		The next meeting will be held on Monday, April 13 <sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.
Agenda for Next Meeting		
Adjourned		12:35 pm.