



## **Division Chair Meeting**

April 27, 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, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Guest: Chad Sperling

Absent: Dorinda Sorvig, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Academic Program Search Tool	Chad Sperling	<p>Chad presented on the new Academic Program Search Tool:</p> <ul style="list-style-type: none"><li>• Strategic and targeted cluster marketing<ul style="list-style-type: none"><li>○ Get away from college-wide marketing</li><li>○ Target programs in specific need</li><li>○ Perkins funds may be available to create program videos</li></ul></li><li>• Piloted a digital billboard for 8 weeks<ul style="list-style-type: none"><li>○ Noticed a jump in traffic on website</li></ul></li><li>• Develop program clusters<ul style="list-style-type: none"><li>○ The group reviewed the program cluster proposals and made some suggested changes</li><li>○ Web page was reviewed and some suggestions were made by the group<ul style="list-style-type: none"><li>▪ Use more dynamic photos showing students in action</li><li>▪ Maybe add a few more areas<ul style="list-style-type: none"><li>• Hi Tech</li><li>• Robotics</li></ul></li></ul></li></ul></li></ul>

2. VETS		<p>Brian talked about the Vets entry transfer system</p> <ul style="list-style-type: none"> <li>Distance Minnesota presented the policy two weeks ago</li> <li>ACE (American Council Education)</li> <li>Transfer policy accepts ACE recommendations</li> <li>Chairs are asked to get the word out to their programs</li> </ul>
3. Technology Fair		<p>Brian reminded the group of the upcoming Technology Fair scheduled for Tuesday, May 12<sup>th</sup> from 1:00-4:00pm. He asked chairs to encourage ALL faculty to participate.</p> <ul style="list-style-type: none"> <li>This is a professional development opportunity for faculty</li> <li>There will be three sessions throughout the afternoon with several topics to choose from</li> <li>Refreshments and door prizes will be provided</li> <li>Preregistration is requested – <a href="https://www.surveymonkey.com/s/BF9223R">https://www.surveymonkey.com/s/BF9223R</a></li> </ul>
4. 2-year Rotation Schedule Update		<p>Karl sent out the updated 2-year rotation schedule just prior to meeting.</p> <ul style="list-style-type: none"> <li>Andy indicated that there may be some changes in the HIST/PLSC department.</li> <li>Erin will update goal areas and forward to Karl</li> <li>Brian suggested the schedule be reviewed and updated to prioritize classes that are actually offered on a rotation. Courses offered every term could maybe be listed at the bottom.</li> </ul>
5. Perkins Funds Update		<p>Andrew asked about status of the Perkins equipment funds. Karl indicated that there are still a few items to figure in but the process should be started on approved equipment purchases.</p>
6. Russell H. Beire Award		<p>EGF Chairs discussed Russell H. Beier Award nominees and selected Awardee:</p> <ul style="list-style-type: none"> <li>Rad Tech Student, Rochelle Schmitz</li> </ul>
7. Budget Request Update		<p>There are several areas Brian is waiting for information on before he updates and sends out updated Budget Request spreadsheet.</p> <p>Lori forwarded Brian the rating information needed from Carey Castle and Andrew Dahlen.</p> <p>Curtis Zoller will review the budget request spreadsheet and provide the rating information to Brian for the Aerospace programs.</p>
8. Faculty Concerns		N/A
9. Next Meeting		<p>Our last meeting for this spring semester will be held on Monday, May 11<sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.</p>
Agenda for Next Meeting		<p>Fall meeting schedule will be discussed.</p>
Adjourned		12:55 pm.