



## **Division Chair Meeting**

August 31, 2015

Noon

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

### **MINUTES**

Attendees: Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, Carey Castle, Dorinda Sorvig, Kari Koenig, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Curtis Zoller, Linda Samuelson

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. EGF Classroom 236	Brian H	Brian noted that room 236 will be used for ABE from 2:00-5:00pm for the year and reminded chairs to keep this in mind when scheduling rooms.
2. Fall Credit Reductions	Brian H	<p>Brian reviewed the credit reductions for this fall. Mike noted that a one credit course was reinstated on the TRF campus to bring the total instructional credits reduced to 83.</p> <p>Brian said that enrollment was down approximately 5% from last year. Farm Business Management hasn't completed registrations yet so this may help.</p> <p>Practical nursing is reducing some gen ed requirements and this may be part of the reason for the decline.</p>
3. Fall Meeting Schedule		The tentative meeting schedule will not work for all so a new meeting schedule for fall was discussed. The fall meetings will be held on every other Thursday at 3:00 pm beginning on Thursday, September 10 <sup>th</sup> and continuing through December 3 <sup>rd</sup> . Lori will schedule rooms and send out meeting notices to the group.

4. Announcements	Carey C	<p>Carey had a few announcements for the group:</p> <ul style="list-style-type: none"> <li>Carey and the deans have been working on a Lab Safety Operating Procedure. The deans will finalize the draft and then will bring to this group for review.</li> <li>Mike, Curtis and Karl have been working on a curriculum handbook. They will try to have completed by the end of the term and will bring to this group for review.</li> </ul>
5. 2-Year Rotation Schedule	Karl O	<p>Karl asked if the 2-year rotation schedule was up to date. The last update was in July.</p> <p>Erin and Linda will review the schedule for necessary changes. Erin will then forward to Karl for posting.</p>
6. Faculty Concerns		None
7. Next Meeting		<p>The next meeting will be held on Thursday, September 10<sup>th</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B.</p> <p>Course Scheduling Guidelines (timeline) for FY17</p>
Agenda for Next Meeting		
Adjourned		12:30 pm