



## **Division Chair Meeting**

October 22, 2015

3:00 pm.

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

### **MINUTES**

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

Absent: Brian Huschle

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Schedule Posting-registration Opening Timeline revisited	Brian H	<p>This is just a follow-up to the conversation held at the last meeting. The Distance Consortium would like to see the schedules posted earlier. Their thoughts on this are that we would have less chance of losing students.</p> <p>The group discussed this again and it is unlikely that we would post the schedules or open registration earlier than our current timeline.</p>
2. 75 Minute Tues/Thurs Class Times revisited	Mike/ Linda	<p>Continuing discussion was held on the proposal to change the Tuesday/Thursday class times to 75 minutes. This would bring the actual class time for the MWF and TH classes to 150 minutes per week for three credit lecture classes.</p> <ul style="list-style-type: none"><li>• Linda is in favor of the change. This way the posted schedule would reflect the actual required class time.</li><li>• Erin thought it would be more confusing for students.</li><li>• Justin thinks that most faculty give a break for the TH classes so the actual class time is 150 minutes.</li></ul> <p>Chairs will check with faculty on each campus and report findings at the next meeting.</p>

3. Lab Safety Standard Operating Procedure	Carey	<p>Carey provided a Lab Safety Standard Operating Procedure for review by the committee. There was some discussion regarding the SOP:</p> <ul style="list-style-type: none"> <li>• Linda wanted clarification of what constitutes a “large” spill. Carey said that if you don’t feel comfortable with the clean-up – call maintenance.</li> <li>• Make sure new faculty know where to find the MSDS</li> <li>• Know where first aid kits are and that they are full and up to date</li> </ul> <p>Carey will make the suggested modifications to the SOP and bring to AASC for review before posting to the “N” drive.</p>
4. Spring Group Advisory Meeting Dates	Dorinda	<p>Date for the Spring 2016 Group Advisory Meeting on the EGF campus was set for March 22<sup>nd</sup> at 6:00 pm. The TRF Campus will hold individual meetings in the spring.</p> <p>Lori will send out a “SAVE THE DATE” notice.</p>
5. Faculty Concerns		<p><u>Spring In-service</u> – Curtis is in charge of planning – some topics:</p> <ul style="list-style-type: none"> <li>• Tech fair activity – breakout sessions</li> <li>• Diversity</li> <li>• Grants development process</li> <li>• BI ticket</li> <li>• ULD</li> <li>• Justin will give presentation on IRB’s</li> </ul> <p><u>Leveraged Equipment Budget</u> – don’t have numbers yet</p> <ul style="list-style-type: none"> <li>• Approx. \$30k in Perkins funds this year. This group will decide how to use funds <ul style="list-style-type: none"> <li>○ Supplement the leveraged equipment list</li> <li>○ Perkins funds must be used for tech programs</li> </ul> </li> </ul> <p>Kent will work with Karl in developing some procedures for handling the Perkins funds. Brian sent out the FY16 Budget Request priority list on October 8<sup>th</sup>.</p> <p><u>Campus Evening &amp; Weekend Hours for Students</u> – Student use of space was approved.</p> <ul style="list-style-type: none"> <li>• Starting November 1<sup>st</sup> – Gym and Commons will be open for student use from 1:00-4:00pm on 16 Sundays.</li> <li>• Mike will provide Lori with a list of dates to send out to the group.</li> </ul> <p><u>Equipment</u> – Brian S. asked where the money would come from if a piece of necessary lab equipment should break down and would need to be repaired/replaced. The deans have funds available to cover these instances.</p>

		<u>Software</u> – Curtis asked for suggestions for software used for virtual class meetings. Dorinda suggested Zoom. Northland has a license for this software. It is used for virtual class meetings.
6. Next Meeting		The next meeting will be held on Thursday, November 5 <sup>th</sup> at 3:00 pm via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B.
Agenda for Next Meeting		1. Follow-up on 75 Minute Tues/Thurs Class Times
Adjourned		4:40 pm