



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

November 19, 2015

3:00 pm.

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

MINUTES

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

Absent: Linda Samuelson

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Spring In-Service Agenda	Curtis	<p>Curtis reviewed proposed agenda for the spring in-service.</p> <ul style="list-style-type: none">• Curtis proposed hiring a comedian to perform during lunch and asked for feedback from the group. Discussion was held and it was decided the he should go ahead with his plans.• Liberal Arts would like some time to review FY17 class offerings (BIOL,ENGL,MATH)• APR Committee would like a few minutes to review• E-Learning topics:<ul style="list-style-type: none">○ Rubrics○ Excel○ Quality Matters○ Outlook○ Online Teaching Technique○ D2L Grade Schemes• Lunch break may be moved up to allow more time for PM schedule<ul style="list-style-type: none">○ Two 60-minute break-out sessions○ Department committee meetings <p>Curtis will update proposed in-service agenda and forward to group.</p>

2. Agenda Modification	Brian H	Brian asked to add two standing items to the agenda for future meetings: <ul style="list-style-type: none"> • Current Academic Schedules • Upcoming Academic Schedules
3. Summer Rotation Status	Karl O	Karl will send out credential field preferences in December and start the summer course rotation offerings in January.
4. Faculty Concerns		N/A
5. Next Meeting		The next meeting will be held on Thursday, December 10 th at 3:00 pm via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B.
Agenda for Next Meeting		1. Leveraged Equipment Update 2. Set Spring Meeting Schedule
Adjourned		3:30 pm