



Division Chair Meeting

March 16, 2016

3:00 pm.

Polycom: EGF-Room 301/TRF-Room 461B/AC-Room 13B

MINUTES

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

Absent: Kari Koenig, Justin Berry, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Outstanding Staffing and Scheduling for Fall 2016/Spring 2017		The classes still in need of staffing were discussed. A few staffing additions were made. The need for a History class instructor, due to a sabbatical, was discussed and it was decided to look for a full-time replacement for the year.
2. Evening Class Schedule		The evening class schedule was discussed. <ul style="list-style-type: none">• Lori will add the proposed ENGR classes on the EGF campus• The Tuesday evening time-slot will be filled with the following business classes:<ul style="list-style-type: none">○ Supervisory Leadership will be added for Fall 2016○ Principles of Management will be added for Spring 2017
3. Current Year Academic Schedule Status		Summer courses are now staffed.
4. Upcoming Academic Year Schedule Status		Fall 2016 Schedules posted on March 1 st . Registration will open April 1 st . Program areas still needed for Fall 2016: <ul style="list-style-type: none">• All Aerospace classes• Precision Ag

		<p>Program areas still needed for Spring 2017:</p> <ul style="list-style-type: none"> • All Aerospace classes • ETAS <ul style="list-style-type: none"> ○ Lori will check again with Andrew Dahlen. • All Nursing and Nursing Assistant <ul style="list-style-type: none"> ○ Jodi instructed Lori to roll the Nursing Assistant classes from Spring 2016.
5. Faculty Concerns		<ul style="list-style-type: none"> • There was a discussion regarding the process of handling course syllabi requests for transfer purposes. The process will remain the same with the registrar's office first requesting the needed syllabi from the instructor and then requesting from Lori's archived files if not able to obtain from the instructor. • Brian Suckow inquired about the final purchase date for year-end. Carey will follow up with Shannon Jesme on this to determine the date.
6. Next Meeting		The next meeting will be held on Wednesday, March 30 th at 3:00 pm via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B.
Agenda for Next Meeting		
Adjourned		3:35 pm