



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 30, 2016

3:00 pm.

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

MINUTES

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

Absent: Mike Curfman, Carey Castle

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Russell Beier Award	Brian H.	Brian sent out an email and a nomination form for the EGF Faculty to nominate candidates for the Russell Beier Award. Brian directed faculty to submit nomination forms to Karl Ohrn no later than noon, Monday, April 11 th . Karl will then send out the nominations received to the EGF members to review prior to the next Division Chair meeting. The EGF group will choose the winner.
2. FY17 Budget Requests	Jodi	Jodi asked the committee to work with their program areas to prioritize their requests based on the following: 1. Needed 2. Nice to have 3. Wish list Brian sent out the FY17 Integrated Budget Planning Priority Worksheet prior to meeting. Erin asked to add the three columns regarding prior requests/awards: 1. How many years requested 2. Likelihood of receiving matching funds (1-likely, 2-neutral, 3-unlikely) 3. The last time funds were received Brian will revise worksheet to include these columns and re-send to the group.

3. Fall 2016 Registration Opens April 1 st	Brian	Brian reminded everyone that registration for Fall 2016 will open this Friday, April 1 st . Asked the chairs to work with their areas to get any last minute changes made.
4. Fall 2016 Group Advisory Committee	Jodi	Jodi announced the dates chosen for the Fall Group Advisory Committee Meetings: <ul style="list-style-type: none"> • TRF Group Meeting will be held on Tuesday October 11th. • EGF Group Meeting will be held on Tuesday, October 25th.
5. Current Year Academic Schedule Status		Summer courses are staffed.
6. Upcoming Academic Year Schedule Status		Fall 2016 Schedules posted on March 1 st . Registration opens April 1 st . Program areas still needed for Fall 2016: <ul style="list-style-type: none"> • AVET, UAST, IMAG, GINT, PAET Spring 2017 and Summer 2017 Schedules will post on September 15 th with registration opening on October 15 th . Program areas still needed for Spring 2017: <ul style="list-style-type: none"> • AVET, UAST, IMAG, GINT, PAET • NURS, PNSG
7. Faculty Concerns		N/A
8. Campus-specific Items		The EGF group stayed to discuss some campus-specific items.
9. Next Meeting Agenda for Next Meeting		The next meeting will be held on Wednesday, April 13 th at 3:00 pm via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B. 1) EGF Campus-specific - Russell Beier Award – Choose winner from nominees.
Adjourned		3:30 pm