



## **Division Chair Meeting**

April 27, 2016

3:00 pm.

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

### **MINUTES**

Attendees: Mike Curfman, Carey Castle, Linda Samuelson, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohn and Lori Johnson, Recorder

Absent: Brian Huschle, Jodi Stauss-Stassen, Curtis Zoller, Dorinda Sorvig, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Fall 2016 Meeting Schedule		The fall meeting schedule was discussed and set. Meetings will be held every other week on Monday at noon, beginning August 29 <sup>th</sup> and continuing through December 5 <sup>th</sup> . Lori will send out meeting appointments to the committee members.
2. Registration for Fall 2016		The group discussed what could be done to promote early registration. <ul style="list-style-type: none"><li>• Linda would like to know what faculty can do to encourage students to register early.</li><li>• Carey will put together an email with some ideas and forward to this group for review.</li></ul>
3. FY17 Academic Budget Requests	Brian H	Brian updated the FY17 Budget Request document to include additions approved at the last meeting and it was forwarded to the committee. One item that needs to be removed is the request by Andrew Dahlen for furniture for his new classroom space at the Aerospace campus as this would fall under Facilities.
4. "Hybrid" Courses		"Hybrid" course labeling was discussed by the group. Carey created a SOP "Hybrid Course Guidelines". This can be found on the "N" drive in the "Standard Operating Procedures" folder. The deans are working with Division Chairs to remind faculty to appropriately label hybrid courses so that students are aware of the percent of online work required. This item will be addressed further at the first fall meeting to clarify some issues that were brought up.

5. Current Year Academic Schedule Status		Current year schedules complete. Some additions to the summer Distance schedule are being discussed. Brian is working with the distance office on possibly adding sections of Microbiology and Med Term to the summer Distance schedule.
6. Upcoming Academic Year Schedule Status		Fall 2016 Schedules posted on March 1 <sup>st</sup> . Registration opened April 1 <sup>st</sup> . Spring and Summer 2017 Schedules have been entered. Schedules will post on September 15 <sup>th</sup> with registration opening on October 15 <sup>th</sup> .
7. Faculty Concerns		N/A
8. Campus Specific Items		N/A
9. Next Meeting		The next meeting will be held on Monday, August 29 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B.
Agenda for Next Meeting		1. "Hybrid" Courses
Adjourned		3:40 pm