



Division Chair Meeting

August 29, 2016

12:00 noon

Video Conf.: EGF-Room 301/TRF-Room 662/AC-Room 16

MINUTES

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

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Hybrid Courses		Revisited from last spring – Reminder that all hybrid courses need to post the percent of online component.
2. Gen Ed-Lib Arts Required Courses: Fit with Technical	Brian H	<p>Brian talked of the possibility of bringing the student services/advisors into the scheduling process in order to help reduce/avoid scheduling conflicts for students.</p> <ul style="list-style-type: none">• Program Directors need to pay attention to the liberal arts schedule when they are setting their program schedules to make sure their students can fit in the required general ed/developmental courses.• Program course requirement changes need to be communicated to the Division Chairs so that the liberal arts schedules can be adjusted as needed.• Linda has invited advisors to her department scheduling meetings to help develop schedules and this has worked well for her. <p>Brian will visit with Mary Fontes regarding this proposed enhancement to the scheduling process.</p>
3. ITV Room Update (EGF-292/TRF-735)		Computers have been added to the ITV rooms this fall. Room 292 on the EGF campus and room 735 on the TRF campus. 14 computers have been installed at each site.

4. Liberal Arts Meeting	Linda	Linda would like to schedule a time for the deans and Lib Arts chairs to meet aside from the Division Chair meeting for discussion on items restricted to their areas. Linda and Erin were asked to forward their schedules to Mike so that he can work with Brian to find a time that will work for all.
5. Developmental Course Times	Linda	Linda reported that the 3:00 pm. time slots for the developmental courses on the TRF campus are not filling. Possible conflicts with technical schedules running later and athletic practice times are starting at 3:00 pm. Mike will talk to coaching staff and Kent will talk to technical department heads to see if an early morning time slot would work better.
6. Current Year Academic Schedule Status		Current year schedules are complete except for adjunct staffing for spring semester.
7. Upcoming Academic Year Schedule Status		Lori will update the FY18 Scheduling Guideline template and forward to the Division Chairs.
8. Faculty Concerns		Linda brought up a concern regarding the fall in-service. The faculty would like more time set aside for the department faculty to meet together. The ENGL, MATH & BIOL departments need more time to work on the next year's course scheduling.
9. Campus Specific Items		N/A
10. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, September 12 th at noon via video conf.: EGF-Room 301/TRF-Room 662/AC-Room 16.
Adjourned		12:50 pm.