



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

September 12, 2016

Noon

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

MINUTES

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

Absent: Dorinda Sorvig, Curtis Zoller

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Leveraged Equipment	Jodi	<ul style="list-style-type: none">Jodi talked about the leveraged equipment process and how it will be handled this year. There is approximately \$180K and a similar process to last year will be used.No requests should be made at this time but Chairs are asked to talk to their program faculty and keep a list of any potential donors.Jodi will send out the priority list from last spring.Perkins allocation for this year is \$28K.
2. EGF site: Classroom/Lab Updates	Brian H	Brian gave an update on some room changes on the EGF campus: <ul style="list-style-type: none">Room 248 is now Computer Maintenance labRoom 558 was changed to a regular classroom – 32 seatsRoom 570 is now Carpentry classroom/labRoom 701 is no longer classroom/lab space – now Grounds & Maintenance
3. Summer Online Schedule Term End Date	Brian H	Brian indicated the last scheduled class day for the summer online classes is the day after the July 4 th break. This is probably not a good day to end the online classes requiring test proctoring. Students may have trouble scheduling tests during the prior week, which is the July 4 th break for on-campus classes and staffing of the test centers might be an issue. Brian and Mike will attend Distance Scheduling Team meeting next week and will bring this up for discussion.

4. ITV Class Offerings	Mike	Mike talked about the Roseau site and some technology updates that have been made there to enhance the student environment. He is will review ITV schedule to see what classes could be offered there. Kirsten and Anton will be attending the Ed. Fair at Polaris and will talk to prospective students to see what classes they would like to see offered as well as times that would work best for them.
5. Current Year Academic Schedule Status		<ul style="list-style-type: none"> • Advisors are reviewing the spring schedule for any conflicts that we can try to resolve prior to registration opening. • Staffing for liberal arts and evening courses should be completed by October 1st. • Spring and Summer 2017 schedules will be published September 15th. • Lori will send out the Spring 2017 schedules and Staff TBA class lists.
6. Upcoming Academic Year Schedule Status		<p>FY18 schedule planning is underway.</p> <p>Online classes added last year (Microbiology and Comp I) will be offered again.</p> <p>Brian will attend OCHS meeting and will be working on a 3-year rotation schedule for OCHS class offerings.</p>
7. Faculty Concerns		N/A
8. Campus Specific Items		N/A
9. Next Meeting		The next meeting will be held on Monday, September 26 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:40 pm.