



Division Chair Meeting

September 26, 2016

Noon

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

MINUTES

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

Absent: Curtis Zoller, Carey Castle, Kari Koenig, Brian Suckow

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Division Chair Access to Faculty Workloads in FWM?	Brian H	Brian talked about the possibility of granting the Division Chairs access to view the faculty workloads in FWM so that they could assist in tracking faculty loads. Mike indicated that he had talked to Kristi about this and she said that HR is in favor of sending out the HR9601 report which gives detailed information regarding faculty workload.
2. Welter World Citizen Award	Karl	Karl had forwarded the nominations he received for the Welter World Citizen Award for this fall semester. Discussion was held and the group decided on a nominee for this fall. Karl will submit the nominee as soon as the nomination window is open. Recipients are chosen on a first come, first serve basis. Discussion was held on how to better submit nominations so that the list of criteria is addressed in a more standardized format. Karl will put something together to bring back to the committee for review at the next meeting.
3. Summer 2018 Publishing & Registering Dates	Brian H	Brian and Mike attended a Distance Scheduling meeting last week. A discussion was held on the date registration opens for the summer schedule. There were concerns about registration opening before classes were actually staffed and textbooks chosen for courses. The posting and registration dates will remain unchanged for this coming summer (20281).

		<p>The proposed change would take effect for the following summer (20191). The summer schedule would still be posted on September 15th, 2017, along with the Spring 2018 schedule but the registration would not open until February 15, 2018.</p> <p>Brian will meet with student services regarding this proposal to get their thoughts and concerns.</p>
4. Leveraged Equipment Priority List	Jodi	<p>Jodi talked about the budget request process. She indicated that it will be the same as last year. The Chairs should talk to their program faculty to see if they have any leads on donations/matches but to let them know that no requests should be made yet.</p> <p>Kent said that Andrew Dahlen had talked to him about possibly changing his request. Kent will talk to him again and get more details.</p>
5. Current Year Academic Schedule Status		<p>Mike said that he and Brian H had met with Linda and Erin and worked on the Staff TBA for spring. Most of the courses have now been staffed with the exception of the Marketing/Business area. They are looking at hiring an adjunct with the credentials to work in both areas.</p> <p>There are a few other courses that remain unstaffed:</p> <ul style="list-style-type: none"> • Career Explorations • Job Seeking/Keeping
6. Upcoming Academic Year Schedule Status		<p>FY18 Scheduling:</p> <ul style="list-style-type: none"> • October 15, 2016 – First draft sent to all faculty for review. • November 15, 2016 – Final draft Technical/Occupational program schedules due. <p>Lori will send out the FY18 Scheduling Guidelines with all the due dates listed.</p>
7. Faculty Concerns		N/A
8. Campus Specific Items		N/A
9. Next Meeting		<p>The next meeting will be held on Monday, October 10th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.</p>
Agenda for Next Meeting		<p>1. Welter World Citizen Award nomination format standardization - Karl.</p>
Adjourned		12:45 pm.