# NORTHLAND
## COMMUNITY & TECHNICAL COLLEGE

## Division Chair Meeting

October 24, 2016
Noon
Video Conf.: EGF-Room 301/TRF-Room 662/AC-Room 16

**M I N U T E S**

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

Absent: Kari Koenig

| Topic | Responsible Party | Discussion/Outcome |
|---|---|---|
| Call to order | | noon |
| 1. Welter World Citizen Award nomination format standardization | Karl | Karl sent out a proposal for the group to review regarding standardizing the nomination format for the Welter World Citizen Award nomination. Faculty are asked to nominate a student who meets one or more of the selection criteria and send an email to Karl describing why they feel the student should receive the award.<br><br>Discussion was held and it was decided to add the following statement: *"The college only picks one name to forward. It is based on the information you provide"* |
| 2. Media Codes – Proposed Changes | Brian H | Brian H led a discussion on proposed Media Code changes sent out by a joint task force that is investigating the terms used to communicate the type of media used for specific course offerings. The group reviewed the proposed changes and suggested some clarification on the media code 09 "Blended/Hybrid":<br>• List the percent of course that is online.<br>Brian will meet with e-learning committee and then report feedback to task force. |

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| | | Courses with media code 00 "In-Person" include all courses that are not coded into one of the other available categories. |
| 3. Current Year Academic Schedule Status | | Staff still needed for spring:<br>• Intro to Psych<br>• Marketing courses<br><br>Curtis reported that there is a course still needed for the Precision Ag program and there would be some last minute changes coming for the spring AVIA program schedule. |
| 4. Upcoming Academic Year Schedule Status | | The proposed Lib Arts schedule will be shared with the advisors when it is sent to the tech programs for review. |
| 5. Faculty Concerns | | N/A |
| 6. Campus Specific Items | | N/A |
| 7. Next Meeting<br><br>Agenda for Next Meeting | | The next meeting will be held on Monday, November 7th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16. |
| Adjourned | | 12:30 pm |