



Division Chair Meeting

November 7, 2016

Noon

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

MINUTES

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

Absent: Mike Curfman, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Set Date for Spring & Fall 2017 Group Advisory Committee Meetings	Brian	Brian led discussion for setting spring 2017 group advisory committee meetings. <ul style="list-style-type: none">• Tuesday, March 21st was chosen for the EGF group meeting. Lori will send out a "Save-the-date" notice.• TRF will not hold a group meeting – programs will meet on their own The dates for the fall 2017 group meetings will be decided on in the spring. Lori will add to the agenda for March meeting to revisit.
2. Review SOPs	Carey	Carey provided updated SOPs for the group to review prior to meeting. The SOPs had been updated with Minnesota State changes and to clean up some typographical errors. <ul style="list-style-type: none">• Kathy Huschle had raised a question in a recent SGC meeting on the wording in #3 of ASA 05 "Teaching Lab Safety". Carey will follow up with Kathy to resolve the issue.• Brian pointed out the change in #2 of ASA 06 "Hybrid Course Guidelines". Sentence was added for courses with multiple modality deliveries. #2 also includes the % of online content. Carey will publish when question resolved and SOPs finalized.

3. Current Year Academic Schedule Status		<p>Spring 2017 schedules are pretty much complete. A few areas still pending:</p> <ul style="list-style-type: none"> • Curtis had indicated that a last minute change might need to be made to the AVIA courses. This may not be necessary due to a change in the food service offered at the Aerospace campus. • One PAET course still needs to be added to the spring schedule. • Rooms for the OTAC program still need to be assigned.
4. Upcoming Academic Year Schedule Status		<p>FY18 Schedules due November 15th.</p> <ul style="list-style-type: none"> • Due to recent lay-off notices, the fall 2017 schedule is still pending. <ul style="list-style-type: none"> ○ Linda will meet with Mike this week to resolve the TRF campus Liberal Arts schedule changes necessary. ○ Erin and Brian have reviewed and forwarded the EGF Lib Arts schedule to the program faculty. ○ Erin & Brian will take a look at the CPTR, ADMS and MKTG course offerings. • The schedule will be forwarded to Student Services for review after it is entered. The completed ISRS schedule report will be easier for them to review. • Lori will add February 1st to the Scheduling Guidelines as the date the completed fall schedule will be forwarded to Student Services for review.
5. Faculty Concerns		None.
6. Campus Specific Items		Brian and Erin will discuss a few EGF campus specific items after meeting.
7. Next Meeting		The next meeting will be held on Monday, November 21 st at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:25 pm