



Division Chair Meeting

December 5, 2016

Noon

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

MINUTES

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

Absent: Curtis Zoller, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Identify OER courses on Class Schedules	Brian H	<p>Brian asked for feedback for OER course offerings:</p> <ul style="list-style-type: none">• Courses need to be identified as “OER Grant specific” on the schedule<ul style="list-style-type: none">○ These are online courses only○ Sections will be numbered 96, 97, 98• Students need to be able to identify OER courses<ul style="list-style-type: none">○ “No textbook purchase required” note will be added to OER courses <p>Brian will bring this recommendation back to the OER Grant Committee</p>
2. Set Spring 2017 Meeting Schedule		<p>The Spring 2017 meeting schedule was discussed. It was decided to hold meeting every other Monday at noon, beginning Monday, January 30th. Meetings will run through Monday, April 24th. Lori will schedule rooms and send out Meeting Appointments.</p> <p>Jodi will schedule meeting on January 23rd for this group to review SENSE-CCSE Survey.</p>

3. Current Year Academic Schedule Status		<ul style="list-style-type: none"> • Waiting for one PAET course: AGRI 1150 “Soil Maint & Fertility” to be scheduled. • Brian H has staff lined up for the evening ITV “Intro to Psychology” and EGF campus “Pathways to Success” course. • Kent is working with Tech Program Faculty regarding scheduling the High School Technical Career Exploration course. • Mike and Brian H will be looking at enrollment numbers beginning December 21st with final cuts to be made December 28th.
4. Upcoming Academic Year Schedule Status		<p>Lori is entering Fall 2017 schedules. Areas still need to be submitted for:</p> <ul style="list-style-type: none"> • EGF – FIRE and DIET programs (pending some program changes) • EGF-BIOL – Ok to enter pending one section moving to evening • TRF-Linda is meeting with Lib. Arts faculty this week to finalize schedule revisions necessary due to faculty lay-offs.
5. Faculty Concerns		Linda would like to purchase some Scheduling Software. Mike announced that Julie Fenning was looking into some possibilities and Stacey Hron is checking to see if the EMS room scheduling software would have any capabilities that could possibly be used.
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Monday, January 30 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:35 pm