



Division Chair Meeting

February 27, 2017

Noon

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

MINUTES

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

Absent: Kari Koenig, Kent Wagner

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. 2017-18 Schedule Discussion	Brian H	<p>Brian led discussion on the FY18 scheduling status:</p> <ul style="list-style-type: none">• Brian Suckow will get schedule for new manufacturing program to Lori for entry.• Liberal Arts areas have some course changes in the science area. Erin and Linda will get these changes to Lori<ul style="list-style-type: none">○ Environmental Science will not be offered in the fall. Lori will remove from schedules.○ Microbiology will not be offered on the TRF campus in the fall. Lori will remove.○ Concepts of Biology will be added to the evening schedule this fall as an ITV “hybrid” course.○ Human Biology will be added to the TRF campus fall schedule.○ Environmental Ethics will be added as an ITV course for fall.• There are some staffing modifications still needed. Linda and Erin will forward the changes to Lori.

2. FY17 Equipment Update	Jodi	Jodi gave an update on leveraged equipment for FY17: <ul style="list-style-type: none">• \$172,000 available with additional \$30,000 when we receive all equipment purchased.• PO's have been done for the \$172,000. All of the Priority #1's were at least (or will be) partially funded.• There are some Perkins funds available. Brain H indicated that approximately \$25,000 would be needed for equipment for the new manufacturing program. The Deans will meet to discuss further.• Karl indicated that there were some Perkins funds available that had been reallocated from previous year.• Jodi will set up meeting with Shannon Jesme to follow up on the leveraged equipment.																																
3. FY18 Final Exam Schedules	Linda	Linda shared the proposed Final Exam Schedules for FY18. One correction was noted (December 9 should be changed to December 19 th). Lori will make correction and forward to Karleen to post after completion of the spring final exams.																																
4. Updating School Map	Brian S	Brian S indicated that the EGF campus map needs updating. Brian H will bring changes needed to the Campus Management for updating. Mike will do the same for the TRF campus.																																
5. This Year's Perkins Dollars	Brian S	Brian S asked about Perkins funding for this year. Further discussion will be held regarding allocation of funds for this year. Karl reminded everyone that funds for this year have to be spent by June 30 th .																																
6. FY17 Supply Dollars	Brian S	Brian S asked when these funds needed to be spent. Shannon Jesme typically sends out a notice of the deadline for the supply budget spending.																																
7. Perkins Needs Assessment	Karl	<p>Karl sent an email to the committee regarding Perkins Needs Assessment:</p> <table><tr><th colspan="4">Postsecondary Indicators</th></tr><tr><th>Indicator</th><th>Target</th><th>Actual</th><th></th></tr><tr><td>1P1 Technical Skill Attainment</td><td>79.20%</td><td>80.19%</td><td></td></tr><tr><td>2P1 Credential, Certificate or Degree</td><td>60.11%</td><td>62.79%</td><td></td></tr><tr><td>3P1 Student Retention or Transfer</td><td>22.00%</td><td>21.76%</td><td>Target Not Met - Report in Local Application</td></tr><tr><td>4P1 Student Placement</td><td>70.84%</td><td>64.14%</td><td>Target Not Met - Report in Local Application</td></tr><tr><td>5P1 Nontraditional Participation</td><td>15.97%</td><td>13.80%</td><td>Below 90% of Target - Improvement Plan Required</td></tr><tr><td>5P2 Nontraditional Completion</td><td>11.00%</td><td>7.27%</td><td>Below 90% of Target - Improvement Plan Required</td></tr></table> <p>Karl is starting to work on the grant application for next year and will need to submit by May 15th. He asked for ideas on what Perkins funds could be used for that would increase the results and help meet our goals. The high school technical exploration class was discussed as a possibility. Karl will check into this to see if it would qualify.</p>	Postsecondary Indicators				Indicator	Target	Actual		1P1 Technical Skill Attainment	79.20%	80.19%		2P1 Credential, Certificate or Degree	60.11%	62.79%		3P1 Student Retention or Transfer	22.00%	21.76%	Target Not Met - Report in Local Application	4P1 Student Placement	70.84%	64.14%	Target Not Met - Report in Local Application	5P1 Nontraditional Participation	15.97%	13.80%	Below 90% of Target - Improvement Plan Required	5P2 Nontraditional Completion	11.00%	7.27%	Below 90% of Target - Improvement Plan Required
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8. Current Year Academic Schedule Status		Summer staffing is mostly complete. Some courses still open in following areas: BIOL, MATH, SOCI, Martial Arts.																																

9. Upcoming Academic Year Schedule Status		<p>Fall 2017 will post to web on Wednesday, March 1st. There may be some schedule adjustments still needed.</p> <ul style="list-style-type: none"> • TRF is still missing CRJU for fall. Some required curriculum changes will be submitted for approval at the next AASC meeting. <p>Spring 2018 schedule entry is not complete yet. Areas still needed:</p> <ul style="list-style-type: none"> • EGF – FIRE • TRF – CRJU, AGRG • Distance – Lori is entering.
10. Faculty Concerns		N/A
11. Campus Specific Items		N/A
12. Next Meeting		The next meeting will be held on Monday, March 13th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:40 pm.