



## Division Chair Meeting

March 13, 2017

Noon

Video Conf.: EGF-Room 290/TRF-Room 662/AC-Room 16

### MINUTES

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

Absent: Carey Castle, Brian Suckow, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. ASA SOP 08 Welter World Citizen Award Process	Carey	Karl addressed the concerns brought up at the last Shared Governance meeting regarding the SOP. The concern was the quality of the faculty nominations and to try to be more specific in outlining the selectin process in order to get more uniform nominations. <ul style="list-style-type: none"><li>• (4b) will be modified to read: <i>“Faculty will nominate students by responding to the email and describing in a <b>2-3 paragraph</b> narrative format how the student demonstrates his or her commitment to, or acceptance of any/all of the selection criteria listed above (#3)”</i></li></ul>
2. Set date for Fall Group Advisory Committee Meetings		Dates were set for the Fall Group Advisory Committee meetings: <ul style="list-style-type: none"><li>• TRF Campus – Tuesday, October 10<sup>th</sup></li><li>• EGF Campus – Tuesday, October 24<sup>th</sup>.</li></ul> Lori will send out “SAVE THE DATE” notices.
3. Current Year Academic Schedule Status		Summer staffing mostly complete. Classes still open: ADMS Internship, WELD Internship, Martial Arts, MATH classes (Math Foundations, Introductory Algebra, Pre-College Algebra, Intermediate Algebra, College Algebra), Abnormal Psychology.

4. Upcoming Academic Year Schedule Status		<p>Fall 2017 schedule was posted on March 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• TRF is still waiting for CRJU. Curriculum changes will be reviewed at the next AASC meeting.</li> <li>• EGF is still missing MAPT.</li> </ul> <p>Spring 2018 schedule is complete except for:</p> <ul style="list-style-type: none"> <li>• TRF - CRJU and AGRG</li> <li>• EGF – MAPT</li> </ul> <p>Fall 2017 Registration is scheduled to open on April 1<sup>st</sup>.</p>
5. Faculty Concerns		Erin brought up a request from Liberal Arts faculty that the textbook adoption date be pushed back two weeks for this fall only. Brian H. indicated that the faculty should request an extension, if needed, from their supervision dean. The dean will then work with Shannon Jesme and Gary Westerland, Director of Bookstore Collaborative Services.
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Monday, March 27 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:20 pm.