



Division Chair Meeting

September 11, 2017

Noon

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

MINUTES

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

Absent: Mike Curfman, Curtis Zoller, Carey Castle

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Welter World Citizen Award	Karl	Karl reminded everyone that the deadline for nominations for the Welter World Citizen Award is Friday, September 15 th . No nominations have been received as of yet.
2. Work-based Learning Conference	Karl	Karl sent an email and conference agenda regarding a conference on Work-based Learning to be held at North Hennepin Community College on September 28 th .
3. Finalize Summer 2018 Schedules		The Liberal Arts group meets tomorrow and will review the summer schedule for changes/additions needed.
4. Spring 2018 Advisory Committee Dates	Dorinda	Dorinda asked the group to set the date for the Spring 2018 Group Advisory Committee Meeting/Dinner to be held on the EGF Campus. Tuesday, March 13 th at 6:00 pm was chosen for the Spring meeting date. Lori will send a "Save the Date" notice.
5. Career Fair	Brian	Brian reminded everyone of the 2017 Northern Valley Career Expo scheduled for Wednesday, November 1 st at the Alerus Center in Grand Forks. The deadline was Friday, September 8 th but if your program wants to participate, Brian asked that you please contact

		Nicki Carlson as soon as possible so that she can make sure there will be room for your group to attend.
6. Current Year Academic Schedule Status		Lori will send out the Spring 2018 schedules to the group to review for any additions/changes needed prior to posting on September 15 th . The Liberal Arts group will meet tomorrow to review the Summer 2018 course offerings.
7. Upcoming Academic Year Schedule Status		The first draft of the Fall 2018 schedule will be sent to the technical program groups for review on October 15 th . The liberal arts group were asked to get their schedules to Lori for entering prior to this date.
8. Faculty Concerns	Erin	Erin brought up a concern at the TRF campus about the amount of time the testing center was open for proctoring the online classes. Jodi indicated that they were monitoring the situation to see if any scheduling changes were necessary.
9. Campus Specific Items		N/A
10. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, September 25 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Adjourned		12:20 pm.