



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

October 23, 2017

Noon

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

### MINUTES

Attendees: Brian Huschle, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry and Lori Johnson, Recorder

Absent: Jodi Stauss-Stassen, Mike Curfman, Curtis Zoller, Carey Castle, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Leveraged Equipment Update	Brian	<p>The academic deans met with Shannon Jesme last Thursday regarding the Leveraged Equipment funding. There isn't enough money to fund all priority #1 requests. A few items were not approved. These were decided upon based on several factors, one being the number of years the request has been on the Priority #1 request list. Brian asked the chairs to encourage the department heads to indicate on the budget requests how many years an item has been requested as this influences the decision making.</p> <p>There is a total of \$202k available for this year's purchases. Cost centers are being built for this year and should be ready within the next two weeks. An email will be sent out to department faculty with approved equipment requests, when okay to make purchases.</p>
2. Hybrid Procedure	Brian	<p>The Hybrid Procedure was mailed out by Brian (Erin) for review by the group. There were some suggested changes by the group that were approved. One area that was not decided was whether courses currently offered as "hybrid", with no changes, need to be approved by the supervising dean. Further discussion will be held at the Liberal Arts Group meeting on Tuesday.</p>

3. Strategic Planning	Brian	Carey Castle was unable to attend the meeting and asked Brian H. to let the chairs know that attendance at the Strategic Planning sessions has been very low. Brian asked that the chairs visit with their peers and encourage them to attend the final Strategic Planning sessions scheduled for this Wednesday, October 25 <sup>th</sup> on both campuses.
4. NexGen Accuplacer	Brian	Brian talked about NexGen Accuplacer. Linda has tried to schedule meeting with the English and Math department faculty but hasn't had much luck finding a time that will work for the majority of the faculty. Linda will try again with a "doodle poll" to find a time that will work best for each department. Brian asked that all faculty log into the link that was sent out and complete the survey prior to the department meetings to be scheduled.
5. Current Year Academic Schedule Status		There are still areas to be staffed for Spring 2018.
6. Upcoming Academic Year Schedule Status		<p>FY19 Course Scheduling Timelines:</p> <ul style="list-style-type: none"> <li>• November 1<sup>st</sup> - The Liberal Arts chairs should have sent out the final draft of the Fall 2018 schedule (or full year schedule, if it is ready) to the technical/occupational programs.</li> <li>• November 15<sup>th</sup> – Technical/Occupational program schedules for Fall 2018 (or full year) should be submitted to Lori.</li> </ul>
7. Faculty Concerns		None.
8. Campus Specific Items	Jodi	8-week A&P I-EGF campus. Jodi was unable to attend meeting. This item will be addressed at the next meeting.
9. Next Meeting		The next meeting will be held on Monday, November 6 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		1) 8-week A&P I-EGF campus - Jodi
Adjourned		12:50 pm.