



Division Chair Meeting

November 6, 2017

Noon

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

MINUTES

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

Absent: Lori Johnson, Carey Castle.

| Topic | Responsible Party | Discussion/Outcome |
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| Call to order | | noon |
| Additions to agenda: Perkins Advisory Group | Karl | |
| 1. Program notification of campus visits | Jodi | Faculty used to be notified of campus tours/visits by prospective students. No longer receive those emails. Chad is working on this to see if there's a way in the system to notify faculty. Karen M now sends calendar invite to advisor. Several EGF faculty said they'd like to receive that invite as well so they're aware of the visit. Jodi will bring this back to EGF campus personnel (Nicki C.) and work on this. Kari B in TRF does email or call faculty. This will continue as is in TRF. Jodi will connect with Nicki and Chad and include both campuses personnel. |
| 2. Hybrid Procedure Update | Brian | The Liberal Arts Group was going to have further discussion on the currently offered hybrid courses and whether or not they need to be re-approved by the supervising dean, if there are no changes. Before it goes to E-learning and AASC, Brian wanted to let us know the changes that were made. Brian read the two paragraphs. Changed to 20-50% and no more than 50% online. There are a few classes that go over 50%. Faculty must consult with supervisor before offering online/hybrid courses. Any variations to procedure or changes to |

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| | | the course must also consult with supervisor. Deans may review hybrid courses that have been offered for years. Language was lessened slightly from last time we discussed this. Brian will send to e-learning committee. |
| 3. Perkin's Advisory Group | Karl | Karl has scheduled the Perkin's advisory group meeting for Nov. 29. Has some faculty that agreed to serve on this. Karl needs to develop a process to come up with a needs assessment plan/process for Perkins monies. Karl hasn't heard of or seen an example of a process for this from other colleges. |
| 4. Current Year Academic Schedule Status | | Lori sent out the classes still listed as Staff TBA for Spring 2018 and asked for faculty names for remaining unstaffed courses. There are still a few rooms on the EGF Campus that are needed for Spring 2018. Lori sent the list of classes that still need a room assigned on the EGF Campus. Erin sent Lori an email about those in her group. Justin will work with A. Gunderson's course rooms. Jodi sent Lori names for distance staff TBAs. |
| 5. Upcoming Academic Year Schedule Status | | Lori has entered the Fall 2018 Liberal Arts schedules for the EGF and TRF campuses. The Liberal Arts chairs should have sent out the draft Fall 2018 schedule to the technical/occupational program faculty by November 1 st . The Technical/Occupational program schedules are due by November 15 th . |
| 6. Faculty Concerns | | Anything going on with local advertising for NCTC as a whole? There is a billboard near Fosston that's been there for months. Faculty feel there isn't much advertising locally for the college. Especially for programs on sustainability list. Brian will invite Chad to come to our next meeting. |
| 7. Campus Specific Items | Brian | EGF-8-week A&P I – Jodi. Need comes from Paramedic Program with curriculum revisions. Gen eds will all be in one semester. Is full semester A & Ps on TRF campus; ½ semesters for distance (fall only). Do we want both fall and spring 8 weeks online? Might be good idea for several programs. Would take one of TW's semester long courses for each course and change it to ½ semester. Linda will check with Terry to see if possible for this spring, and for spring '19 for sure. Another idea is to offer it as an evening section. Will start this conversation with EGF biology faculty. For fall: continue with TW 8 week online for A & P I and II. For spring, make evening section a day time section on EGF campus. Linda/Mike will email Brian and Jodi when receive reply from Terry W. |
| 8. Next Meeting | | The next meeting will be held on Monday, November 20 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16. |
| Agenda for Next Meeting | | |
| Adjourned | | 12:40 pm. |