



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

December 18, 2017

Noon

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

### MINUTES

Attendees: Jodi Stauss-Stassen, Mike Curfman, Linda Samuelson, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Brian Huschle, Curtis Zoller, Carey Castle, Dorinda Sorvig, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Set Spring Meeting Schedule	Dorinda	The Spring 2018 meeting schedule was discussed. A day and time could not be found that would work for all so the spring schedule will alternate between Monday and Tuesday, every other week, at noon. Proposed schedule: Tuesday – January 16 <sup>th</sup> Monday – January 29 <sup>th</sup> Tuesday – February 13 <sup>th</sup> Monday – February 26 <sup>th</sup> Tuesday – March 13 <sup>th</sup> Monday – March 26 <sup>th</sup> Tuesday – April 10 <sup>th</sup> Monday – April 23 <sup>rd</sup> Tuesday – May 8 <sup>th</sup>
2. Possible Additional Perkins Funding	Karl	Karl informed the group that there may be some additional Perkins funding becoming available in January. He is anticipating approximately \$10k. Please keep this in mind and try to come up with some ideas on how this funding could be used.

		<ul style="list-style-type: none"> <li>• Jodi suggested that there were some Priority 1 Equipment requests that did not get funded this year.</li> <li>• Kent indicated that software updates are needed every few years and this would be a good use for the funds.</li> </ul> <p>Karl will let the group know in January, when he finds out how much, if any, additional funding is available.</p>
3. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status – Staff still needed for Spring 2018:</p> <ul style="list-style-type: none"> <li>• PNSG 1266.01 “Clinical Care I”-EGF campus – 2<sup>nd</sup> half</li> </ul> <p>Brian and Mike are looking at low enrolled classes for spring for possible class cancellations.</p>
4. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status-Schedules still needed for Fall 2018:</p> <ul style="list-style-type: none"> <li>• Aerospace programs-Aviation campus</li> <li>• Fire-EGF campus</li> </ul>
5. Faculty Concerns		<p>Mike and Linda talked about some topics that should be included in the January In-Service:</p> <ul style="list-style-type: none"> <li>• Hybrid Courses - Clarify “hybrid” course descriptions for students so that they know what is expected of them when registering for a hybrid course.</li> <li>• 2-year Course Rotation Schedule – Have all faculty review the 2-year course rotation schedule to be sure the necessary courses are offered and in the semester needed.</li> </ul>
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Tuesday, January 16 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:25 pm.