



## **Division Chair Meeting**

January 16, 2018

Noon

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

### **MINUTES**

Attendees: Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, Carey Castle, Linda Samuelson, Kent Wagner, Brian Suckow, Karl Ohrn and Lori Johnson, Recorder

Absent: Curtis Zoller, Dorinda Sorvig, Kari Koenig, Justin Berry, Erin Almlie

| Topic                                      | Responsible Party | Discussion/Outcome  |
|--|-------------------|---|
| Call to order                              |                   | noon  |
| 1. Curriculum Handbook                     | Carey             | Carey announced that a working draft of the Curriculum Handbook is now posted to the web page. He encourage faculty to start using it and report on what works and what changes are needed. The handbook contains guidelines for new program development and checklists to use when preparing documents needed for program/course changes.  |
| 2. Future Class Offering Method Discussion | Carey             | Carey asked for thoughts on how classes are currently offered and what changes are needed to meet the needs of current/future students. <ul style="list-style-type: none"><li>• The demand for online class offerings has been going up for the last 2-3 years.</li><li>• What can we do to better serve our student needs? Current methods:<ul style="list-style-type: none"><li>○ Online</li><li>○ Telepresence/ITV</li><li>○ Hybrid</li><li>○ Face-to-Face</li></ul></li><li>• Provide training for faculty to be better prepared to utilize the latest technology in their class delivery method.</li></ul> |

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|---|--|--|
|   |  | <p>Mike indicated that the Liberal Arts group will be meeting next week to take a look at the current online needs. Mike will invite Lisa Bottem and Jodi to the meeting.</p> <p>Brian is trying to gather some data prior to the meeting to see where we are at. He is having trouble getting a report with actual numbers of where we are and what is needed.</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 – Jodi is working on this.</li> </ul>  |
| 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 – Carey will follow up on this.</li> <li>• Fire-EGF campus – Some changes are being made in the paramedic curriculum.</li> </ul> <p>Lori is starting to enter the Spring 2019 schedules.</p> <p>Karl is currently working on the Summer 2018 rotation schedule and hopes to have complete by the end of March.</p> |
| 5. Faculty Concerns                       |  | <p>Kent indicated that Joel Ziegler will be putting in a request for professional development funds.</p>   |
| 6. Campus Specific Items                  |  | N/A  |
| 7. Next Meeting                           |  | <p>The next meeting will be held on Monday, January 29<sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 461B/AC-Room 15.</p>  |
| Agenda for Next Meeting                   |  |  |
| Adjourned                                 |  | 12:30 pm.  |