



Division Chair Meeting

January 29, 2018

Noon

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

MINUTES

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

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Final review of SOP for Hybrid course offerings	Brian H	<p>Brian reviewed the documents shared with the group for the Hybrid Course Guidelines SOP:</p> <ul style="list-style-type: none">• Operating Instructions DRAFT• ASA 06 Hybrid Guidelines• Hybrid Course Guidelines Update<ul style="list-style-type: none">○ A change was made in the second sentence in #3 under <u>Hybrid Course Scheduling</u> to read “<i>Depending on the hybrid format, contact time may be reflected ...</i>” <p>Lori asked if the Operating Instructions “DRAFT” had been approved yet and when it should be implemented. Brian will check on this.</p>
2. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status – Staff still needed for Spring 2018:</p> <ul style="list-style-type: none">• PNSG 1266.01 “Clinical Care I”-EGF campus – 2nd half (working on instructor)
3. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status-Schedules still needed for Fall 2018:</p> <ul style="list-style-type: none">• Fire-EGF campus (working on curriculum changes)• Spring 2019 schedule entry in progress• Summer rotation process underway

4. Faculty Concerns		None
5. Campus Specific Items		EGF Campus – Room scheduling for wired rooms – Jodi. Discussion was held on scheduling classes in wired rooms, if needed.
6. Next Meeting Agenda for Next Meeting		The next meeting will be held on Tuesday, February 13 th at noon via Polycom: EGF-Room 301/TRF-Room 461B/AC-Room 15.
Adjourned		12:20 pm.