



## **Division Chair Meeting**

February 13, 2018

Noon

Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 15

### **MINUTES**

Attendees: Mike Curfman, Carey Castle, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Kent Wagner, Brian Suckow, Justin Berry and Lori Johnson, Recorder

Absent: Brian Huschle, Jodi Stauss-Stassen, Curtis Zoller, Erin Almlie, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. FY19 Budget Process	Jodi/Mike	Mike reminded the group that the deadline for submitting FY19 budget requests was March 2 <sup>nd</sup> . Shannon Jesme sent out an email in January notifying all employees that the FY19 integrated planning and budget request process was open. She also included FY19 Integrated Planning and Budgeting Calendar.
2. Mark M. Welter World Citizen Award for Spring 2018	Karl	Lori sent the two nominations for the Welter World Citizen award to the group for review prior to the meeting. After a discussion regarding candidates, Dorinda moved to nominate one of the candidates. The motion was seconded by Kent. Mike asked for a vote and unanimous approval was received. Lori will forward name to Karl.
3. Current Year Academic Schedule Status		Current Year Academic Schedule Status – Staff still needed for Spring 2018: <ul style="list-style-type: none"><li>• PNSG 1266.01 “Clinical Care I”-EGF campus – 2<sup>nd</sup> half (working on instructor)</li></ul>
4. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"><li>• Summer 2018 rotation process underway</li><li>• Fire-EGF campus schedule needed for Fall 2018 - Justin received Fall FIRE schedule from Department Head and will forward to Lori.</li><li>• Spring 2019 schedule areas missing:<ul style="list-style-type: none"><li>○ TRF-AGRG, AVET, AVIA, GINT, IMAG, UAST (Carey will follow-up with Curtis)</li><li>○ EGF-FIRE (Justin will check with Department Head to see if Spring schedule is ready)</li></ul></li></ul>

5. Faculty Concerns	Kent	<p>Kent asked what the college is doing for Program Advertising/Promoting/Marketing. Discussion was held and some items noted:</p> <ul style="list-style-type: none"> <li>• Ad running in newspaper (will rotate program specific ads)</li> <li>• Movie theater ad has been recently updated</li> <li>• TV commercial ran prior to super bowl</li> <li>• TV ads will run during Olympics (30 second ad once per hour)</li> <li>• Career fair was held on TRF Campus last week (good attendance)</li> <li>• Recruiting efforts <ul style="list-style-type: none"> <li>○ Technical and allied health programs frustrated with recruiting effort results</li> <li>○ No PSEO students enrolled this year in TRF technical programs</li> </ul> </li> </ul> <p>Lori will invite Chad Sperling and Nicki Carlson to the next meeting to discuss further with the group.</p>
	Linda	<p>Linda asked if technical/allied health faculty were looking at liberal arts areas to see if the needed classes are being offered or if we should re-evaluate what is needed for our students.</p> <ul style="list-style-type: none"> <li>• Kari talked about the nursing programs and the recent curriculum changes. She indicated that more students are looking for summer class offerings so that they can move from one program to the next quicker by picking up some of the extra classes during the summer. Some specific needs: <ul style="list-style-type: none"> <li>○ Developmental Psychology</li> <li>○ Microbiology</li> <li>○ Survey of Chemistry</li> </ul> </li> </ul>
	Justin	<p>Justin noted that Zack Nicklin had volunteered to represent the TRF campus for the HLC Assessment Academy.</p>
6. Campus Specific Items		None
7. Next Meeting		<p>The next meeting will be held on Monday, February 26<sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.</p>
Agenda for Next Meeting		<p>1. Chad Sperling and Nicki Carlson have been invited to join the group to talk about program advertising, promoting and marketing efforts by the college.</p>
Adjourned		12:50 pm.