



Division Chair Meeting

February 26, 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, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Linda Samuelson

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Program Advertising/ Promoting/Marketing		<p>Chad Sperling and Nicki Carlson were invited to join the group to talk about the program advertng, promoting and marketing efforts by the college – Item moved to March 13th meeting.</p> <p>Brian Suckow commented on recent advertising on the radio. Also noted were the ads that ran during the Olympics.</p>
2. Prospect Reports		How are faculty using the program prospect reports they receive each week? (Chad wants to hear how information is being used) – Item moved to March 13 th meeting.
3. Fall Group Advisory Committee Dates	Dorinda	<p>Dorinda asked the group to set the dates for the Fall 2019 Group Advisory Committee Meeting/Dinner to be held on both campuses.</p> <ul style="list-style-type: none">• Tuesday October 16th at 6:00 pm was chosen for the TRF campus.• Tuesday, October 23rd at 6:00 pm was chosen for the EGF campus. <p>Lori will send out a “Save the Date” notice.</p>
4. Graduation Applications	Brian S.	Brian S. reminded group that students need to submit Graduation Applications.

5. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"> • Summer 2018 rotation process underway and mostly complete.
6. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"> • Fall 2018 schedules will post on March 1st - registration opens April 1st. • Spring 2019 schedule areas missing: <ul style="list-style-type: none"> ○ TRF-AVET, AVIA, GINT, IMAG, UAST ○ EGF-FIRE
7. Faculty Concerns	Justin	Justin asked if there was anything administration wanted the programs to share with their committees at the upcoming Group Advisory Committee Meeting. Carey will discuss at the Dean's meeting and get back to group.
	Brian H.	Brian H. reminded group that the HLC Accreditation visit will be coming up in 2020.
8. Campus Specific Items	Jodi	EGF Campus – Room Capacity update: Room 312 – 32; Room 316 – 24.
	Brian H.	The Class Cancellation Process was discussed and it was decided that a reminder should be sent out to faculty outlining the appropriate procedure when cancelling a class. Lori will send Brian H. the email reminder that has been sent out in previous years.
9. Next Meeting Agenda for Next Meeting		The next meeting will be held on Tuesday, March 13 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16. 1. Program Advertising/Promoting/Marketing - Chad Sperling and Nicki Carlson were invited to join the group to talk about the program advertising, promoting and marketing efforts by the college. 2. Prospect Reports – How are faculty using the program prospect reports they receive each week? (Chad wants to hear how information is being used)
Adjourned		12:25 pm