



Division Chair Meeting

April 10, 2018

Noon

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

MINUTES

Attendees: Jodi Stauss-Stassen, Mike Curfman, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Kent Wagner, Brian Suckow, Justin Berry, and Lori Johnson, Recorder

Absent: Brian Huschle, Curtis Zoller, Carey Castle, Erin Almlie, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Program Advertising/ Promoting/ Marketing Update	Jodi	Jodi shared some updates from Chad Sperling regarding promotional materials now available to departments. Jodi brought samples to meeting and will bring to TRF campus on her next visit. <ul style="list-style-type: none">• New 2-sided program sheets printed on glossy paper can be requested by departments to use in their recruiting efforts. It takes 3-5 weeks to get sheets printed.<ul style="list-style-type: none">○ 250 copies - \$224○ 500 copies - \$250• Note cards – can be sent to prospects
2. FY19 Budget Requests	Jodi	There are no further updates on budget requests. Jodi is working on updating spreadsheet and will resend when ready.
3. MCTC “Adaptive Learning Products” presentation		The Direct Digital course materials presentation has been scheduled for Monday, April 23 rd from noon until 2:00 pm. This presentation will take the place of the regularly scheduled Division Chair meeting. The Telepresence rooms have been scheduled for the presentation (EGF-149/TRF-601/AC-15). Shannon Jesme sent out an email invitation to all faculty.

4. HLC	Jodi	Jodi talked about Brian Huschle's suggestion of possibly adding language in Division Chairs duties to include assisting the Deans in keeping program/department heads on track with APR planning. Will follow up at the next meeting.
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Summer 2018 rotation complete – a few classes remain unstaffed. <ul style="list-style-type: none"> ◦ Brian and Mike are working on finding staff.
6. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Fall 2018 Registration opened April 1st. • Spring 2019 schedule areas missing: <ul style="list-style-type: none"> ◦ TRF-AVET, AVIA, GINT, IMAG, UAST ◦ EGF-FIRE • Summer 2019 schedule mostly entered
7. Faculty Concerns	Kent	Kent asked if there was any remaining Perkins funds available. Jodi and Mike indicated that they had all been used.
	Brian S.	Reminder – Fall book adoptions are due next week. Please get your book order in.
	Mike	Faculty/Staff from the TRF high school will be visiting the college (Airport and TRF campuses) Wednesday afternoon.
8. Campus Specific Items		The EGF campus will need to vote on the nominees for the Russell H. Beier Award. The regular meeting will not be held on April 23 rd so an email so an email vote may need to be taken after the nominations are in.
9. Next Meeting		<p>The “Direct Digital” presentation will take the place of our next meeting and will be held on Monday, April 23rd from noon until 2:00pm in the Telepresence rooms: EGF-Room 149/TRF-Room 601/AC-Room 15.</p> <p>Our next regular meeting (the last of the term) will be held on Tuesday, May 8th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.</p> <p>Agenda for Next Meeting</p> <ol style="list-style-type: none"> 1. Set fall meeting schedule.
Adjourned		12:20 pm