



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

May 8, 2018

Noon

Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16

MINUTES

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

Absent: Carey Castle, Justin Berry, Karl Ohrn

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 pm
1. Media Codes	Brian H.	Brian sent out an updated Media Code Operating Instruction guide. A few changes noted: <ul style="list-style-type: none">• 09 "Hybrid" courses must be between 25-75% hybrid• Distance courses with no in-person meetings and no synchronous proctored exams do not need to be coded 03 "Mostly Online"• Distance courses with more than two in-person meetings must be coded 09 "Hybrid"
2. Fall 2018 Meeting Schedule		Discussion was held on the fall meeting schedule and Thursdays at noon was chosen as the date that would work for most. The AASC meeting schedule may conflict with a couple dates so we will work around those. Lori checked with the AASC dates and following is the proposed meeting schedule: <ul style="list-style-type: none">• Thursday, August 30th• Thursday, September 13th• Thursday, September 27th• Thursday, October 11th• Thursday, October 25th• Thursday, November 8th• Thursday, November 29th• Thursday, December 13th

3. FY19 Budget Request Update	Jodi	<p>Jodi provided a prioritized FY19 Budget Request Spreadsheet. The deans group will review at their next meeting. There will be no funds available July 1st.</p> <p>There were some additional Perkins funds available for FY18. Funds were used to be three smart boards for the Biology lab remodel on the EGF campus and the Criminal Justice radios.</p>
4. Summer On-line Proctored Testing	Jodi	Jodi informed the group that the Summer Proctored Testing schedule has been finalized and will be posted. The testing will be held in a computer lab this summer as the Testing Center is being relocated.
5. TRF Camps Detour	Mike	Mike talked about the detour that will be in place for the summer due to road work from the TRF Campus to the intersection of Hwy 59 and Hwy 1 (by Erl's Market & Gas Station). The detour will be approximately 14 miles so please allow additional time necessary.
6. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Summer 2018 is complete. • MATH 0080 starting in July may be cancelled.
7. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Fall 2018 Registration opened April 1st <ul style="list-style-type: none"> ◦ Working on Staffing for Fall • Spring 2019 schedule is complete – Schedule will post on September 15th with Registration opening October 15th <ul style="list-style-type: none"> ◦ UFT Staff assignments needed by July • Summer 2019 schedule has been entered and sent out for review
8. Faculty Concerns	Erin	Erin talked about students bullying and intimidating instructors. She said it is getting to be more of a problem and would like to see a more formal policy/procedure put in place. Discussion was held by the group and it was decided that the deans group will review further. The keynote speaker at the fall in-service will be on “best practices to create and sustain healthy academic work environments” and specifically for faculty it will include civility and incivility in higher ed.
9. Campus Specific Items	Jodi	EGF Campus – Scheduling in room 510 for fall and preferred room set-up.
10. Next Meeting		The first meeting for fall will be held on Thursday, August 30 th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:45 pm.