



## **Division Chair Meeting**

August 30, 2018

Noon

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

### **MINUTES**

Attendees: Brian Huschle, Jodi Stauss-Stassen, Bob Wold for Curtis Zoller, Dorinda Sorvig, Kari Koenig, Linda Samuelson, ADawn Nelson, Erin Almlie, Brian Suckow, Justin Berry

Absent: Mike Curfman

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Tool Lists up to date/Tool Days	Brian H	<p>Tool Lists up to date for tech programs on both campuses. Make sure lists are up to date before semester begins, with prices. Is found on each program page, tool list tab. Need division chairs to work with these programs and make sure lists are current.</p> <p>Tool Days – published/date to purchase by/coordinate within college? Should we do this consistently? Some programs have multiple vendors come to campus on a specified day for students to purchase their tool list. When vendors went to aviation, only some of the vendors made it there. ADawn had told each program to do their own day since they do it bit differently. Can students charge tools to FA and get tools right that day? So then it would have to run through book store.</p> <p>Are we going to do something uniform for all programs is what was asked. Have all programs do this the same day so vendors come only once.</p> <p>Problem is that some students get tools immediately and some have to wait for FA to come. Makes labs difficult. To use FA, tools have to be sold out of book store. Really won't work to buy from outside vendors and charge through book store.</p> <p>Do we do just one tool day for all programs on each campus? Morning on main campus and afternoon at aviation (or vice versa).</p>

		<p>Each program is currently setting up their own tool day. Doesn't seem like there is a consensus from faculty to plan this day all together. ADawn will check with tech programs in TRF for their recommendations.</p>
2. Scheduling Developmental Courses	Brian H	<p>Division Chairs really need to assure technical programs have room in their schedules for students to complete any required developmental coursework. Ongoing issue from advisors.</p> <ul style="list-style-type: none"> <li>➤ This is coming more from EGF advisors. Move this to EGF site division chairs. Brian will find out more from student affairs.</li> </ul>
3. OER	Jodi	<p>OER - Need to identify OER courses as early as possible when developing schedules as they require a different section number assigned. This should be done before registration opens, if possible. Spring schedule opens Sept. 15 so ideally should note this on schedules by this date. Need this data for grant work and for students! Requires behind the scenes coding with course ID, etc.</p> <ul style="list-style-type: none"> <li>➤ Lori to send division chairs spring '19 schedules again for review. Bring adjunct in as well.</li> </ul>
4. Virtual Classroom Connections	Brian H	<p>Need to develop a process for faculty to let Lori know what classes will require virtual connections. Virtual connections are used for several of the Aerospace courses as well as a few others. Information needed:</p> <ol style="list-style-type: none"> <li>1) A standard "note" (similar to OER note) to identify courses offering virtual connections.</li> <li>2) Does instructor want virtual sessions recorded?</li> <li>3) Are there any required synchronous meetings? (days/times)</li> </ol> <p>Example: UAS courses are on either campus and students attend at a campus or connect via multiple remote sites. Geospatial and IA both use this model.</p> <ul style="list-style-type: none"> <li>➤ Table this item so we have Lori's input.</li> </ul>
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• Spring &amp; Summer 2019 schedules are complete – Schedules will post on September 15<sup>th</sup> with Registration opening October 15<sup>th</sup>.</li> </ul>

6. Upcoming Academic Year Schedule Status	Linda	<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• FY20 Scheduling Guidelines (attached)</li> <li>• EGF, TRF &amp; Distance Fall schedule worksheets (attached). Lori is working on the Spring schedule worksheets and will forward when they are complete.</li> <li>• FY20 Schedule Template (attached)</li> </ul> <p>➤ Liberal arts division chairs (Linda and Erin), Brian and Mike will meet next Thursday at this time. Brian will ask Julie to send meeting invite out with polycom rooms.</p>
7. Faculty Concerns		<p>➤ Faculty upset with new bookstore process! Are multiple changes going on at same time (OER, e-books, etc.) that have created several issues. Someone had offered students 4 different options so it's hard for bookstore to know how many of each to have in inventory. Faculty should email Michelle B. and Shannon J. of issues/concerns so they can be worked out and changed/improved for spring semester!</p>
8. Campus Specific Items		<p>EGF: Scheduling developmental courses. See #2 above. ESL students in EGF: many needed assistance with every course ordering online books for each course.</p>
9. Next Meeting		The next meeting will be held on Thursday, September 13 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		1:00pm