



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

September 13, 2018

Noon

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

MINUTES

Attendees: Jodi Stauss-Stassen, Mike Curfman, Linda Samuelson, ADawn Nelson, Erin Almlie, Brian Suckow, Justin Berry and Lori Johnson, Recorder

Absent: Brian Huschle, Curtis Zoller, Kari Koenig, Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Northern Valley Career Fair	Jodi	<p>Northern Valley Career Fair – hands on activities.</p> <ul style="list-style-type: none">Nicki Carlson sent an email to remind everyone of the upcoming Northern Valley Career Fair which is scheduled for Wednesday, October 31st at the Alerus Center in Grand Forks.Nicki asked that faculty attending career fairs are encouraged to come up with “hands-on” activities related to their program. This has been very popular with the students attending the career fairs.
2. Virtual Classroom Connections		<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">1) A standard “note” (similar to OER note) to identify courses offering virtual connections.2) Does instructor want virtual sessions recorded?3) Are there any required synchronous meetings? (days/times) <p>When schedules are submitted to Division Chairs or directly to Lori, faculty will need to indicate if the course offers a virtual connection option, whether or not the faculty want the</p>

		<p>virtual sessions recorded and if there are any required synchronous meetings (if so, will need days/times).</p> <p>There is no way to identify the virtual connection option so a note will need to be added (similar to the OER note) that will let the students know of this option – example: <i>“This course offers a virtual connection option; please contact the instructor for further information.”</i></p>
3. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Spring & Summer 2019 schedules are complete – Schedules will post on September 15th with Registration opening October 15th
4. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Lori has sent out the Fall and Spring schedule worksheets for the Division Chairs to use in submitting the schedules for next year.
5. Faculty Concerns		<p>Bookstore Issues – It was noted that some books still aren’t available for students. This is a real problem with condensed courses as there has already been three weeks of class.</p> <p>The problems are being worked on and need to be resolved so that they don’t occur again in future terms.</p>
6. Campus Specific Items		<p>It was noted that the new food service on each campus is going very well. Food is good, reasonably priced and more students seem to be utilizing the service.</p>
7. Next Meeting		<p>The next meeting will be held on Thursday, September 27th at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.</p>
Agenda for Next Meeting		
Adjourned		12:20 pm