



## **Division Chair Meeting**

September 27, 2018

Noon

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

### **MINUTES**

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

Absent: Mike Curfman, Dorinda Sorvig, Kari Koenig

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Employment Projections/Wages-on program pages	Jodi	Employment projections/wages on the program pages on the website were discussed. <ul style="list-style-type: none"><li>• Some of the data from CAREERwise is not 100% accurate.</li><li>• Brian H said a change to a dynamic link to CAREERwise will be made so that employment data will be up-to-date.</li><li>• Acknowledge site wage/salary information is pulled from.</li><li>• Curtis said faculty are responsible for information accuracy on their program web page.</li><li>• Jodi asked the chairs to work with their program faculty to review the information posted to be sure it accurately reflects the outlook for their particular program.</li><li>• Any changes needed should be forwarded to the dean first for review before forwarding to Karleen for updating.</li></ul>
2. Spring Group Advisory Dinner – Set Date	Dorinda	March 19 <sup>th</sup> was chosen as the date for the EGF Spring Advisory Dinner. Lori will send out a “Save the Date” notice.
3. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"><li>• Spring and Summer 2019 schedules posted on September 15<sup>th</sup>. Registration opens October 15<sup>th</sup>.</li></ul>

		<ul style="list-style-type: none"> <li>We need to have OER courses identified prior to registration opening. <ul style="list-style-type: none"> <li>We will NOT identify a course as “OER” unless NO books of any type are required.</li> <li>Erin asked about identifying OER courses for summer session. Faculty are not assigned a course until well after registration is open. We will just have to add the proper OER coding and note after faculty are assigned.</li> </ul> </li> </ul>
4. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>Summer 2020 schedule worksheets have been sent out.</li> <li>2-year course rotation schedule will be updated on the web. Linda will send updated schedule to Karleen for posting. Linda will also send out to this committee for immediate use in developing the FY20 schedules.</li> <li>Liberal Arts chairs will forward their draft schedules to the technical program faculty. The technical program schedules need to allow for the required developmental courses needed by their students to graduate.</li> <li>The nursing department requested that Survey of Chemistry be added to the summer on-campus schedule. This will be discussed further before a decision is made.</li> </ul>
5. Faculty Concerns		<p>Erin indicated that the Bookstore is still an issue. Some classes are still waiting for books. Erin suggested that some things would be more efficient to keep in-house.</p> <p>ADawn reported that several faculty in her areas were wondering why the marketing department was working on a rebranding at this time when projects that they have requested long ago still aren't complete. Brian H indicated that the marketing department will be developing new templates that will help to streamline the process to allow for a quicker turn-around on new requests. Brian H will see that a communication is sent to further explain the rebranding that is being worked on.</p>
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Thursday, October 11 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:50 pm