



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

October 11, 2018

Noon

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

### MINUTES

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

Absent: Dorinda Sorvig, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Book Adoption Process/ Section 80 for OER Courses	Brian H	The need to identify OER courses was discussed. Section 80 will be used to identify both on-campus and online courses using open enrollment resources. Using specific section numbers will enable courses to be tracked for reporting purposes with regard to grant requirements. Assigning a specific "OER" Media Code to track courses was requested from the system office but is still under consideration by a group who will need to make a recommendation for this change to take place.
2. FYEC Update	Brian H	FYEC Update – Discussion was held on Pathways to Success course. The course was originally designed to help AA majors complete their degree. National data has shown that the class is successful in helping students. NCTC has not had the same positive results. The question of whether or not to keep the course was discussed. If we keep it, changes are needed. Brian will get a list from Erin and Linda of all faculty they have talked to who want to keep it (with needed changes). Brian will send out an email to the interested faculty to gather their thoughts/ideas.

3. October 25 <sup>th</sup> Division Chair Meeting Cancelled	Brian H	October 25 <sup>th</sup> Division Chair Meeting Cancelled. There will be no administrators available to attend. The Liberal Arts Group will also be cancelled on October 18 <sup>th</sup> as it is a MSCF non-contract/class day.
4. Program Tours	Brian H	An automatic email will be generated when campus tours are scheduled to notify the program faculty of the day/time of the tour. The tour will start at the targeted program area so that the faculty have a more specific time to expect the prospective students.
5. Leverage Equipment Update	Jodi	Jodi gave an update on leveraged equipment funds. Memos went out to program faculty of approved funds for their areas. Jodi asked that items funded be ordered prior to the end of the fall term.
6. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• Registration for Spring and Summer 2019 opens October 15<sup>th</sup>.</li> <li>• We need to have OER courses identified prior to registration opening.</li> </ul> <p>Wait List Turn Off: Brian indicated that the wait list will be turned off at 11:59 pm on last business day prior to the start of the term, beginning January, 2019 (Spring term).</p>
7. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Liberal Arts draft schedules have been sent out to all faculty (including technical/occupational programs) for review.</li> <li>• Lori asked that any program schedules that are ready be forwarded to her.</li> </ul>
8. Faculty Concerns		N/A
9. Campus Specific Items	Erin	Erin had some EGF specific items to discuss after meeting adjourned.
10. Next Meeting		The next meeting will be held on Thursday, November 8 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		12:50 pm