



Division Chair Meeting

November 8, 2018

Noon

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

MINUTES

Attendees: Mike Curfman, Kari Koenig, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson

Absent: Brian Huschle, Jodi Stauss-Stassen, Curtis Zoller, Dorinda Sorvig, Linda Samuelson, Lori Johnson.

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. SENSE and CCSSE review	Brian H	<p>Instead of reviewing the results of the SENSE and CCSSE surveys at both AASC and Division Chairs meetings, they are going to be presented only at AASC, with the Division Chairs being invited to attend a portion of that meeting.</p> <p>On Wednesday, December 12 at 1:00 pm, in room 290 in EGF and 662 in TRF, the results of the two surveys will be discussed during the first hour of the AASC meeting. Any Division Chairs who are available should attend.</p>
2. Campus Visits/Tours and 1 hour window	Brian H	<p>We are going to start a new process for faculty members to be involved in prospective student tours. As long as the student gives enough advance notice of their visit, Chad Sperling will notify faculty members within the students' program of interest that a potential student is visiting within a 1-hour time slot. If the faculty member(s) are available during that tour, they are encouraged to take a few minutes to meet with the students who are interested in their program.</p> <p>If the student does NOT give advance notice of their visit, faculty members will still be notified, but the announcement will come from someone other than Chad.</p>

3. Summer 2020 Start Dates		<p>There has been a request for the online summer sessions to start the Tuesday after graduation, rather than that Monday, in order to give faculty more time to prepare for the summer course. Our partners in Distance Minnesota were not willing to change their start dates, however, so there was a discussion of the reasons for and against changing the start date.</p> <p>The consensus of the division chairs present was that a Monday start date was most appropriate.</p>
4. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Registration opened October 15th for Spring and Summer 2019. • Spring 2019 mostly staffed. • Added 4 seats for Developmental Psych from NW Tech because our section was already full. It is unlikely that we will open another section. • The CONE program classes are still unstaffed, but the interview process has been completed and it is hopeful that a faculty member can be identified after Veteran's Day. • Brian and Mike are still working on finding someone to staff the HIST courses online and in TRF. • Preliminary decisions to cut classes will be made on Thursday December 13, before our meeting that day. Final cuts have to be made by Monday January, 7. During that time, Mike and Brian will watch the enrollment for those courses to aid in their decision-making.
5. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Liberal Arts draft schedules have been sent out to all faculty (including technical/occupational programs) for review. • Final Drafts of all FY20 (Fall 2019, Spring 2020, Summer 2020) Schedules due November 15th. <ul style="list-style-type: none"> ○ Liberal Arts and several technical/occupational programs have already been submitted. • Some requests are being put forward to AASC to change various program plans in order to align the courses and make scheduling more efficient.
6. Faculty Concerns		N/A
7. Campus Specific Items		N/A
8. Next Meeting Agenda for Next Meeting		The next meeting will be held on Thursday, November 29 th at noon via Polycom: EGF-Room 301/TRF-Room 461B/AC-Room 16.
Adjourned		

