



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

November 29, 2018

Noon


Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16

### MINUTES

Attendees: Jodi Stauss-Stassen, Mike Curfman, Kari Koenig, Linda Samuelson, Erin Almlie, Justin Berry and Lori Johnson, Recorder

Absent: Brian Huschle, Curtis Zoller, Dorinda Sorvig, Brian Suckow, ADawn Nelson

Guest: Karleen Delorme

Topic	Responsible Party	Discussion/Outcome
Call to order		noon
1. Grade Schemes in Brightspace	Brian H/ Justin	<p>Karleen Delorme was invited to the meeting to present information Brian H requested regarding grade schemes used by faculty. Based on the data, the top 5 grade schemes were used by 80-85% of the faculty.</p> <p>Percentage </p> <p>(100-90) (89-80) (79-70) (69-60) (59-0)</p> <p>(100-90) (89-80) (79-70) (69-65) (64-0)</p> <p>(100-93) (92-85) (84-75) (74-65) (64-0)</p> <p>(100-93) (92-85) (84-77) (76-70) (69-0)</p> <p>(100-94) (93.99-86.0) (85.99-80.0) (79.99-74.0) (73.99-0)</p> <p>These top 5 grade schemes were entered into D2L. The new gradebook feature in D2L will allow faculty to export the final calculated grade from D2L and import into eServices automatically. Any faculty using a different grade scheme will enter the final calculated grade manually into eServices, as has been done in the past.</p>
2. Set Spring 2019 Meeting Schedule		The Spring 2019 meeting schedule was discussed. A day and time could not be found that would work when all would be available and on-campus so the spring schedule will offer a

		<p>virtual connection. Meetings will be held every other Friday at 10:00 am, beginning Friday, January 25<sup>th</sup> and continuing through May 3<sup>rd</sup>. Lori will schedule rooms and send out Meeting Appointments.</p> <p>The Liberal Arts group will meet on alternating Fridays with the Division Chair meeting, beginning on Friday, January 18<sup>th</sup> and continuing through April 26<sup>th</sup>. Lori will schedule rooms and send out Meeting Appointments.</p>
3. SENSE and CCSSE update	Jodi	Jodi said that Mary Fontes would present the results of the SENSE and CCSSE surveys at the December 12 <sup>th</sup> AASC meeting. Meeting will be at 1:00 pm in EGF-room 290 and TRF-room 662.
4. OCHS	Mike	Mike announced that he would now be taking the administrative lead for OCHS. In addition, the administrative lead for Distance Minnesota will now be Mike and Jodi.
5. Spring Class Cancellations	Mike	Mike said that the deans would be meeting on December 17 <sup>th</sup> to review spring courses for possible cancellations. The final cut date will be January 7 <sup>th</sup> .
6. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>Spring 2019 mostly staffed. Areas missing: <ul style="list-style-type: none"> <li>MAPT 2900 "Manufacturing Internship"-Jodi-course may not run</li> <li>PNSG 1266.04 "Clinical Care I"-Jodi-2<sup>nd</sup> ½-working on instructor</li> <li>PNSG 1266.08 "Clinical Care I"-Jodi-2<sup>nd</sup> ½-working on instructor</li> <li>UAST 2190.01 "sUAS Lab"-Curtis-???</li> </ul> </li> </ul>
7. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status</p> <ul style="list-style-type: none"> <li>Lori is working on entering schedules for next year</li> <li>Schedules for next year were due November 15<sup>th</sup>. Areas not turned in yet: <ul style="list-style-type: none"> <li>TRF: CRJU, WELD (PAET was turned in today)</li> <li>AC: AVIA, ETAS, UAST</li> <li>EGF: PHLB (EGF Tech/Trade schedules were turned in today)</li> </ul> </li> </ul>
8. Faculty Concerns		Faculty wondering about Spring In-service. Jodi is in charge of the In-service this spring. Jodi will send out agenda when complete. So far, the plan is for faculty to stay on home campus - video connections will be used for presentations from Dr. Bona and Brian H. Other areas to be addressed are ILO's and Program Assessments. The BIOL, ENGL and MATH faculty will meet via video connections. Other programs will meet on their home campus.
9. Campus Specific Items		N/A
10. Next Meeting  Agenda for Next Meeting		The next meeting will be held on December 13 <sup>th</sup> at noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 16.
Adjourned		12:45 pm