



Division Chair Meeting

January 25, 2019

10:00 am

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

MINUTES

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

Absent: Brian Huschle, Justin Berry, ADawn Nelson

Topic	Responsible Party	Discussion/Outcome
Call to order		10:00 am
1. Space Utilization Policy & Procedure	Brian H	Space utilization policy and procedure – Lori sent out the Space Utilization Policy (60XX) and Space Utilization Procedure (60XXP) for review by committee. Mike talked about the need for formal policy and procedure. State funded projects are scored on space utilization at campuses. We have been following this process and having a formal policy and procedure will gain us points in the scoring of state funded projects.
2. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none">• Summer 2019 rotation process to staff summer courses will begin on Monday, January 28th.<ul style="list-style-type: none">○ Erin asked about courses added to the summer schedule after the initial rotation.<ul style="list-style-type: none">▪ Classes added after the initial rotation but before the end of the academic year shall be offered first to the faculty member at the top of the summer rotation list in the appropriate credential field. (See MSCF Contract, Article 10, Section 2, Subd. 5)
3. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: Lori is working on entering schedules for next year. <ul style="list-style-type: none">• Fall is mostly complete - the following areas are missing:<ul style="list-style-type: none">○ EGF Campus – HLTH<ul style="list-style-type: none">▪ Jodi will check with Justin○ TRF Campus – HLTH (NA) and Aerospace programs (AVIA,GINT,IMAG,UAST)

		<ul style="list-style-type: none"> ▪ Jodi will check in the NA schedule ▪ Curtis will follow-up with ADawn on schedule status for Aerospace programs • Spring 2020 areas not turned in yet: <ul style="list-style-type: none"> ○ EGF Campus – CMAE, ETAS, FIRE, HLTH, PHLB ○ TRF Campus - HLTH, AVIA, ETAS, GINT, IMAG, UAST
4. Campus Specific Items		<p>The meeting broke apart to discuss campus specific items.</p> <ul style="list-style-type: none"> • TRF – talked about scheduling developmental MATH and ENGL at different times to allow students to take classes in both areas.
5. Next Meeting		The next meeting will be held on Friday, February 8 th at 10:00am via Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16/Virtual WebEx.
Agenda for Next Meeting		
Adjourned		10:25 am