



## **Division Chair Meeting**

February 22, 2019

10:00am

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

### **MINUTES**

Attendees: Brian Huschle, Mike Curfman, Curtis Zoller, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry and Lori Johnson, Recorder

Absent: Jodi Stauss-Stassen, ADawn Nelson

| Topic                        | Responsible Party | Discussion/Outcome   |
|------------------------------|-------------------|--|
| Call to order                |                   | 10:00 am   |
| 1. OER Course Identification | Linda             | <p>Linda asked about a better way to identify OER courses. Using a specific section number to identify causes several problems:</p> <ul style="list-style-type: none"><li>• If students are already registered the section number cannot be changed without first dropping the students and then re-registering them after the number is changed.</li><li>• For on-campus classes, the Registrar's office staff need to be involved in dropping, re-registering and then notifying the students of the reason for change.</li><li>• For distance classes, the Distance office needs to be contacted of the necessary section number change and then they have to drop the students, change the section number and then re-register the students.</li><li>• Section numbers are also used by the HR Service Center staff to help identify distance, on-campus, COI, ITV, etc.</li></ul> <p>Mike and Brian will bring up at Distance meetings next week. Adding a Media Code to identify OER courses would be a better solution.</p> |

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|---|---------|---|
| 2. Space Utilization Policy               | Brian H | Brian provided drafts of Space Utilization Policy and Procedure for review by the committee. The need to have the formal policy and procedure in place is to help with bonding projects. Points are deducted when projects are being reviewed for funding if no formal policy and procedure are in place. The committee reviewed and approved the policy and procedure as is. Brian will bring to the next President's council meeting for approval.  |
| 3. Current Year Academic Schedule Status  |         | <p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• Lori is working through the summer rotation process</li> <li>• Courses added to summer distance schedule <ul style="list-style-type: none"> <li>○ Intro to Public Speaking</li> <li>○ NTC is offering a section of Developmental Psychology– we have 11 seats</li> <li>○ NTC has Intro to Chemistry courses now open – we have 25 seats for nursing students</li> </ul> </li> </ul>  |
| 4. Upcoming Academic Year Schedule Status |         | <p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall 2019 schedules will post on March 1<sup>st</sup>. Registration opens on April 1<sup>st</sup>. <ul style="list-style-type: none"> <li>○ Aerospace programs still missing (AVIA,GINT,IMAG)</li> <li>○ There is still some staffing needed.</li> </ul> </li> <li>• Spring 2020 complete except for: <ul style="list-style-type: none"> <li>○ TRF Campus - AVIA, ETAS, GINT, IMAG</li> </ul> </li> <li>• Lori is working on Summer 2020 <ul style="list-style-type: none"> <li>○ Will need any changes in the Aerospace program schedules</li> </ul> </li> <li>• FYEC courses changing – CCO will be updated and it will be changed to a first half class. Will need to determine new class schedule.</li> <li>• Linda and Justin asked about some OCHS course offerings they would like to see offered next year: Intro to Health Professions and Jazz History. Mike will bring up at next OCHS meeting.</li> </ul> |
| 5. Faculty Concerns                       |         | None  |
| 6. Campus Specific Items                  |         | None  |
| 7. Next Meeting                           |         | The next meeting will be held on Friday, March 8 <sup>th</sup> at 10:00am via Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16/Virtual WebEx.   |
| Agenda for Next Meeting                   |         |   |
| Adjourned                                 |         | 10:45 am  |