



Division Chair Meeting

March 8, 2019

10:00am

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

MINUTES

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

Absent: Curtis Zoller

Topic	Responsible Party	Discussion/Outcome
Call to order		10:00 am
1. Leveraged Equipment	Jodi	<p>The Budget Request deadline for FY20 was March 1st. Jodi said that she had some requests from faculty who missed the deadline. Jodi will make a list of the additional requests and include with the list we will be prioritizing. The group will decide if they will accept the late requests. Jodi will try to send out by next week.</p> <p>FY19 Update – Purchases for priority #1 requests are almost done. Remaining purchases should be completed by the end of the month. The list will be reviewed again to see what else can be purchased.</p>
2. OER “Section 80”	Brian H	<p>Brian talked about using “Section 80” to identify OER courses. He attended a Distance Management Meeting last week and the current process was discussed. The ATD Grant will be done in May but the System office wants a way to pull data/reports directly related to OER courses. The System office will build a new “searchable” field that they can use to pull needed data. This will not be completed for FY20 but should be by the time we start building the FY21 schedules.</p>

3. Program Sustainability	Brian H	Brian sent out an email to the faculty regarding FY18 Program Sustainability reports. This information can be found on the N Drive. Brian and the Deans have been working with Shannon Jesme on the Budget tool. The budget tool will be updated to build a factor of 15% instead of at "0". Brian asked if this should be included in the one page sustainability report. Faculty said "yes".
4. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> Lori has completed the rotation process for staffing summer courses.
5. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> Fall 2019 is now posted to the web. Registration opens on April 1st. <ul style="list-style-type: none"> Aerospace programs still missing (AVIA) There is still some staffing needed (updated Staff TBA course listings attached) Spring 2020 complete except for: <ul style="list-style-type: none"> TRF Campus - AVIA, ETAS Lori has Summer 2020 entered (schedules attached) <ul style="list-style-type: none"> Any changes in the Aerospace program schedules will need to be made
6. Faculty Concerns		None
7. Campus Specific Items		None
8. Next Meeting		<p>The next meeting will be held on Friday, March 22nd at 10:00am via Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16/Virtual WebEx.</p> <p>1. Set date for Fall Group Advisory Committee Meetings – Dorinda.</p>
Agenda for Next Meeting		
Adjourned		10:30 am