



Division Chair Meeting

March 22, 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. Set date for Fall Group Advisory Committee Meetings	Dorinda	The dates for the Fall Group Advisory Committee meetings were set: <ul style="list-style-type: none">○ TRF – Tuesday, October 15th○ EGF – Tuesday, October 22nd Lori will send out a “SAVE-THE-DATE” notice.
2. FY20 Leveraged Equipment	Jodi	<p>Jodi talked about the FY20 Budget Request spreadsheet she provided for the group to review prior to the next meeting. She asked the Chairs to review the requests with their program faculty to prioritize (1, 2 & 3...) and find out how many years the item has been requested. The late add items were discussed and the group decided to accept them.</p> <p>For the FY19 Leveraged Equipment funds, there were a few Priority#1's that were not purchased. There was approximately \$141,000 remaining. The Priority#1's that were being held were okayed to order. After purchasing those, there is approximately \$85,000 left. The Priority#2's will be reviewed to see if there is something that is still needed or the remining funds will be applied to FY20 Budget Request funds.</p>

3. Division Chair Selection Process for 19-20	Justin	Justin asked about the Division Chair Selection Process for 19-20. Brian indicated that this item is on the agenda to be reviewed at next weeks' SGC meeting. This item will be revisited at the next meeting after the SGC has reviewed.
4. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"> • Summer 2019 courses have been staffed • Possible cancellations will be considered at the end of April.
5. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <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 – ADawn has been working with faculty on the schedule but has not heard back from them with a definite schedule. ○ There is still some staffing needed • Spring 2020 complete except for: <ul style="list-style-type: none"> ○ TRF Campus - AVIA, ETAS – ADawn has been working with the faculty on the schedule but has not heard back from them with a definite schedule. • Summer 2020 schedule entered <ul style="list-style-type: none"> ○ Any changes in the Aerospace program schedules will need to be made
6. History Rotation	Erin	The Liberal Arts Group will stay after meeting to discuss.
7. Faculty Concerns		None
8. Campus Specific Items	Justin	Justin asked about plans for possible bridge closures in EGF due to spring flooding. Brian indicated that an email would go out closer to the predicted river crest date reminding employees to plan for longer commute times and safe travel planning.
9. Next Meeting		The next meeting will be held on Friday, March 29 th at 10:00am via Video Conf.: EGF-Room 290/TRF-Room 461B/AC-Room 16/Virtual WebEx.
Agenda for Next Meeting		1. Leveraged Equipment Prioritization – Brian H 2. Division Chair Selection Process for 19-20. (Carried forward from last meeting)
Adjourned		10:25 am