



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 29, 2019

10:00am

Video Conf.: EGF-Room 290/TRF-Room 461B/AC-Room 16/Virtual WebEx

MINUTES

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

Absent: Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		10:00 am
1. FY20 Leveraged Equipment Prioritization	Group	<p>The group reviewed and prioritized the FY20 Budget Requests. Jodi will update spreadsheet and send out to committee.</p> <p>Unspent FY19 Leveraged Equipment and Perkins Funds will be used to start purchasing FY20 Priority #1 equipment requests. The Deans will work with program faculty to get equipment purchased prior to June 30th.</p>
2. Division Chair Selection Process for 19-20	Justin/ Brian H	Shared Governance met earlier this week and talked about the Division Chair selection process. There were no changes implemented for this year. Brian will get the M.O.U. signed. EGF faculty will follow the process they used last year to collect nominations and forward to the EGF Faculty President. TRF Campus faculty will forward their nominations to TRF Faculty President.
3. Program Sustainability Process Revision	Brian H	Brian talked about the Budget Tool used for Program Sustainability. There will be a 15% allocation factor. This will be a trailing one-year factor.

		Administrators will take the Shared Governance proposal and work with Division Chairs to finalize.
4. AVIA Program-Add Committee Member	Curtis	Curtis asked the committee if they could add a member from the Aviation Maintenance Technology program to this committee next year. This new member would have a similar role on the committee as the Nursing Directors. This new duty will be written into the faculty's assignment. Committee agreed to this addition.
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Summer 2019 courses have been staffed • Possible cancellations will be considered at the end of April
6. 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"> ○ All programs have been entered ○ There is still some staffing needed • Spring 2020 complete except for: <ul style="list-style-type: none"> ○ TRF Campus - AVIA, ETAS • Summer 2020 schedule entered <ul style="list-style-type: none"> ○ Any changes in the Aerospace program schedules will need to be made
7. Faculty Concerns		N/A
8. Campus Specific Items		N/A
9. Next Meeting		The next meeting will be held on Friday, April 19 th at 10:00am via Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16/Virtual WebEx.
Agenda for Next Meeting		
Adjourned		11:00 am