



# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

May 3, 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. Sustainability Process	Brian H	<p>Brian H talked about the program sustainability process that is currently being worked on for revision. The new process hasn't been finalized yet. There are two changes that are being considered</p> <ul style="list-style-type: none"><li>• Timeline change – currently in the fall – looking at possibly handing out in January</li><li>• Budget tool – Current benchmark is at “0”, 50-50 (tuition/allocation)<ul style="list-style-type: none"><li>○ Current budget tool favors metro area colleges over rural colleges</li><li>○ Current revision draft has 15% factored in</li></ul></li></ul> <p>Justin volunteered to join a workgroup this summer to work on this process – other volunteers: Brian S, Dorinda and/or Kari, ADawn and Erin.</p>
2. Chairs for 2019-2020	Brian H	Brian H announced that the chairs for the next school year had been chosen by Dr. Bona.
3. Meeting Schedule for 2019-2020	Brian H	<p>The fall meeting schedule was discussed and set for every other Monday at 2:00 pm, beginning September 9<sup>th</sup> and continuing through Monday, December 2<sup>nd</sup>.</p> <p>The Liberal Arts group will meet on alternating Monday's at 2:00 pm, beginning September 16<sup>th</sup> and continuing through Monday, December 9<sup>th</sup>.</p> <p>Lori will schedule rooms and send out meeting invitations to the groups.</p>

4. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• One online section of Intro to Public Speaking online was cancelled for summer due to low enrollment.</li> <li>• The deans will meet again on Friday, May 10<sup>th</sup> regarding any further summer class cancellations.</li> </ul>
5.		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall 2019 is posted and registration opened April 1<sup>st</sup>. <ul style="list-style-type: none"> <li>○ Staffing still needed. Lori sent updated STAFF TBA lists out to committee. <ul style="list-style-type: none"> <li>▪ ARCH sabbatical replacement is needed for fall</li> </ul> </li> </ul> </li> <li>• Spring 2020 schedule will post to web on September 15<sup>th</sup> with registration opening on October 15<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Staffing still needed in many areas. Lori sent updated STAFF TBA lists out to committee. <ul style="list-style-type: none"> <li>▪ ARCH sabbatical replacement needed for spring</li> </ul> </li> </ul> </li> <li>• Summer 2020 schedule will post to web on September 15<sup>th</sup> with registration opening on October 15<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Some online Minnesota transfer classes may be added to the summer schedule (goal area 6 classes are needed).</li> </ul> </li> </ul>
6. Faculty Concerns		<p>Erin brought up the pot luck issue. Discussion was held on what could and couldn't be done.</p> <p>Linda asked about the final exam schedule for next year. Linda volunteered to prepare again and forward to Brian and Mike for review and to Karleen for posting.</p>
7. Campus Specific Items		EGF group broke to discuss their campus specific items.
8. Next Meeting		<p>The first meeting for fall will be held on Monday, September 9<sup>th</sup> at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461B/AC-Room 16.</p> <p>The first meeting for the Liberal Arts group for fall will be held on Monday, September 16<sup>th</sup> at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461B.</p>
Agenda for Next Meeting		
Adjourned		10:55 am