

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

September 9, 2019

2:00 pm

Video Conf.: EGF-Room 301/TRF-Room 461F/AC-Room 16

MINUTES

Attendees: Jodi Stauss-Stassen, Mike Curfman, Curtis Zoller, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, Bob Wold and Lori Johnson, Recorder

Absent: Brian Huschle, Dorinda Sorvig, Kari Koenig, ADawn Nelson

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. Identifying Rooms for Class Schedule (Room TBAs)	Brian H	Rooms need to be assigned earlier so that we don't come to the start of the semester with classes still unassigned to a room. Lori will send out the Spring 2020 Room TBA list as well as the Staff TBA list.
2. Leveraged Equipment	Jodi	Jodi provided an update on the FY20 Leveraged Equipment. There are some funds remaining from FY19. Jodi will send out an email by the end of September with the approved equipment purchases. Once the approved purchase list goes out, she would encourage everyone to order ASAP. The goal is to get ordered and delivered by the end of fall semester.
3. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none">• Spring and Summer 2020 will post on September 15th• Registration will open on October 15th• The evening rotation for Spring 2020 was discussed<ul style="list-style-type: none">○ Monday – Comp II (ITV)○ Tuesday – Math Applications Nurses (ITV); Microbiology (EGF campus)○ Wednesday – Nutrition (ITV)○ Thursday – Intro to Ethics (ITV); Erin will talk to Brian H about possibly offering Advanced Physiology (EGF campus) on Thursday evenings
4. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none">• Lori will send out the FY21 Scheduling Guidelines.

5. Faculty Concerns	Linda	Book Order Problems – several faculty have reported that students still don't have books. Jodi asked that any concerns be sent to her and Mike, so they can follow up on them.
6. Campus Specific Items		N/A
7. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, September 23 rd at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461F/AC-Room 16. 1) Review Welter World Citizen Award nominations – Brian H
Adjourned		2:25 pm