

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

September 23, 2019

2:00 pm

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

MINUTES

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

Absent: Linda Samuelson, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. Welter World Citizen Award Nomination Review	Brian H	Brian announced that two nominations were received, and one nominee was already submitted and was awarded the scholarship.
2. HLC Update	Brian H	<p>Brian gave an update on the HLC visit scheduled for next Monday and Tuesday, September 30th and October 1st.</p> <ul style="list-style-type: none">• A final agenda would go out tomorrow, September 24th.• There will be three open sessions scheduled and Brian asked that faculty try to attend at least one of the sessions:<ul style="list-style-type: none">○ Monday at 10:00 am○ Monday at 11:00 am○ Monday at 2:00 pm – geared towards Faculty <p>Brian talked about what the HLC team would be looking for during their visit and what to expect.</p>
3. Leveraged Equipment	Jodi	Jodi gave an update on the FY20 Leveraged Equipment Status. This group prioritized the FY20 requests last spring. The deans met last Friday to review. Jodi indicated that a late request was received over the summer that a sim lab needed an update. This request was approved and added to the list. There are some FY19 funds left over and five more items were approved. Jodi will send out memos to programs when ok to order their equipment.

4. Distance Minnesota Scheduling Team Meeting	Mike	Mike said that the Scheduling Team would be meeting this Wednesday in EGF. Seat sharing for spring and summer 2020 will be discussed. Some classes that we normally have seats in aren't showing up yet but that should be resolved after the meeting on Wednesday.
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Spring and Summer 2020 schedules are now posted on the web. • Registration opens October 15th. • Summer 2020 Rotation Process will begin January 1st
6. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Dates to remember: <ul style="list-style-type: none"> ○ October 15 – First draft of Fall 2020, Spring 2021, Summer 2021 Liberal Arts/Business/Health schedules due ○ November 1 – Final draft of Fall 2020, Spring 2021, Summer 2021 Liberal Arts/Business/Health schedules due ○ November 15 – Final draft of Fall 2020, Spring 2021, Summer 2021 Technical/Occupational schedules due
7. Faculty Concerns	ADawn	ADawn asked about the Program Sustainability Process. The Faculty Report's Calendar posted on the Dean's Desk indicates that the Program Sustainability Process starts in October. She also heard that it wouldn't start until spring semester. She is wondering which is correct. Brian H. indicated that it would start in the spring and that he would be updating the calendar.
8. Campus Specific Items	Erin	Erin had some EGF campus specific items to discuss. The group broke to discuss.
9. Next Meeting		The next meeting will be held on Monday, October 7 th at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461F/AC-Room 16.
Agenda for Next Meeting		
Adjourned		2:25 pm