

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

October 7, 2019

2:00 pm

Video Conf.: EGF-Room 301/TRF-Room 662/AC-Room 16

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Dorinda Sorvig, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson and Lori Johnson, Recorder

Absent: Mike Curfman, Curtis Zoller, Kari Koenig, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. Z-Degree and OER Initiative	Brian H	<p>Brian gave an update on Z-Degree & OER Initiative.</p> <ul style="list-style-type: none">• Brian sent out invites to faculty for an initial meeting to be held on Wednesday, October 16th. Two sessions are scheduled - 11:00 am and 1:00 pm. The meeting is meant to have three key elements:<ol style="list-style-type: none">1. Background on the project2. Identify faculty who want to be directly involved3. Outline of next steps• The goal is to have Z-Degree pathways available to our students starting in August 2020.• Chairs are asked to keep Brian H informed, if any faculty concerns arise when developing schedules.
2. Spring Group Advisory Committee Dinner – Set Date	Dorinda	<p>The date for the Spring Group Advisory Committee Dinner on the EGF campus was set for Tuesday, March 17th at 6:00 pm. Lori will send out a SAVE THE DATE notice.</p>
3. 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

		<p>Spring Staff TBA's were discussed</p> <ul style="list-style-type: none"> • Math Apps for Nurses – Evening ITV – Lyle Batton • Intro to Ethics – Evening ITV – Marie Feldmeier • Nutrition – Evening ITV – Deb Beland
4. 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 • Discussion on changing the dates for Spring 2021 and Summer 2021 schedules - Schedule due dates changed as follows: <ul style="list-style-type: none"> ○ December 2 – First draft of Spring 2020 & Summer 2021 Liberal Arts/Business/Health schedules due ○ January 15 -Final draft of Spring 2021 & Summer 2021 Liberal Arts/Business/Health schedules due ○ January 29 – Final draft of Spring 2021 & Summer 2021 Technical/Occupational schedules due <p>Lori will send out revised FY21 Course Scheduling Guidelines</p>
5. Faculty Concerns		Peer Tutors – Discussion was held on hiring process for peer tutors. It was decided that no peer tutors will be hired without a faculty recommendation.
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Monday, October 21 st at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461F/AC-Room 16.
Agenda for Next Meeting		
Adjourned		2:45 pm