

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

November 18, 2019

2:00 pm

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

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson

Absent: Curtis Zoller, Bob Wold, Lori Johnson, Recorder

Topic	Responsible	Discussion/Outcome
	Party	
Call to order		2:00 pm
1. Discussion on D2L and if students earn an 'F' grade.	LS	<p>If student earns a 'F' in student services, they are pulled out of D2L. Under class management you can see their grades but not assignments. Is this a policy or a new practice? Brian doesn't think it's a policy. Linda did ask Karleen to re-instate one student to explain the reasons to a student. If a grade were to be appealed, faculty can't see completed assignments, etc. Can only see grades for each item. Karleen reported that students are automatically removed from course if receive 'F'. Some of Linda's students also show up with LDA after the 'F' grade now, too, and she didn't LDA them.</p> <p>Mike will follow up with Karleen about this. Is it only for ½ semester courses?</p>
2. Email to students about every other year courses	BH	<p>Has this email been sent out? No one remembers – don't think it's been sent. There are a couple online courses as well every 4 semesters. If Brian has a list of those courses, Mary F could distribute list to advisors, so they have that info.</p> <p>Action: Brian to send list to Mary F., and Brian will have Karen M make table tents for EGF campus.</p>

3. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Lori sent out the Staff and Room TBA lists last week. There were still a few staff and rooms needed. • Mike adjusted some seats for TRF Logic course. Several sections are starting to get full. • Will there be a Career Exploration class 2nd half? It's an ITV course-no one registered for it. Will be canceled. It messes with FA if wait too long. • Should we offer Job Seeking and Keeping ITV 2nd half? It's also under CRLT. 6 in there now. Action: Erin will send email to Lori J and Mike about this possibility and then check on ITV room availability. • Tomorrow is OCHS call about spring OCHS courses being canceled. Several have waiting list so pushing to open the reserve sections. Action: Mike will inform those affected tomorrow afternoon.
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 Liberal Arts/Business/Health schedules was due ○ November 1 – Final draft of Fall 2020 Liberal Arts/Business/Health schedules due <ul style="list-style-type: none"> ▪ Lori is working on Liberal Arts schedules for Fall 2020 ○ November 15 – Final draft of Fall 2020 Technical/Occupational schedules due <ul style="list-style-type: none"> ▪ Lori has received a few Fall 2020 schedules for the Technical/Occupational programs ○ 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
5. Faculty Concerns		<p>EGF Chamber after hours event in EGF, are faculty invited? Yes. Something will be sent out to all employees. Dec. 19.</p>

		<p>Has anyone approached the TRF Chamber to ask about doing this in TRF?</p> <p>Action: Mike will ask the TRF Chamber.</p>
6. Campus Specific Items		None.
<p>7. Next Meeting</p> <p>Agenda for Next Meeting</p>		<p>The next meeting will be held on Monday, December 2nd at 2:00 pm via Video Conf.: EGF-Room 301/TRF-Room 461F/AC-Room 16.</p>
Adjourned		Meeting adjourned.