

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

December 2, 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, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson, Bob Wold**

Absent: Lori Johnson, Recorder

Topic	Responsible Party	Discussion/Outcome
Call to order		2:03 pm
1. Hybrid Course Notes	Jodi	<p>Came up at student affairs meeting. SOP for hybrid courses says it's supposed to ID the % of classes online, meets __, __ on campus. Some only meet part of the hours each week. Some say nothing and it goes week by week. This last example doesn't align with SOP. Should be noted by 1st day of registration. So, faculty need to ID required dates of attendance. Students need to know which days they have class and which days they don't have class.</p> <p>Jodi has multiple courses that need to be 'fixed'.</p> <p>Maybe need to clarify who must get it on the schedule. Also need to use consistent verbiage.</p> <p>Last resort scenario: "Required dates of attendance will be provided within the first week of class. Contact instructor with questions." Can we make faculty list 'online' dates if it changes every semester? It's hard to forecast specific dates for some modalities and some courses, depending on content specifics. Field trips are another example that may change once the semester starts. May need to change schedule due to weather cancelations.</p> <p>Intent is to allow students to know when they register for the class.</p> <p>Do we need to change SOP or find a way to enforce it? Re-word SOP and take out 'last resort scenario' verbiage.</p> <p>SOP #2. State reduced seat time on the schedule- will be added to notes on course schedule. A bit more added than 33% reduced seat time.</p>

		<p>SOP #3. Scheduled class contact time...or by stating 'expectations for attendance will be provided the first week of class. Ask instructor for more information.</p> <p>Decision: Brian will make revisions to SOP and get it back to this group for review.</p> <p>How do we get this out there for spring? Does Lori send us out a reminder that these are the hybrid courses and need the correct language? Then division chairs can remind faculty. Faculty would submit hybrid dates to Lori (should have been made hybrid with consultation with dean). There will be 3 options for the notes with hybrid courses.</p> <p>Please encourage faculty to 'clean up' hybrid courses for spring with your faculty. Jodi will send the list to division chairs, and we'll inform our faculty.</p>
2. Hybrid Class Schedule SOP and Scheduling	Brian H	Same as above.
3. Missing Book Adoptions	Jodi	<p>Came from business office that some adoptions are still missing. Deans receive the list and remind faculty; there are still struggles with this.</p> <p>Jodi will forward the list to this group. Sometimes faculty forget they have to send something in even if using OER</p>
4. Set Spring Division Chair Meeting Schedule	Mike	<p>Thursdays at 3p – schedule around the SGC schedule. Spring meeting dates:</p> <p>January 23rd</p> <p>February 6th</p> <p>February 20th</p> <p>March 5th</p> <p>March 19th</p> <p>April 2nd</p> <p>April 16th</p> <p>April 30th</p> <p>All meetings will be held on Thursdays at 3:00 pm in rooms: EGF-301, TRF-662, AC-16. Lori will send meeting invites.</p>
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> FWM assignment approvals deadline for Spring 2020 is Monday, December 9th. Final updates and staffing for spring schedule need to be made as soon as possible so that all assignments can be approved by then.
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"> November 15 – Final draft of Fall 2020 Technical/Occupational schedules were due. Schedules still missing for Fall 2020: <ul style="list-style-type: none"> EGF- ARCH, BLDG, CARP, CONE, NURS, PLBG, PNSG, WELD TRF – AGRG, AUBO, AUMO, AVIA, CRJU, ETAS, GINT, IMAG, NURS, PNSG, UAST, WELD PNSG was sent to Lori now.

		<ul style="list-style-type: none"> o December 2 – First draft of Spring 2020 & Summer 2021 Liberal Arts/Business/Health schedules due o January 15 -Final draft of Spring 2021 & Summer 2021 Liberal Arts/Business/Health schedules due o January 29 – Final draft of Spring 2021 & Summer 2021 Technical/Occupational schedules due
7. Faculty Concerns		Everyone should look at your program pages online. Huge error on PAET page about not being eligible for FA. That was only for the first year. Do we need a checklist? May not help. Should also check CCOs against syllabus. Directory page also needs updates (some faculty not here, numbers not updated). Names should come off when Deans complete separation ticket. But may keep them on in the event they come back semester after.
8. Campus Specific Items		None.
9. Next Meeting		The next meeting will be held on Thursday, January 23 rd at 3:00 pm via Video Conf: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		2:58 pm