

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

January 23, 2020

3:00 pm

Video Conf.: EGF-Room 301/TRF-Room 662/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 and Lori Johnson, Recorder

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Hybrid and Hyflex SOPs	Brian H	Brian provided drafts of the Hybrid and Hyflex SOPs for review by the group. Discussion was held, and some small revision noted. Brian will make necessary changes and bring to AASC for approval.
2. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"><li>• HIST 2250 "American Minorities" added to the summer distance schedule</li><li>• Summer 2020 rotation process to staff summer courses will start next week.</li><li>• Mike has been asked to add a section of Macroeconomics this summer. He is checking for instructor availability before adding course.</li></ul>
3. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"><li>• Fall 2020 schedules have been entered. There are a few areas missing:<ul style="list-style-type: none"><li>○ TRF- AVIA, GINT, IMAG<ul style="list-style-type: none"><li>▪ These areas have upcoming program changes.</li></ul></li><li>○ EGF- CVOP, ETAS, MAPT, MKTG<ul style="list-style-type: none"><li>▪ Possible suspension for CVOP</li><li>▪ Upcoming program changes for ETAS &amp; MAPT</li><li>▪ MKTG program changes have been approved. Erin will forward schedule changes to Lori.</li></ul></li><li>○ Fall 2020 schedules will post March 1<sup>st</sup> with registration opening April 1<sup>st</sup>.</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>• Spring 2021 Liberal Arts schedules have been entered. Summer 2021 Liberal Arts schedule are due. <ul style="list-style-type: none"> <li>○ Erin and Linda indicated that the Summer 2020 schedule can be rolled to Summer 2021.</li> </ul> </li> <li>• Technical/Occupational schedules for Spring 2021 and Summer 2021 due January 29<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Most department schedules have been turned in to Lori for entering.</li> </ul> </li> </ul>
4. Faculty Concerns		<p>Linda voiced her concern on how faculty are notified of what is needed from them to properly identify their course offerings.</p> <ul style="list-style-type: none"> <li>• Hybrid</li> <li>• Hyflex</li> <li>• OER</li> <li>• Proctored test requirements</li> <li>• Media Codes</li> </ul> <p>Brian will discuss a Faculty Handbook revision at the next Deans Meeting, to address these areas.</p> <p>Mike gave an update on fill rates for the distance consortium. NCTC is ahead of the other institutions on seats filled.</p>
5. Campus Specific Items		N/A
6. Next Meeting		The next meeting will be held on Thursday, February 6 <sup>th</sup> at 3:00 pm via Video Conf.: EGF-Room 301/TRF-Room 662/AC-Room 16.
Agenda for Next Meeting		
Adjourned		3:50 pm