

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 5, 2020

3:00 pm

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

MINUTES

Attendees: Brian Huschle, Mike Curfman, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Erin Almlie, Justin Berry and Lori Johnson, Recorder

Absent: Jodi Stauss-Stassen, Curtis Zoller, Brian Suckow, ADawn Nelson, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:10 pm
1. Make-up Test Proctoring (SGC)	Brian H	<p>Discussion was held on Make-up test proctoring. Division Chairs will be workgroup. The request by faculty is to have make-up testing available somewhere on campuses available to some extent. Some issues:</p> <ul style="list-style-type: none">• ITV tests (paper and pencil) – there is an issue with the cameras not focusing on the students when there is no discussion going on. The cameras will pick up hall noise and focus on that instead of the students.• When many students miss one exam (athletics) – The instructor/students can't align their schedules for all students to make up the exam. <p>Suggestions:</p> <ul style="list-style-type: none">• Check with online test proctors to see what works for them• Assign adjunct faculty to hold specific make-up test hours on campuses.• Check with Stacey Hron to see if there is a way to control camera movement.
2. Hyflex Course Identification	Brian H	<p>Courses offering multiple delivery modes will be identified using "Hyflex" instead of multimodal. SOP ASA 10 was developed and is awaiting approval. Brian will post to "N" drive.</p> <p>Lori will add appropriate "Hyflex" identification note to courses.</p> <p>Lori will work with Karleen to update class schedule help page to add "Hyflex" course definition.</p>

3. Program Sustainability Reports	Justin	Justin asked when the program sustainability reports would be coming out. Brian indicated that they would be sent out next Friday. Programs are asked to share with their advisory committees.
4. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"> • Summer 2020 rotation process almost complete.
5. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"> • Fall 2020 schedules were posted on March 1st. Registration opens April 1st. • Have Fall staffing as complete as possible prior to registration opening. • Let Lori know which courses will be taught using "OER". • Spring and Summer 2021 schedules have been entered. • There are a few areas missing due to upcoming program changes. <ul style="list-style-type: none"> ○ TRF- AVIA, GINT, IMAG ○ EGF-ETAS, MAPT
6. Faculty Concerns	Erin	Erin asked about adding a FT English instructor. Brian said that there is currently one instructor on phased retirement for a few more years. Suggested putting on hold for a year and then continuing the discussion. The group agreed.
7. Campus Specific Items		N/A
8. Next Meeting Agenda for Next Meeting		The next meeting will be held on Thursday, March 19 th at 3:00 pm via Video Conf.: EGF-Room 301/TRF-Room 662/AC-Room 16.
Adjourned		4:05 pm