

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

March 19, 2020

3:00 pm

Zoom Meeting

### 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 and Lori Johnson, Recorder

Absent: Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. COVID-19 Related Update		<p>Brian H gave a COVID-19 update</p> <ul style="list-style-type: none"><li>• Alternative schedule classes start March 30<sup>th</sup>.</li><li>• There will be only essential personnel on campus the week of March 23<sup>rd</sup>.</li><li>• Faculty can come in to work in their office.</li><li>• Karleen will be hosting some zoom meeting regarding D2L Brightspace.<ul style="list-style-type: none"><li>○ Jodi will send out an email with further information.</li></ul></li></ul> <p>Mike gave an update on OCHS classes. There will be a call next week with Distance Minnesota to discuss the start date of OCHS classes. This will depend on what K-12 is going to do. Mike will keep everyone updated.</p>
2. Alternative Delivery Needs not being met		<p>Brian indicated the goal is to be ready to deliver on March 30<sup>th</sup>.</p> <ul style="list-style-type: none"><li>• Plans are due by Tuesday, March 24<sup>th</sup>, to allow time for any needed revisions.</li><li>• Erin had a question about some specific video software that she had purchased for use. Brian said that there is a cost center to use when paying for a COVID related expense.</li><li>• Faculty needing tech equipment (headsets, microphones, cameras, etc.) should go ahead and request, if under \$100. If over that, check with supervising dean first.</li><li>• Justin questioned graduation requirements for clinical internships.<ul style="list-style-type: none"><li>○ Program accreditation will determine clinical hour requirements.</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>• Health programs – some can use simulation, and some cannot. <ul style="list-style-type: none"> <li>○ If simulation expense is too high, check with supervising dean.</li> <li>○ Labs will be held on campus for the programs needing them.</li> </ul> </li> <li>• Erin asked about students who just CAN'T handle the alternative delivery method. What are their options? <ul style="list-style-type: none"> <li>○ Drop date will be adjusted for the shortened semester.</li> <li>○ System level (Federal) discussions are taking place – no answers currently. Everyone recognizes that there may be a need for forgiveness.</li> </ul> </li> </ul>
3. Alternative Delivery Needs being met		<p>Comments on what is working:</p> <ul style="list-style-type: none"> <li>• Erin – It is reassuring to know that alternative delivery will remain the same for the remainder of the semester.</li> <li>• Dorinda – Knowing that we can take equipment home.</li> <li>• Kari – Zoom meetings with program students to let them know what is going on have been very helpful.</li> <li>• Justin – Students appreciate zoom meeting to keep them up to date on what is happening. <ul style="list-style-type: none"> <li>○ Suggested maybe having a couple a week.</li> </ul> </li> <li>• Tutors will be available next week (via video).</li> <li>• TRF campus has a temporary math/science tutor now.</li> </ul>
4. Open discussion on COVID-19 items		<ul style="list-style-type: none"> <li>• ADawn – Her rural internet is sketchy. What happens if internet will not handle all the use beginning on the 30<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Brian – So far, everything is working well.</li> <li>○ Justin – It is taking longer now to upload a video now and have it available – Zoom is backlogged.</li> </ul> </li> <li>• Erin – Do we need closed captioned on all videos? <ul style="list-style-type: none"> <li>○ Kari suggested Erin doing Zoom lectures.</li> </ul> </li> <li>• Brian H – Suggested that all faculty utilize the NCTC-All Employees Best Practices webpage <ul style="list-style-type: none"> <li>○ There is a chat feature there.</li> <li>○ Brian could add Wiki app.</li> <li>○ Dorinda – Dorinda and Peggy will be sharing information out there as well.</li> </ul> </li> <li>• Brian H/Justin B - Asynchronous updates occasionally will help students feel informed.</li> <li>• Jodi – In instances where tests MUST be proctored, the college will cover cost of proctor-U. Try test in an alternative way, IF possible.</li> <li>• How to let Facilities know when labs will be used so that they can keep rooms clean/disinfected. <ul style="list-style-type: none"> <li>○ Put in spreadsheets the day/times you will be using labs.</li> </ul> </li> </ul>

5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• Summer 2020 classes have been mostly staffed. <ul style="list-style-type: none"> <li>○ Online Biology class needs staffing.</li> </ul> </li> </ul>
6. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall 2020 schedules were posted on March 1<sup>st</sup>. <ul style="list-style-type: none"> <li>○ Registration is still scheduled to open April 1<sup>st</sup>. <ul style="list-style-type: none"> <li>▪ Advisors will be telecommuting.</li> </ul> </li> <li>○ Have Fall staffing as complete as possible prior to registration opening.</li> <li>○ Check to be sure all “OER” classes have appropriate note.</li> </ul> </li> <li>• Spring and Summer 2021 schedules have been entered.</li> <li>• There are a few areas missing due to upcoming program changes. <ul style="list-style-type: none"> <li>○ TRF- AVIA, GINT, IMAG, PAET(spring)</li> <li>○ EGF-ETAS, MAPT</li> </ul> </li> </ul>
7. Faculty Concerns		<p>ADawn – Program sustainability sheets – what are we doing with that now?</p> <ul style="list-style-type: none"> <li>• Julie Fenning was going to get those out last week. <ul style="list-style-type: none"> <li>○ Let Julie know if a program is meeting with their advisory committee and she will get information out to you.</li> </ul> </li> </ul> <p>Erin A – Assessment – Some are done already. For the instructors who have the capacity to do it, they can still do it. If they haven’t already and can’t get it done, it will be waived.</p> <p>How to let instructors know of the availability of Proctor-U. Justin said that there would be a meeting next week to let them know. This is mostly HLTH programs that will need.</p> <p>Tech needs under \$100 ( headsets, microphones, cameras) ... go to IT and order. If over that, check with your dean first.</p> <p>Faculty should get spreadsheets to deans – for those scheduling campus labs, communicate to deans and they will forward to Bob and Clinton to assure that areas are cleaned/disinfected. Students will need to wipe down work stations when done. Supervisors will work with instructors and facility to make sure that happens.</p> <p>Justin – Do we want to change our Division Chair meeting schedule?</p> <ul style="list-style-type: none"> <li>• We will hold weekly Zoom meetings at the same time as regularly scheduled meetings. Thursdays at 3:00 pm.</li> <li>• Lori will send out information.</li> <li>• Need to identify time for Liberal Arts group to meet.</li> </ul>
8. Campus Specific Items		N/A

9. Next Meeting		The next meeting will be held on Thursday, March 26 <sup>th</sup> at 3:00 pm via Zoom.
Agenda for Next Meeting		1. Identify time for liberal Arts group to meet.
Adjourned		4:05 pm