

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 26, 2020

3:00 pm

Zoom Meeting

MINUTES

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

Absent: Curtis Zoller, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Proctor U		<ul style="list-style-type: none">• Mike sent Megan (our Proctor U rep) an email but has not heard back yet. He will try calling tomorrow, if he doesn't hear back from her.• Brian H said to get exams scheduled asap, if you plan to use Proctor U.• Can we set up payment account with Proctor U through the college. Direct college pay instead of students having to pay individual.• Justin said that first exam is April 1st. He is hoping to get set up prior to that.• If faculty have questions, they can send to Dorinda or Mike.• Dorinda will have PN faculty cancel tests in Proctor U..
2. Set time for Liberal Arts Meetings		Liberal Arts meetings will follow the Division Chair meetings except for April 9 th and April 30 th . Lori will send out meeting appointments to post on calendars.
3. Discussion: Admin Structure Proposal		<p>Brian provided a copy of the proposed Admin Structure changes for the group to review. This had been shared with Shared Governance for review at their last meeting. The plan is to move ahead with this realignment as of July 1st. The changes will bring appropriate alignment to certain roles.</p> <p>Erin shared a concern coming from the SG meeting.</p> <ul style="list-style-type: none">• EGF Liberal Arts not having a direct contact on the EGF campus<ul style="list-style-type: none">○ Mike has an office on each campus and will be splitting his time between campuses.

		<p>Erin will have a meeting tomorrow with division faculty to discuss further.</p> <p>The supervisory leadership is not ideal as it is now. There are inefficiencies in the FWM structure with multiple supervisors.</p> <p>If there are issues or problems with things that aren't working as they should, they should still be brought to the Brian H, the provost.</p> <p>ADawn pointed out that having a dean for each area (Liberal Arts, Tech/Trades, Health, Aerospace) would be preferable. Mike said that the college isn't able to do that at this time.</p> <p>There are a few faculty that Brian H will still supervise, for now. They are still being considered and might change to Jodi.</p> <p>Erin asked if Early Childhood would be a better fit under Jodi. It is similar to the health programs. Brian H says that is more on the liberal arts side than tech side. Could have more discussion on that program. Mike would like to supervise this program so that he can get a better understanding of how the clinicals work. Justin said that Peggy does often join the health division meetings, even though she isn't officially a part of the group.</p>
4. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Summer 2020 online Microbiology class still needs staffing. • We don't know yet if summer will be alternate delivery. We don't have many on-campus classes scheduled.
5. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Registration for Fall 2020 scheduled to open April 1st. <ul style="list-style-type: none"> ○ Advisors will be telecommuting <ul style="list-style-type: none"> ▪ They are ready to start advising via telecommuting. • There are a few program areas still pending changes: <ul style="list-style-type: none"> ○ TRF-Geospatial/Imagery Analysis ○ EGF-Mechatronics • Erin has had some requests from faculty to push back fall book adoption date from April 15 to maybe a little later as they are trying to get this spring semester completed before they start thinking about books for fall. <ul style="list-style-type: none"> ○ Brian would like to see the book adoptions date to stay the same. ○ Could we have some science lab manuals available on campus bookstores that students can purchase without going through the online bookstore. <ul style="list-style-type: none"> ▪ Can we just have them printed and available for purchase in the campus bookstores. ▪ Erin will email Shannon and check with her.

6. Faculty Concerns		<p>Linda – discussions about pass/fail grades. Brian H said that there are wide ranging discussions with this tied to this spring term.</p> <ul style="list-style-type: none"> • Pass/No pass? • Unique grade level indicators for the term so that they can be tracked later. • Discussion at the college level <ul style="list-style-type: none"> ○ College level decisions cannot be made at this time. ○ The system office reserves the right to have an across-system directive. ○ They will also determine if it is a 2/3 stop. <ul style="list-style-type: none"> ▪ There are issues on how to define 2/3 term ▪ System policy is tighter than Title 4 policy. ▪ Can we waive system policy this term and just be compliant with aide? ▪ Each individual institution has different calendars. ▪ It is uncertain yet on what will happen, so we should be prepared to finish the full semester. ▪ Could be a necessity to go with a 2/3 completion ▪ All programs have different requirements for what they can consider completion. The accreditation bodies will need to make recommendation to the colleges on what they need. ○ What is Our 2/3 date? We don't have a date yet. Ben and Lisa will determine our date. ○ What is our withdrawal date? <ul style="list-style-type: none"> ▪ If you have a second half class, the drop add period is Monday, March 30th (they have one day to drop) . <p>Kari K talked to NETS director, Mike Hanson. If there is anything NETS can do to help, let them know. He asked about “Waiting room” accounts in Zoom. This is something that they would need to set up extra accounts for.</p> <ul style="list-style-type: none"> • Kari will check with Stacey on that and email Mike Hanson to see exactly what he was referring to.
7. Campus Specific Items		None.
8. Next Meeting		The next meeting will be held on Thursday, April 2 nd at 3:00 pm via Zoom.
Agenda for Next Meeting		
Adjourned		4:00 pm