

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

April 2, 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

Absent: Bob Wold, Lori Johnson

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Z-Degree, Online Instruction, Professional Development Funds	Linda	<p>Points to consider:</p> <ol style="list-style-type: none"><li>1. Many instructors have moved half a semester of courses online and had it been a planned move they could have applied for compensation through the z-degree grant- not applicable due to grant requirements.</li><li>2. Most new online instructors are getting buried in emailed guidance on aspects of D2L and with the prospect of moving all their classes online (or somewhere else). They are only getting up the barest minimum, not actually creating online courses.</li><li>3. There is little being shared about course creation but rather D2L tools.</li><li>4. The material shared is not overwhelming but can be well above the ability of new D2L users.</li><li>5. The faculty unions also have an abundance of professional develop funds that we don't know if we will be able to roll-over.</li></ol> <p>Possible actions:</p> <ol style="list-style-type: none"><li>1. Allow faculty impacted by the mid-semester change of mode to apply for funds through Z-degree grant- not applicable.</li><li>2. Create a D2L course, similar to ORI 1001, but for beginning instructors on D2L</li><li>3. Create a similar D2L course for intermediate users, and third D2L course for advanced users.</li><li>4. Prepare for a NCTC D2L / Online instruction conference (could this be a joint event with someone?) – Mid-May event in preparation for Fall.</li></ol>

		<ul style="list-style-type: none"> <li>a. Pay NCTC presenters from within professional development (one utilized for QM, Star Symposium, etc.) or other college fund.</li> <li>b. Allow NCTC (and other) faculty to sign up for the conference and use professional development funds to enroll.</li> </ul> <p>5. Admin find the equivalent to this online conference request being offered somewhere else and supply information to NCTC faculty, so we can use prof dev funds.</p> <p>Ideas:</p> <ul style="list-style-type: none"> <li>• Online delivery now-need more for summer and fall courses. Dorinda shared that the E-Learning committee had previously developed a module template for D2L and is waiting to hear from Karleen if that can be made available to everyone.</li> <li>• Jodi had sent email with resources for faculty: names of 4 faculty willing to work individually with faculty (Sherri, Angie B, Peggy, Dorinda) and <a href="#">teaching remotely resources for faculty</a> on our NCTC web page.</li> <li>• Professional Development coordinators will work on open sessions for how to teach online – method and practice of teaching online. There are also Quality Matters and Online Learning Consortium courses available online for \$150-\$170/person. Info will be shared in PD newsletter soon.</li> <li>• Curtis said there are still Perkins funds available that could be used for training and to purchase training sessions. The Perkins responsibilities are being transferred From Anton to Rotimi Lamikanra. Any Perkins request can be sent to Curtis, Anton, and Rotimi.</li> <li>• Agreed that Perkins money, Professional Development funds or the Faculty Development Cost Center are good resources or funds to cover training and purchasing of necessary items .</li> </ul>
2. Questions about returning this semester and how students can get supplies to finish		<ul style="list-style-type: none"> <li>• Not sure at this point: possibly return for labs in May with social distancing. Will have to wait and see.</li> <li>• We can still arrange for hand offs: Instructors get supplies/materials ready and arrange for students to have access to pick them up</li> </ul>
3. If there are projects that need to be completed and they can't be, how will this be handled		<ul style="list-style-type: none"> <li>• Brian H said the system is working on guidance on this so there is consistency.</li> <li>• It will likely be up to the programs. Hopefully, grades can be assigned based on what has been completed. Some will still need to do credit hours so, will have to return at some point.</li> <li>• The hope is that there is institutional autonomy on how this is handled.</li> </ul>
4. Question about the talk concerning Pass/No Pass		<ul style="list-style-type: none"> <li>• Brian H said there is a lot of downside to this. Hopefully, faculty will be able to assign letter grades based on outcomes the students were able to achieve. This way, the class will be transferable.</li> </ul>

		<ul style="list-style-type: none"> <li>The trust will be put on the faculty to determine how to fairly assign grades to students.</li> </ul>
5. Update on PDP's: Will meetings be rescheduled and should plans be resubmitted		<ul style="list-style-type: none"> <li>If faculty reach out to Deans, the meetings can be re-scheduled. Many meetings will likely be moved to a later date.</li> </ul>
6. Will the summer faculty rotation change due to summer courses changed to alternative delivery?		<ul style="list-style-type: none"> <li>Brian H said faculty assigned to summer courses were contacted and given the option on not keeping their assignment due to the changes in delivery. All faculty agreed to keep their assignment.</li> </ul>
7. Has the withdrawal date been changed?		<ul style="list-style-type: none"> <li>The date has been pushed back to 90%.</li> </ul>
8. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>Most Summer 2020 classes have been moved to online. <ul style="list-style-type: none"> <li>Start date for PTAS clinical has been delayed a month.</li> </ul> </li> <li>Microbiology class needs staffing</li> </ul>
9. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>Registration for Fall 2020 opened yesterday, April 1<sup>st</sup>. <ul style="list-style-type: none"> <li>Advisors are telecommuting.</li> </ul> </li> <li>There are a few program areas still pending changes: <ul style="list-style-type: none"> <li>TRF – <ul style="list-style-type: none"> <li>Aviation – Karleen is currently updating the curriculum. Lori has received the schedules and will enter as soon as the new curriculum is entered.</li> <li>Geospatial/Imagery Analysis</li> </ul> </li> <li>EGF - Mechatronics - Program changes have been approved. Karleen is working on updating the curriculum before the schedules can be entered. Lori has not received the proposed schedules yet.</li> </ul> </li> </ul>
10. Faculty Concerns		N/A
11. Campus Specific Items		N/A
12. Next Meeting  Agenda for Next Meeting		The next meeting will be held on Thursday, April 9 <sup>th</sup> at 3:00 pm via Zoom.
Adjourned		4:00 pm