

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

May 7, 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. Prioritize FY21 Budget Requests	Jodi	The group reviewed the remaining FY21 budget requests, the cost center increase requests and new ideas. The spreadsheet will be updated and sent out to group.
2. Fall Semester-Discussion	Brian H Linda Curtis	<ul style="list-style-type: none">• Classes will adjust to deliver in a hybrid format with modified in-person time to accommodate social distancing requirements, if circumstances require.• If there is a stay at home order, all instruction will move to an alternative delivery format for the time required.• System administrators are working through possible scenarios.• System office will reassess...May 15th, July 1...and July 31st• Administration will provide a guidance document for faculty. Hope to have out my May 15th or the following week.• Faculty who are concerned because of health issues and want to move online should talk to Mike.• Curtis announced an opportunity to acquire equipment related to COVID-19 with surplus grant funds. He will send more information out to this group. There is a short timeframe to apply for these funds. Wednesday, May 13th is the deadline.
3. Schedule Final Division Chair Meeting	Mike	Mike asked if the group thought we needed to schedule another Division Chair meeting for this semester. We will schedule meetings following the system office updates on May 15 th , July 1 st and July 31 st . Meeting will be scheduled a midweek morning (early). Lori will work with Brian and Mike to schedule.

4. 20-21 Division Chair Structure	Linda	<p>Linda shared an outdated document outline the program divisions under the Division Chairs. There are some new programs and some that have been suspended. She suggested the document be updated for 20-21. Brian, Mike and Jodi will review and update. Linda will share her document with the deans so that they can update further.</p> <p>The programs may be divided different and a Business Chair added in the future.</p> <p>ADawn asked about FBM representation.</p>
5. Program Alignment under the Deans	Linda	Linda asked if the proposed program realignment would take place. Brian indicated that the realignment would take effect July 1 st .
6. Program Sustainability Documents	Linda	<p>Linda asked if Program Sustainability documents would be completed this year. Brian indicated that Julie is working on these, but they haven't been completed yet.</p> <p>FYEC survey has been compiled by Jen Dahlen...they will send information to Mike & Brian. Linda asked if they should have restructuring group meeting. Brian indicated that teaching instructors included. He will try to schedule meeting before next Friday.</p> <p>Linda said that she didn't understand just what was expected regarding COVID-19 coding from the email sent out by Becky. Brian clarified for the group.</p>
7. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status:</p> <ul style="list-style-type: none"> • All summer classes have been staffed
8. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Lori is currently entering the Mechatronics schedule.
9. Faculty Concerns	Justin	Two-year programs...retention? What are you hearing? Advisors are having a challenge having returning students register. Better success in enrolling new students rather than returning students. Students are waiting to see what is going to happen before registering. Altru is just now having preliminary discussion on when they would let students return. If we need to have decreased students in the fall, that will increase numbers of sections...will we need adjunct faculty hired to cover these? Will look at that after the May 15 th announcement.
	Linda	Linda asked that the wording on the RCE's for next year be reviewed under Responsibilities "Personnel screening within the division". Mike will look at that.
	Justin	Justin announced that the Testing Center is doing a great job in helping students. Mike indicated that Summer testing schedule is being worked on and should be posted soon.
10. Campus Specific Items		None.
11. Next Meeting		The next meetings will be held following the System Office updates on May 15 th , July 1 st and July 31 st . They will be scheduled midweek, early morning, via Zoom.

Agenda for Next Meeting		
Adjourned		4:15 pm