

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

July 9, 2020

8:30 am

Zoom Meeting

### MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, 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   |
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| Call to order  |                   | 8:30 am  |
| 1. Proctoring Services – Respondus monitor and Alt remote with live monitoring |                   | <ul style="list-style-type: none"><li>• The system has system-wide pricing, the college bought a site-license which makes it free for our students to use. This is for the Respondus monitor.</li><li>• We will have our campus-based proctors.</li><li>• The System is working with a few companies for system-wide pricing for online proctoring with actual people.</li><li>• Proctoring services:<ul style="list-style-type: none"><li>○ Examity</li><li>○ Proctorio – Nursing used Proctorio and it worked well and is reasonably priced</li></ul></li><li>• Proctor-U has a real person proctoring – some programs require this for accreditation purposes.</li><li>• Try to find out as early as possible our proctoring options so that this can be made available for students.</li><li>• On-campus classes can ask other faculty to assist when proctoring large groups.</li></ul> |
| 2. Facemask Policy   |                   | <p>Dr. Bona sent out an email with the new facemask policy.</p> <ul style="list-style-type: none"><li>• There will be a station set up to hand out facemasks if they are needed.</li><li>• Only a few entrances will be open for students.</li><li>• Facemasks will be available in the bookstores.</li><li>• Linda has heard from a few faculty that they are happy that they were asked for input.</li></ul>   |

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|   |  | <ul style="list-style-type: none"> <li>The System office is working on a “ask questions” policy and an app developer.</li> </ul>  |
| 3. Fall Schedule – Media Codes: online synchronous, hyflex, hybrid  |  | <ul style="list-style-type: none"> <li>Only use Hyflex code when students have a choice for in-person or online.</li> <li>Online synchronous code for no in-person meetings; keeping courses on the campus schedule.</li> <li>Online asynchronous will be moved to the distance schedule.</li> <li>Some class caps have been adjusted on the technical side and some adjustments on the liberal arts side for room capacity limitations.</li> </ul>   |
| 4. Fall Schedule – room schedules   |  | <ul style="list-style-type: none"> <li>Seating in classrooms will be adjusted to meeting social distancing guidelines.</li> <li>Erin asked if smartboard could be moved where needed. Brian indicated that this was discussed and was probably not an option due to the amount of work required.</li> <li>For tech programs for lecture only they are trying to get rooms large enough to accommodate needs.</li> <li>Health program labs – they will maintain normal capacity but will be required to wear masks.</li> <li>What happens when there is a positive case in a classroom <ul style="list-style-type: none"> <li>The State is working with the institutions on contact tracing.</li> <li>Faculty may be asked to do assigned seating and attendance tracking.</li> <li>The guidance is 14 days for quarantine.</li> <li>What if a student has been exposed and needs to self-quarantine? <ul style="list-style-type: none"> <li>The college has purchased some webcams that they can check out to use until they can come back.</li> </ul> </li> </ul> </li> <li>21 OWLs (Desktop conference video camera that has audio tracking) are available and will be distributed on an as-needed basis. Stacey bought cable-locks for them. <ul style="list-style-type: none"> <li>Curtis offered to help faculty if they wanted to try out the equipment.</li> </ul> </li> <li>Some rooms need computer stations.</li> <li>What do we do if someone won't follow the “mask” policy? <ul style="list-style-type: none"> <li>Some people may need special accommodations because they can't wear a mask because of a medical condition.</li> </ul> </li> </ul> |
| 5. Spring 2021 Schedule related: timing of any surveying of faculty and students, and adjustments to schedule |  | <p>Brian would like this group to work with their faculty to get all changes needed done by the time the schedule posts on October 1<sup>st</sup>.</p> <p>Erin asked if D2L shells could be opened early. They usually open the first day of class.</p> <ul style="list-style-type: none"> <li>Karleen can do a site-wide date change to when it opens.</li> <li>Brian asked if the Thursday or Friday before classes start would work.</li> <li>Linda and Erin would like at least a week early. (Monday, August 17<sup>th</sup> is preferred date to open it)</li> </ul>  |
| 6. In-service Topics (discussion)   |  | <p>Brian asked for topics for in-service - Break-out session ideas:</p> <ul style="list-style-type: none"> <li>OWL training</li> </ul>  |

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|  |  | <ul style="list-style-type: none"> <li>• Zoom training</li> <li>• D2L training</li> <li>• How to teach technical applications in the classroom while keeping distance requirements</li> <li>• Proctoring</li> <li>• Social Distance lab applications</li> <li>• Lab tool sanitation procedure</li> </ul> <p>Delivery mode for in-service workshops is being worked on</p> <p>In-service will address social justice topics.</p> <p>Program or discipline group time – how should this be structured?</p> <ul style="list-style-type: none"> <li>• Leave some time for departments/divisions to meet.</li> <li>• Block out 1 ½ hour for divisions to meet and have open time.</li> </ul> <p>Have some of the people with open office hours where faculty could contact them with their individual questions.</p> <p>Brian will provide a room spreadsheet with the classroom changes made due to social distancing.</p> |
| 7. Perkins Updates/Coordination            |  | <p>Curtis has taken on Perkins Coordination work this year.</p> <p>This will be a standing agenda item – Curtis will give updates and identify priorities.</p>   |
| 8. Faculty Office Hours-Fall               |  | <p>Some questions on office hours for fall:</p> <ul style="list-style-type: none"> <li>• What are the expectations for office hours for fall?</li> <li>• How do we best communicate with students on zoom office hours?</li> <li>• If office hours need to be remote, how to schedule? <ul style="list-style-type: none"> <li>○ Maybe make part of the office hour available via zoom, to meet the needs of remote students.</li> </ul> </li> </ul> <p>Brian will try to have some office hour guidance put together, prior to in-service.</p> <ul style="list-style-type: none"> <li>• Linda volunteered to have some language put together to review at the next meeting, so that it can be sent out prior to in-service.</li> </ul>   |
| 9. Current Year Academic Schedule Status   |  | Current Year Academic Schedule Status.   |
| 10. Upcoming Academic Year Schedule Status |  | <p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall – Some staffing still needed</li> <li>• Spring – Some FT faculty assignments needed</li> </ul>  |

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|                           |  | <p>Linda asked about the class cancellation policy – Brian indicated that they will try to stick to the policy of cancelling classes a week prior to classes starting.</p> <p>The new Academic dean posting should be out next week. This position will be posted as the Liberal Arts/Business dean, located at the TRF campus.</p> <p>MCAC came out with their announcement for Fall sports – Is there any guidance on community band?</p> |
| 11. Faculty Concerns      |  | N/A   |
| 12. Campus Specific Items |  | Brian H and Erin had discussion after meeting ended.  |
| 13. Next Meeting          |  | The next meeting will be held on August 6 <sup>th</sup> at 8:30 am via Zoom.  |
| Agenda for Next Meeting   |  |   |
| Adjourned                 |  | 10:10 am  |