

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

August 31, 2020

2:00 pm

Zoom Meeting

MINUTES

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

Absent: Dorinda Sorvig, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. Respondus Monitor Proctoring	Erin	<p>Erin asked if faculty should list classes as having a “proctored test requirement” when using Respondus Monitor proctoring. After discussion, it was decided that was held and it was decided that if exams are asynchronous and use Respondus Monitoring the class should NOT have a “proctored test requirement” note.</p> <p>It was noted that Chromebooks are not compatible with Respondus Monitor proctoring. Brian will work with Karleen to modify the computer requirements page to reflect the issues with Chromebooks.</p>
2. Spring 2021 Face-to-Face Instruction/ Schedule Modification for Pandemic	Erin/ Brian H	<ul style="list-style-type: none">• Technical programs will change the spring schedule to shadow what is being done this fall.• Lib Arts will use the same process as fall. Chairs will work with instructors to see if they will be using the same delivery method of this fall.• Spring schedule COVID changes should try to be made by October 15th. These will be subject to change based on COVID requirement changes.• EGF will use the gym for some of the technical programs for their lecture.• Some Liberal Arts instructors would like to have their students at the same time.<ul style="list-style-type: none">○ The gym space should be mostly available after 1:00pm and all day on Friday for Lib Arts instructors.○ Seating capacity in gym would be 22-24, possibly 25-28.

		<ul style="list-style-type: none"> • Brian would ask the chairs to work with their program faculty to come up with a plan for spring, like what was done in the fall by the supervisors. • Jodi asked chairs in her areas to do the same. <ul style="list-style-type: none"> ◦ Justin said the Health programs should be the same. • Jodi will share an electronic room schedule worksheet for the chairs to use. • Erin said that some instructors were disappointed that the rooms they were using didn't have OWLS. Brian asked chairs to assess the need for more OWLS. • Linda would like to reevaluate where the OWLS were used and make changes as needed. <ul style="list-style-type: none"> ◦ Stacey will be point-of-contact for where OWLS are located. Work with her on getting them moved around.
3. FY22 Schedule Modifications – Anticipated	Brian H	We will base FY22 schedule planning on the current schedule and make modifications as needed.
4. FY22 Schedule Timeline	Brian H	<p>The FY22 Scheduling Guidelines draft was attached for discussion. It was decided to move the timeline back two weeks for the fall schedule due dates. Schedule due dates:</p> <ul style="list-style-type: none"> • November 1 – First draft of Fall 2021 Liberal Arts/Business/Health schedules due • November 15 – Final draft of Fall 2021 Liberal Arts/Business/Health schedules due • December 1 – Final draft of Fall 2021 Technical/Occupational schedules due • December 15 – First draft of Spring & Summer 2022 Liberal Arts/Business/Health schedules due • January 15 -Final draft of Spring & Summer 2022 Liberal Arts/Business/Health schedules due • January 29 – Final draft for Spring & Summer Technical/Occupational schedule due <p>Fall 2020 will be rolled to 2021 and we will work from there.</p>
5. FY21 Equipment	Brian H	<p>FY21 Equipment Funds were cut. Some FY21 items were purchased with FY20 funds. We need to identify any Perkins funding that may be available and identify what was purchased. Jodi will update the FY21 Equipment Request list for review at our next meeting.</p> <p>Curtis will have the amount of Perkins funding available. Perkins requirements are a little more restrictive this year.</p> <p>Lori will add “Perkins Update” as a standing agenda item for future meetings.</p>
6. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Fall – Staffing complete except for: <ul style="list-style-type: none"> ◦ PNSG Clinical I (late start) – still one needed ◦ TRF – AVIA Make-Up class – Curtis has faculty-will send to Lori

		<ul style="list-style-type: none"> • Spring – Some Staffing still needed
7. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status:
8. Faculty Concerns	Justin	Sustainability reports – Jodi/Curtis/Brian will be meeting to finalize those. Brian will have them in “shared” folder for faculty to access by the end of the week.
	Erin	There are not enough cleaning supplies in classrooms. Maybe facilities staff could check more often to refill when needed.
	Justin	Fall Advisory Committee meetings – Should annual group meeting be canceled this fall and programs plan to meet virtually on their own? <ul style="list-style-type: none"> • Lori will send out an email cancelling group meeting and ask programs to set virtual meetings.
	Justin	Just asked about enrollment numbers <ul style="list-style-type: none"> • Brian stated that enrollment was down approximately 15%. • We are still waiting on some CHS enrollment
9. Campus Specific Items		None
10. Next Meeting		The next meeting will be held on Monday, September 14 th at 2:00 pm via Zoom. <u>Fall Meeting Schedule (all meetings will be at 2:00 pm via Zoom):</u> August 31 st September 14 th September 28 th October 12 th October 26 th November 9 th November 23 rd December 7 th
Agenda for Next Meeting		1. FY21 Equipment Requests
		3:00 pm