

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

November 23, 2020

2:00 pm

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, Bob Wold, Jeff Bell and Lori Johnson, Recorder

Absent: Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. Spring Meeting Schedule	Group	<p>The spring meeting schedules were set for Division Chairs and the Liberal Arts Group</p> <ul style="list-style-type: none">• Division Chairs will meet every other Thursday at 3:00pm via Zoom, beginning Thursday, January 21st:<ul style="list-style-type: none">○ January 21st○ February 4th○ February 18th○ March 4th○ March 18th○ April 1st○ April 15th○ April 29th• Liberal Arts group will meet alternating Thursdays at 3:00 pm via Zoom, beginning Thursday, January 14th.<ul style="list-style-type: none">○ January 14th○ February 11th○ February 25th○ March 25th○ April 8th○ April 22nd○ May 6th

		Lori will send out meeting appointments to the group.
2. FBM Representation at Division Chair Meetings	ADawn	ADawn asked FBM could have representation at Division Chair meetings. She has been updating them on what is going on, but they are technically not represented by anyone. Discussion was held and it was decided that Brian H, Curtis and ADawn would meet separately on this to discuss further.
3. Spring Semester Start	Brian H	<p>Brian H wants to provide some guidance for faculty for the spring semester start but wants to leave room for faculty to make their own decisions on how to deliver their instruction for the first few weeks of the spring semester. Brain asked for input from the group.</p> <ul style="list-style-type: none"> • Some faculty want to start in person and then transition to online. • It may be best not to start lecture classes in-person to avoid a COVID outbreak and risk getting shut down completely. <p>Brian H will bring to the President's Council meeting tomorrow and will hopefully get something out to faculty by Wednesday or Monday.</p>
4. Perkins Update	Curtis	<p>Curtis announced that they are working with area high schools (EGF, TRF and Warroad) on competency-based program involvement. They are focusing on Ag Tech, Welding, Automotive and Auto Tech. Will possibly bring Architecture to high schools as well.</p> <p>Equipment purchases have been in the Mechatronics and Criminal Justice areas. They may also be able to go after some additional funding in those areas.</p> <p>Curtis has invited Don Fischer to the next meeting to have him provide an update to the group.</p>
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> • Spring 2021 Staffing still needed: <ul style="list-style-type: none"> ○ FIRE courses – Justin emailed Chuck for staffing ○ PNSG clinical courses – Dorinda is working on staffing ○ AVIA Make-Up class – Curtis indicated that class may not be needed ○ Distance course: PSYC 2201 – Brian H will follow up on this
6. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • First draft of Liberal Arts/Business/Health due Novemberish <ul style="list-style-type: none"> ○ Erin has submitted the EGF Fall 2021 schedule for entering ○ Linda has sent out for review by TRF faculty – waiting to hear back with any changes.
7. Faculty Concerns		<ul style="list-style-type: none"> • Recruiting/enrollment for spring – is anything planned for recruiting to try to get enrollment up? Brian will check with Mary Fontes and bring up at Presidents Council meeting tomorrow.

		<ul style="list-style-type: none"> • The Commercial Vehicle program is still being advertised on the EGF marquee even though the program has been suspended - Curtis will work on getting that removed. • Zoom meeting etiquette needs to be addressed again with faculty. There are some issues with meetings running over the allotted time and causing issues with other class meeting times. – This will be readdressed at the spring in-service.
8. Campus Specific Items		N/A
9. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, December 7 th at 2:00 pm via Zoom.
Adjourned		3:00 pm.