

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

January 21, 2021

3:00 pm

Zoom Meeting

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Shamani Shikwambi, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, ADawn Nelson, and Lori Johnson, Recorder

Absent: Curtis Zoller, Justin Berry, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Growth Opportunities Work Group Structure	Brian H	<p>Shannon Jesme has been tasked by the Chancellor, during her interim period, to put together some information on growth opportunities for the incoming president. Shannon has asked for direction by the MSCF Chapter Presidents on putting together a work group for this project. This will be brought to the SGC meeting next week.</p> <p>They would like to put together a work group consisting of Division Chair members and someone from the Business area to serve on this work group. The workgroup will meet this spring semester and should be completed by mid-April.</p> <p>Shannon Jesme, Brian Huschle, Mary Amundson and Stephen Nelson will meet tomorrow to discuss before bringing to the SGC meeting next week.</p>
2. Division Chair Structure MOU	Brian H	<p>SGC is the owner of the MOU for Division Chairs. They are looking at modifying Division Chair MOU to include a Business Division Chair. Currently the Liberal Arts Chairs represent the Business area. The Business area would like to have their own representation.</p> <p>The Business area programs would be pulled from the Liberal Arts areas and be appointed a representative for their area. They would work together across campuses. This may impact credit load for the Liberal Arts chairs.</p> <p>Linda asked for documentation that shows what credits are being allocated to the chairs right now based on faculty FTE. Brian is currently updating the spreadsheet from FY20.</p>

		Linda asked that a copy of the RCE document outlining the duties/responsibilities of the Division Chairs be shared with the SGC. Brian will provide that documentation. The credit allocation to the Division Chairs is based on instructional FTE for faculty. Brian may not have that information updated prior to next week's SGC meeting.
3. COVID Update	Jodi	The Pandemic team met and reaffirmed the February 1 st date to bring students back on campus.
4. Perkins Update	Curtis	N/A
5. Current Year Academic Schedule Status		Current Year Academic Schedule Status: <ul style="list-style-type: none"> • Summer rotation process to staff summer courses will start on January 25th.
6. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule: <ul style="list-style-type: none"> • First draft of Fall 2021 schedule was sent out to Division Chairs for review. <ul style="list-style-type: none"> ○ Forward necessary schedule revisions to Lori so changes can be completed prior to sharing with Student Services for review. ○ Fall 2021 schedule will post to web on March 1st with registration opening on April 1st <ul style="list-style-type: none"> • Spring 2022 and Summer 2022 – Please forward to Lori for entry
7. Faculty Concerns		<p>Faculty would like to have some direction for the expectations of the February 1st start date for on-campus classes returning. Brian indicated that if the delivery doesn't align with what the schedule states, faculty should notify their supervisor.</p> <p>Students need to keep completing the screening tool each day before they come to campus. There may be some door checks in place at first.</p> <p>Passwords aren't always syncing which may cause issues for students. That will be looked at prior to February 1st.</p> <p>Faculty would like the updated Program Sustainability Document. Brian indicated that it could be found on the "N" drive.</p>
8. Campus Specific Items		New Hyflex rooms are ready for faculty to try out this spring semester. Room 552 on the EGF campus and Room 604 on the TRF campus. Some faculty that have tried it are finding it useful.
9. Next Meeting		The next meeting will be held on Thursday, February 4 th at 3:00 pm via Zoom.
Agenda for Next Meeting		
Adjourned		3:45 pm