

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

March 4, 2021

3:00 pm

Zoom Meeting

### MINUTES

Attendees: Brian Huschle, Shamani Shikwambi, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, Justin Berry, ADawn Nelson, and Lori Johnson, Recorder

Guest: Nicki Carlson

Absent: Jodi Stauss-Stassen, Curtis Zoller, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Virtual Career Fair on April 14 <sup>th</sup>	Nicki Carlson	<p>Nicki Carlson talked about the Virtual Career Fair on April 14<sup>th</sup>. She asked the Chairs for ideas on how to structure this event.</p> <ul style="list-style-type: none"><li>• High schools would prefer to have in the morning</li><li>• Make it a 60-90-minute event</li><li>• Would include 9<sup>th</sup>-12<sup>th</sup> grade students</li><li>• Start with a brief "Welcome" from Shannon or Brian H</li><li>• Programs could set up a 15-minute presentation consisting of:<ul style="list-style-type: none"><li>○ Faculty could give a walking tour of lab or classroom</li><li>○ Hand's on demo video</li><li>○ Discussion on what your program is about</li></ul></li><li>• Students would choose four sessions they want to attend</li><li>• Students would rotate from one session to the next</li></ul> <p>Programs interested in participating: Nursing (combined); Health (Paramedic, OTA, PTA, RESP); Business areas; Automotive/Auto Body; Welding; Ag/Animal Science; Aerospace; Liberal Arts; Architecture; Early Childhood; Electronics</p> <p>Some other areas discussed:</p>

		<ul style="list-style-type: none"> <li>• This event is typically attended by 100-150 students. Do we want some type of registration so that we know how many will be attending?</li> <li>• Set up in a Webinar format instead of a Zoom.</li> <li>• Record sessions so that they will be available later</li> <li>• Is there a way we can give prizes for participation?</li> <li>• How do we capture prospect information – Nicki will work with Chad on this</li> <li>• Nicki will set up links and make program faculty alternate hosts <ul style="list-style-type: none"> <li>○ Jeff volunteered to assist Nicki with this process</li> </ul> </li> </ul>
2. Welter World Citizen Award	Brian H	Nominations for the spring Welter World Citizen Award were forwarded to this group for review prior to meeting. There were three nominations. The group discussed the nominees and voted on the award recipient. Brian H will forward the name to Lisa Bottem to submit.
3. New Webpage Appearance		This item will be addressed at the next meeting.
4. Technology Survey Question(s) on Video Technology	Brian H	The technology survey will be coming out soon. Brian asked that you complete the survey and put down your classroom needs regarding the pandemic.
5. COVID-19 and Fall Guidance Update	Jodi & Brian H	<p>MDA shifted their language a little and with more adults becoming vaccinated, it may change again by fall. We want to get the fall schedule set by the time registration opens on April 1<sup>st</sup>. Some items discussed:</p> <ul style="list-style-type: none"> <li>• May want a few more in-person science labs</li> <li>• Do we need to have discussions with faculty between now and April 1<sup>st</sup> to see what they are looking at for fall?</li> <li>• Faculty expect fall to be like last fall.</li> <li>• The hope is that Spring 2022 will be more “normal”.</li> </ul>
6. Return to In-person Summer Instruction for Summer 2022	Jeff	<p>Summer 2020 and Summer 2021 were moved to online. Should we look at moving back to on-campus classes for Summer 2022?</p> <ul style="list-style-type: none"> <li>• Dorinda will check with the nursing advisors to see what they are hearing <ul style="list-style-type: none"> <li>○ Suzie hadn't heard anyone who wanted on-campus classes; they like online opportunities</li> </ul> </li> <li>• Andrea said that online has been well received</li> <li>• Jeff will check with PHIL, ENGL, MATH and SOCI to see what they think <ul style="list-style-type: none"> <li>○ Andrea said the online has been well received.</li> </ul> </li> </ul> <p>We will revisit this at our next meeting.</p>
7. New Program/Large Program Change Document	ADawn	ADawn sent the group a document for review prior to the meeting. There are some loopholes in the current process that need to be cleaned up. A checklist of steps to follow and who oversees the change process is needed. Brian has started reviewing and editing

		the document. ADawn will send out the SharePoint Link and bring to the next AASC meeting.
8. Program Assessment	Linda	<p>Linda is wondering what the status of Program Assessment is. Have there been some changes due to the pandemic? Division Chairs are supposed to give guidance to program faculty on program assessment. There has been some push-back from faculty on the assessment process. Because of the pandemic demands, the faculty have not had time to complete the required program assessment.</p> <p>Shamani indicated that the faculty should still complete the program assessment form and state on the form that, due to the pandemic, they are unable to get the results needed to complete the assessment.</p> <p>Justin indicated that some programs would have a lower graduation rates due to the pandemic.</p> <p>5-year program assessment faculty should do what they can. If unable to complete, they should request a deference for a year.</p> <p>Brian asked that they emphasize the ILO – that is the direction regarding assessing program outcomes.</p>
9. Perkins Update	Curtis	N/A
10. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"> <li>• Summer 2021 staffing is complete</li> </ul>
11. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall 2021 schedule has been posted; registration opens on April 1<sup>st</sup></li> <li>• Spring 2022 schedule – TRF Welding (program changes) needs to be entered <ul style="list-style-type: none"> <li>• Summer 2022 has been entered and sent to Chairs for review</li> </ul> </li> </ul>
12. Faculty Concerns		None
13. Campus Specific Items		None
14. Next Meeting		The next meeting will be held on Thursday, March 18 <sup>th</sup> at 3:00 pm via Zoom.
Agenda for Next Meeting		1. Return to In-person instruction for Summer 2022
Adjourned		4:05 pm.