

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

April 29, 2021

3:00 pm

Zoom Meeting

MINUTES

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

Absent: Dorinda Sorvig, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Stimulus Funds to Purchase Turnitin License	Jeff	Jeff shared some information that was brought up at the SGC pre-meet. The possibility of using Stimulus funds to purchase a college license for Turnitin. Is this something that would qualify for stimulus funds? Jodi thought that it would qualify. Jeff will put together a request and send to Shamani.
2. Room Capacity Changes for Fall	Jeff	<p>Jeff talked about room capacity changes for Fall due to the change in social distancing requirements.</p> <p>Cory Feller has worked on all campuses to see what change the 3-foot distancing would mean. There are not a lot of changes at TRF campuses. The EGF campus will have significant capacity changes. Jeff looked at the highest used rooms and the ones with the greatest increase in seating capacity.</p> <p>The Pandemic group will look at the changes and send spreadsheet out to this group with the new seating information.</p>
3. Pandemic Update	Jodi	<p>The Pandemic group will meet over the summer as changes come through and will keep everyone informed.</p> <p>Vaccines can't be required for our students. Some of the health program students may need vaccines if required by the clinical sites.</p>

		<p>We Won't be holding vaccination clinics on campus this spring. Some clinics may be held in the fall. Most should have had the opportunity to receive the vaccines if they wanted to get it.</p> <p>The distancing guidance is 3-feet in classrooms but says at 6-feet everywhere else.</p>
4. Stimulus Funds	Jodi	<p>The stimulus funds group has taken a first look at prioritized equipment list and memos have been sent out notifying the faculty and deans of the first round of approved equipment purchases. Jodi indicated that all purchases this year were going through the Business Office. Trisha Kalvoda will take care of the paperwork and ordering of approved equipment.</p> <p>Faculty can still put requests in. They should submit to their dean. The deans will meet and review additional requests.</p> <p>The portion of stimulus funds designated for students has been paid out by Lisa Bottom's group.</p>
5. Division Chair Duties- Need Updating	Brian H	<p>MOU for Division Chairs has been signed and is at State for approval. The duties of the Division Chairs haven't been reviewed since 2013. The duties need to be updated for the coming academic year. May need to pull apart the duties of the CTE side and Liberal Art side.</p> <p>Brian H asked if this was something that could be done with email exchanges within the next few weeks. Linda has started a document for Liberal Arts side, and she has met with Jeff and Shamani on this already. The Tech/Trade people should meet and add what they do to this document so that everything is current.</p> <p>Jodi, Shamani and Curtis will meet on this.</p> <p>Justin asked that the RCE language for the Allied Health Program Directors be looked at in the fall and update as needed. Justin will get together with Jodi in the fall to work on this.</p> <p>Curtis said that the FAA Program Director RCE should be included in update as well.</p> <p>May 15th is deadline to announce the Division Chairs for next year.</p>
6. Perkins Update	Curtis	<p>Curtis sent out the Perkins plan from last year. He is looking for updates for new activities. The Perkins group will meet immediately following this meeting. The goal is to keep the plan as generic as possible to not exclude anything.</p> <p>Curtis will send out link for anyone interested to join the meeting.</p>

7. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"> There might be a few sections closed on the summer schedule. Deadline to do that is May 10th. Will most likely be done next week.
8. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"> There are some Staff TBA classes that will be filled once the open staff positions have been filled.
9. Faculty Concerns		N/A
10. Campus Specific Items		N/A
11. Next Meeting Agenda for Next Meeting		The fall meeting schedule has not been set.
Adjourned		3:40 pm.