

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

November 8, 2021

3:00 pm

Zoom Meeting

MINUTES

Attendees: Jodi Stauss-Stassen, Shamani Shikwambi, Curtis Zoller, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, Justin Berry, ADawn Nelson, Tracy Boman.

Absent: Bob Wold, Lori Johnson

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. ILO Update	Jodi	ILOs have been updated over the last couple years. Karleen is in process of developing the rubrics for these in D2L. Brian will cover this at Jan. in-service.
2. Annual Professional Development Plans	Curtis	Professional development plans - still required and are due today. Curtis will send a reminder out today to faculty.
3. Math pathway grant	Shamani	FYI: We're invited at the state level to participate in state-wide model for math pathway. Is system initiative to address equity and inclusion. We were approved for this 3-year grant. May change the look of the math courses/pathway in the future.
4. Scheduling from SGC discussion	Jodi	At SGC there was a request to look at scheduling across the college. LA will create a proposal and bring to this group. Was also a request to survey students first and hopefully do this quite soon. Possible questions for student survey: -what time to start classes in morning? -what time does the day end? -how many days a week do you want to be on campus? Linda started a doc. Also add: -PT or FT? -Age demographics -Campus

		<p>-What type of program enrolled in? Or LA?</p> <p>-How long do you want to be in class (1 hr, 2 hrs, etc.)?</p> <p>-Also ask if they've taken each type/modality of classes.</p> <p>Will share survey in D2L; faculty to encourage students and allow few minutes during class for students to complete it.</p> <p>Shamani, Jeff, Brian S. and Linda will work on finalizing these draft questions for survey and get it back to division chairs, then to SGC. Then LA will work on proposal.</p> <p>One school a team from NCTC visited last week has gone to 8-week course schedules as well as 16-week courses. Do we include this question on the survey? Yes</p> <p>Will also add an option of evening courses.</p> <div data-bbox="1499 500 1556 561" data-label="Image"> </div> <p>Draft survey for Scheduling Discussion</p> <p>Here is the draft of questions the small group will start with:</p>
5. Equipment requests update	Jodi	Equipment requests have been processed and CC assigned. Look for email concerning these by end of the week. Please work with Trish in business office to get these items ordered before break in Dec.
6. FFA leadership conference	ADawn	Nov. 17: 150 HS students are coming to our TRF campus. Wondering about Covid requirements: do we only bring those students competing or can we bring more to give tours, etc. Advised to keep it to the 150 competing students, and not extras. Follow mask requirements.
7. Perkins Update	Curtis	Comprehensive local needs assessment will be coming out soon and really need faculty to complete. We're the only collegiate level completing this survey so it's critical to receive feedback. Survey on programming, industry trends, needs, etc.
8. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status:</p> <ul style="list-style-type: none"> • Spring & Summer 2022 <ul style="list-style-type: none"> ○ Spring classes have been staffed except for nursing clinicals. ○ The rotation process for staffing summer classes will begin in January.
9. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Jeff has submitted the EGF Liberal Arts and Distance schedules to Lori for entering. • Linda has sent out for review to the TRF Lib Arts faculty the First draft of Fall 2022 TRF Lib Arts and Distance schedules.

		<ul style="list-style-type: none"> • Final draft of Fall 2022 Lib Arts, Business & Health Core due and circulated to Tech/Occupational program faculty by November 15th. • Final draft for Fall 2022 Tech/Occupation program schedules due December 1st.
10. Faculty Concerns		<p>-Question: for in-service day in Jan. Do this group need to be able to lead faculty on ILO's? We do not feel prepared to lead any discussions on this. Suggested that the assessment academy lead the discussion instead. Jodi will let Brian H. know this.</p> <p>-Curtis is working on draft agenda for in-service day and will have it completed in next 14 days.</p> <p>-Could also have interdisciplinary discussions on the scheduling topic and invite advisors as well during in-service! We need the time to meet with others. Maybe a room with the different LA groups (math, science, English) and then the tech/trade programs could go from one to another to ask questions, provide input, etc.</p> <p>-Linda would like to have LA invited to the student services meetings to share info and options for all students.</p> <p>-Should we look at bumping back the due date for fall '22 schedules depending on the survey results? For now, turn in what we have to Lori for fall '22.</p>
11. Campus Specific Items		
12. Next Meeting Agenda for Next Meeting		The next meeting will be held on Monday, November 22 nd at 3:00 pm via Zoom.
Adjourned		@ 3:48p