

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

December 6, 2021

3:00 pm

Zoom Meeting

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Dorinda Sorvig, Linda Samuelson, Jeff Bell, Brian Suckow, Justin Berry, ADawn Nelson, Tracy Boman, and Lori Johnson, Recorder

Absent: Shamani Shikwambi, Kari Koenig, Curtis Zoller, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. Set Spring 2022 Meeting Schedule		<p>The Spring 2022 Meeting Schedule was discussed, and a meeting schedule was decided upon. Meetings will be held on Friday mornings at 10:00 am via Zoom, beginning on Friday, January 14th and continuing every other Friday through Friday, April 29th. Please note that spring break week was skipped. Lori will send out meeting invites to the group.</p> <p>Deb Beland will replace Justin Berry for the spring semester while Justin is on sabbatical.</p>
2. Faculty Change Process – immediate D2L updates		<p>Jodi, Shamani, Karleen and Lori met last week to discuss the changes in D2L that will be coming in the spring. This pertains to D2L updating instructor changes immediately instead of three times daily, as it does now. The Deans/Chairs will need to remember to notify the original instructor to give them time to remove any course information they had loaded/created in D2L before assigning the new instructor.</p>
3. Liberal Arts/General Education Schedule Survey		<p>Linda sent out the responses to date from the Student LA/Gen Ed Schedule Survey. There has been a good response to the survey so far. The survey is open through Friday, December 10th. The group would like faculty to remind their students to complete the survey. It was suggested that a reminder email be sent out to the students on Wednesday.</p>
4. Student Course Evaluation Surveys	Linda	<p>Linda talked about the Student Course Evaluation Surveys that are completed once each semester. Linda has had some discussion with faculty regarding the current survey questions being used. She would like to form a workgroup to look at the survey questions and update as needed.</p>

		Volunteers for the workgroup are Linda, Jeff, Justin, Traci and Shamani. Linda will also invite a few faculty who have expressed an interest in being a part of the workgroup. Jeff will do the same. Linda will try to set up a meeting the first week of the spring semester, possibly Tuesday, January 11 th . Linda will send out some information to the workgroup prior to their first meeting.
5. Perkins Update	Curtis	N/A
6. 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"> ○ The rotation process for staffing summer classes will begin in January.
7. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Lori is entering schedules for Fall 2022 – LA mostly complete. • Fall 2022 Tech/Occupation program schedules were due December 1st. Still missing: <ul style="list-style-type: none"> ○ TRF Campus Tech/Trades schedules ○ All PN and RN schedules ○ EGF FIRE and SURT schedules • First draft of Spring 2023 LA/Business/Health Core completed and sent to all faculty for review by December 15th.
8. Faculty Concerns		N/A
9. Campus Specific Items		N/A
10. Next Meeting		The next meeting will be held on Friday, January 14 th at 10:00 am via Zoom.
Agenda for Next Meeting		
Adjourned		3:40 pm