

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

January 14, 2022

10:00 am

Zoom Meeting

### MINUTES

Attendees: Jodi Stauss-Stassen, Shamani Shikwambi, Curtis Zoller, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, ADawn Nelson, Tracy Boman, Deb Beland, Bob Wold, and Lori Johnson, Recorder

Absent: ADawn Nelson, Dorinda Sorvig, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		10:00 am
1. In-Service Follow-up	Curtis	<p>The Spring In-Service was cancelled due to bad weather. Brian scheduled ILO meetings with faculty on Wednesday and Friday and will record sessions. Information will be in Employee File for review.</p> <p>Curtis asked if there were any other sessions that needed to be rescheduled. Linda indicated that she would discuss scheduling at the next LA meeting and share as needed.</p>
2. Student Surveys Fall 2021	Shamani	<p>Last semester LA sent out a student survey looking at scheduling in terms of a preferred model. There were 244 surveys submitted so the response goal was met. Linda and Jeff shared survey results with faculty in December.</p> <p>Some survey responses:</p> <ul style="list-style-type: none"><li>• 9:00 or 10:00 start times were preferred over earlier starts</li><li>• 2:00 or 3:00 was most popular end time</li><li>• Students preferred two days per week</li><li>• Most students have taken online classes</li><li>• Almost half of students prefer in-person classes</li><li>• Personal preference or work schedule dictated student response</li><li>• Students like the flexibility of Hyflex classes (Zoom option)</li></ul>

		Linda would like to have some discussion/direction on scheduling LA classes. The LA group will meet to discuss further.
3. Classrooms for Hyflex Delivery	Shamani	<p>Brian sent an email earlier on creating true Hyflex rooms on each campus. Discussion was held on whether we should move forward on this.</p> <p>Tracy talked about needing more ITV rooms to accommodate the course offerings between campuses.</p> <p>A group will meet to further explore specific room and equipment needs. The group will consist of Shamani, Jodi, Curtis, Linda, Jeff, Tracy, Deb, Caleb Curfman and Stace Hron.</p>
4. Perkins Update	Curtis	<p>Most Perkins equipment purchases have been made.</p> <p>Curtis and his team are working on activities they can bring throughout the region to involve CTE faculty with the high schools. Curtis will share more information as it becomes available.</p>
5. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status:</p> <ul style="list-style-type: none"> <li>• Summer 2022 <ul style="list-style-type: none"> <li>○ The rotation process for staffing summer classes will begin in January. <ul style="list-style-type: none"> <li>▪ The LA group will meet next week to discuss any summer schedule modifications needed before the rotation process starts.</li> </ul> </li> </ul> </li> </ul>
6. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> <li>• Fall 2022 schedule is complete except for staffing and some room assignments.</li> <li>• Spring 2023 schedule entry has been started – LA/Business mostly complete.</li> <li>• Summer 2023 - Will Summer 2022 be rolled to Summer 2023? <ul style="list-style-type: none"> <li>○ The LA group will look at Summer 2022 for any modifications before rolling to Summer 2023.</li> </ul> </li> </ul>
7. Faculty Concerns		Kari asked if a group could get together to discuss what rooms worked best for specific programs on the EGF campus. Kari will send out an email to form a group to work on room assignments.
8. Campus Specific Items		N/A
9. Next Meeting		The next meeting will be held on Friday, January 28 <sup>th</sup> at 10:00 am via Zoom.
Agenda for Next Meeting		
Adjourned		10:45 am