

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

April 29, 2022

10:00 am

Zoom Meeting

MINUTES

Attendees: Brian Huschle, Shamani Shikwambi, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, ADawn Nelson, Tracy Boman, Deb Beland, Lori Johnson and Julie Roisland, Recorder

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

Topic	Responsible Party	Discussion/Outcome
Call to order		10:00 am Meeting called to order. Introductions were made to Julie Roisland and goodbyes said to Lori Johnson.
1. Division Chair Duties	Brian H	<p>Brian shared division chair structure/responsibilities spreadsheet and opened the topic to discussion. Linda asked about requiring committee memberships in the future. If so, add to duties.</p> <p>Budget prioritizing? Added to duties.</p> <p>Some adjustments were made to the duties, including verbiage used. Brian updated the spreadsheet to reflect discussed modifications.</p> <p>Brian will share MSCF president and President Kiddoo.</p> <p>Brian will work on MOU. Chairs stated with current version and changes, it could potentially be ready to move ahead with the May 15 timeline rather than June.</p>
2. Perkins Update	Curtis	n/a

3. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status:</p> <ul style="list-style-type: none"> • Summer 2022 <ul style="list-style-type: none"> ○ Summer staffing complete ○ Some cancellations made ○ Monitoring low enrolled courses for possible changes/cancellations. ○ Got some additional seats from distance partners
4. Upcoming Academic Year Schedule Status		<p>Upcoming Academic Year Schedule Status:</p> <ul style="list-style-type: none"> • Fall 2022 – <ul style="list-style-type: none"> ○ Staffing mostly complete. ○ ITV room needed for Pre-Calc • Spring 2023 – working on staffing. • Summer 2023 schedule entry complete. <p>Discussed new registration and retention programs & ideas. Brian shared that there will be some new recruiting efforts coming this summer to encourage fall registrations.</p> <p>Linda would like something in place that Liberal Arts disciplines can use for recruiting. Brian said they are working on it and may be able to build a structure in place for fall applying the new CRM.</p>
5. Faculty Concerns		None
6. Campus Specific Items		None

10. Next Meeting Agenda for Next Meeting		This is the last meeting for Spring 2022.
7. Adjourned		11:00 am