

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 31, 2023

9:00 am

Zoom Meeting

MINUTES

Attendees: Sheri Hutchinson, ADawn Nelson, Brian Suckow, Debra Beland, Bobbie Taylor, Kari Koenig, Dorinda Sorvig, Stephanie LeDuc, Caleb Curfman, Linda Samuelson, Jeff Bell, Justin Berry and Julie Roisland, Recorder

This is a combination meeting including the Assessment and Program Review Committee and the Division Chairs.

Topic	Responsible Party	Discussion/Outcome
Call to order	Sheri H	9:00 am
1. Committee interactions and expectations discussion.	Sheri H	<p>Reviewed System Procedure 1C.0.2 Respectful Workplace and 1040 Violence Free Workplace policy. It is expected that employees will trust and respect one another, share information appropriately and demonstrate professional behavior. Sheri recommends a Marshall Rosenberg title "Nonviolent Communication" and a member recommends a podcast for shared trauma. Time is provided for members to discuss needs and feelings. Comments were made noting the below:</p> <ul style="list-style-type: none">• Morale is low due to frustration.• More than when Dr. Kiddoo arrived; there is a huge divide. There are so many walls instead of working together to solve problems.• Several attendees were unaware of the referenced "outburst" that sparked this meeting. A member asked to know what happened. Member notes being confused by meeting agenda. Others agree.• A member notes worrying about the division, moral, and negativity being seen during current accreditation process.• Lack of transparency and by another member; transparency up and down. <p>Trust and Respect Charter and Chair/Co-Chair possibilities shared.</p>
2. Faculty Handbook	Sheri H	<p>The Faculty Handbook needs to be reviewed and Roles & Responsibilities updated as they have not been in some time. A schedule for Faculty Handbook updates was shared.</p>

3. Assessment and Program Review	Sheri H	April 7, 2023 faculty in-service agenda discussed and updated per group conversation.
4. HLC Assurance Report Review	Sheri H	Reviewed excerpts from the HLC Assurance Report.
5. Division Chair Duties	Sheri H	Discussed current responsibilities and what other institutions have listed as duties. Will discuss possible changes to duties & responsibilities moving forward at another meeting.
6. Faculty Concerns		N/A
7. Campus Specific Items		N/A
Adjourned	11:11 am	