



Division Chair Meeting

September 12, 2003, Noon, #301

Attending: Beth McMahon, Denny Wierima, Cassie Hilts, Mike Normandin, Deb Riely, Steve Alston, Mary Fontes & Susan Snedker

Topic	Responsible Party	Discussion/Outcome
1. Meeting called to order	Steve	Meeting called to order 12:05 p.m. Minutes approved from last meeting. Meeting time of every other Friday at noon agreed upon.
2. Spring Schedule	Everyone	Deadline for Spring Schedules: Tuesday, September 16, 2003, if possible.
3. Equipment Lists	Steve	Please bring your department's prioritized list of equipment requests to the next meeting for discussion. Include what is needed, the dollar value, priority, detail and rationale.
4. Workload Template	Steve	Handout: Excel Sheet. Work loads of employees will be reviewed by the Division Chairs. Steve will look further into the process for discussion at our next meeting.
5. Dean's MnSCU Orientation	Steve	Steve attended training for new administrators on September 11. Anyone is welcome to come to his office and take a look at the binder of information/items that were gone over.
6. Common Curricula Process	Steve	Duplicate programs of our two campuses have been identified so that we may start working together. Kathy Huschle and Mike Normandin will map out Gen Ed review course. The next Standard Council meeting is September 23 rd .
7. Strategic Plan	Steve	Handout of Goals and general direction we should work towards for our vision, mission, and guiding principles.
8. WIDS	Steve	Handout: Email from Jan G. We would like to have a couple people from our campus take the online course. Please email any names of interested people to Steve.
9. Tech Prep Work Shop	Steve	Anyone interested in attending? Usually two people from our campus go. Please forward any names of interested people to Steve.
10. Student Advising/Academic Appeals	Beth	Information/update workshop needed for faculty to tell them about policies, procedures and all other information they should know when advising a student. Also possibly put together a Fast-Facts handout for advisors.

Next Meeting: September 26th @ noon in room #301