



## Division Chair Meeting

September 26, 2003

12:00 p.m.

#106

Present: Steve Alston, Susan Snedker, Beth McMahon, Mary Fontes, Milt Kinzler, Mike Normandin, Denny Wierima, Deb Riely.

Topic	Responsible Party	Discussion/Outcome
1. Meeting called to order	Steve	12:10 p.m.
2. Minutes	Steve	Minutes Approved from last meeting. In the future we will post them to the intranet site (once available) and also send to all faculty. Steve is also discussing with Sheri Olson and Joanna about adding an Academics button to the website.
3. Workload Sheets	Steve	Will try to link schedule sheet to load sheet to minimize input time. Possibly redo schedule sheet to excel format.
4. Budget Sheets	Steve	Steve will ask that Division budgets be produced so that we will be able to see the overall budget.
5. Program Assessment Reports	Steve	Kent would like the reports by December 1 <sup>st</sup> . All divisions need training on how to complete the reports. Our first goal is to find the reports and information that went into them (Barb Schueppert or Mary Otto) and possibly have them come and explain the process to us.
6. Common Curricula Process	Steve	Academic Affairs Standard Counsel met on Monday (22 <sup>nd</sup> ). The curricular change form is being updated. If you have any suggestions please bring them forward when the draft form is available.
7. Desire2Learn	Steve	The decision has been made to move ahead with the licensing of Desire2Learn, our new IMS. Now a plan needs to be developed for training and implementation, including the timeline for adoption.
8. Equipment lists	Steve	(Handout). Funds total \$194,000 for Academics and \$25,000 for non academics. Half will be released in the Fall and half in the Spring. An additional \$25,000 will be moved to the non-academic area if possible.  <u>Preliminary Dollar figures:</u> Trades- \$79,150 Business- \$16,810.70 Gen Ed- \$25,000

		Health- \$142,000 <u>Library- \$2,300</u> Total: \$265,260.70
9. Other	Steve	Our maintenance department is currently understaffed, four workers in EGF vs. 15 in TRF. Maintenance requests should be emailed to Bob, as he keeps a list that they continually work from. The idea of possibly having workstudy help in that area was mentioned.

**Next Meeting: Friday October 3<sup>rd</sup>.**