



## Division Chairs

10-10-03

12:00 p.m.

#301

Topic	Responsible Party	Discussion/Outcome
1. Call to Order	Steve	12:05 p.m.
2. Articulation/Tech Prep.	Steve	Steve will call Jan Gullickson regarding: <ul style="list-style-type: none"> <li>• A regional approach should included TRF</li> <li>• Should we (Can we) do our articulations alone?</li> <li>• Currently, the Southern region doesn't provide reciprocal support.</li> <li>• Aren't articulated high school courses required to be college level?</li> </ul>
3. Faculty Help with Recruiting Visits	Steve	Currently faculty: <ul style="list-style-type: none"> <li>• Have letters sent to prospective students about their program.</li> <li>• Have faculty information sessions/interviews with prospective students.</li> <li>• Make follow up calls to prospective students shortly after inquiries and offer to answer any questions.</li> </ul>
4. Division Budget Sheets	Steve	Steve gave Karla some changes that he would like to see on the budget printouts and, hopefully, we will have a copy for our next meeting.
5. Program Assessment Reports	Beth	A log is posted on the Intranet of all the information that has been turned in for each program. The campus will have to decide on a deadline for information to be completed. The B2 part (Program Effectiveness Report) appears to be the most difficult to fill out.
6. Update on common Curricula Process	Beth	Academic Affairs & Standards Council meets on Monday (13 <sup>th</sup> ) to review the curricular change form that Karleen has created. AASC will discuss learner outcomes, core competencies, and common core curricula as both campuses are different and we need to find a middle ground.
7. Plan to move to Desire2Learn	Steve	Tabled for next meeting

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8. Spanish for Programs	Steve	A UND professor called Steve and would like to teach specialized Spanish tailored to particular programs/courses and their vocabularies. Steve will call and ask more questions on this possible grant project.
9. Northwestern Minnesota Counselors Association Meeting	Mary	Tabled
10. Campus Career Fair (Grant Funded)	Beth	Tabled
11. Equipment	Everyone	<p>Items that will wait until Spring to be Purchased:</p> <p>Surgical Technology's Endoscopy Unit- \$42,767.00</p> <p>General Education's Microscopes- \$28,800.00</p> <p>Carpentry's used Skid steer- \$ 6,000.00</p> <p>General Education's two balances- <u>\$ 3,000.00</u></p> <p style="text-align: right;">Total: \$80,567.00</p>