



Division Chairs

10-24-03
12:00 p.m.
#301

Attendees: Milt Kinzler, Denny Wierima, Deb Riely, Cassie Hilts, Beth McMahon, Mike Normandin, Steve Alston, Susan Snedker (Recorder)

Topic	Responsible Party	Discussion/Outcome
1. Call to Order		12:10 p.m.
2. Approval of Minutes		Approved
3. Chair Expectations & responsibilities		*Handout (Department Chair Position Description) Duties of Division Chairs: <ul style="list-style-type: none"> • Scheduling <ul style="list-style-type: none"> ○ Deb does everyone's except Sale, FOM, and Computer Networking, because they are core classes. ○ Health programs do their own except for core classes and the chair coordinates. ○ Gen Ed chair does the schedule with faculty input. ○ Trade programs do their own and chair coordinates. • Assessment at the program level • Budget- planning budget for next year. (Gen Ed manages division budgets) • Communication- to and from faculty and administration. • Determine needs- workshops, equipment. Etc.. • Advisory needs • Orientation of new faculty • Marketing
4. Faculty Associates		Discussed the possibility of having faculty associates on campus, who would act as an intermediate contact and could possibly resolve some problems before they go to the Dean.
5. Equipment		*(Handout-Equipment) Division Chairs can let people know that they can start buying.
6. Other		Advising loads- someone needs to monitor/review loads. *(Handout Program Profile) for review as a possible alternative for Program Assessment *Handout- Budget Analysis

Next Meeting: November 7th