



Northland Community & Technical College

Division Chair Meeting

January 29, 2004

3:00 pm

Room #301

Attendees: Mike N., Dennis W., Diane R., Beth M., Steve A., Mary F., Deb R.,

Topic	Responsible Party	Discussion/Outcome
1. Call to Order	Steve	3:15 pm
2. Approval of Minutes	Steve	Approved. Mary added that GTEC counts for graduation. Other issue – TRF does not offer a reading course. If we get rid of the reading course, will we no longer have to test for reading?
3. Budget Request for FY05	Steve	A request form for next year's budget was distributed to review. It was suggested that we add "accreditation" to the list. All seemed to like the list. New items that come to mind can be added by the chairs.
4. Building "Open" Times into Schedule	Steve	Kent thought that release time instead of stipend is reasonable, pending what happens in TRF.
5. Faculty Advising Training	Steve	Tabled
6. Program Assessment	Steve	Tabled
7. Summer Schedule	Steve	Mike N. handed out a very rough draft of the summer Gen Ed schedule. He is trying to minimize overlap. Wants to start summer night classes the first week of June. Trying to allow students to have the maximum number of choices in classes. Hopes to schedule chemistry earlier in the day. The summer schedule process is a week behind compared to last year. It was noted that it is frustrating for students when speech and psychology are scheduled at the same time. Maybe we need another section? Mike will have a schedule spreadsheet to Program Directors by Tuesday, February 3rd to look over and then return to Division Chairs by February 11 th . Mary F. suggested that we offer COMP II, abnormal psychology, political science and cultural anthropology in the summer. Summer learning needs to be advertised, more marketing, inserts, etc.
8. Cut Scores	Steve	Kent H. said that a group needs to look at this. The problem is that TRF does not have a single minimum. They have minimums, but by program; EGF has one minimum across the campus. Steve would like to have a meeting to discuss this issue – Liberal Arts and Gen Ed meet together. Why should there be different minimums? Transfer electives – why was it changed to smorgasboard instead of prescriptive for web posting?
9. "Teaching Professor"	Steve	December and January issues are circulating now. Milt will order another set to distribute. These are meant merely to provide ideas to faculty.

10. Class Capacities	Steve	TRF has high room capacity numbers. Will it be a problem that we don't widely seat 40 to 60 students on the EGF campus? If the class size is lowered, sections will need to be added. A class size of 28 is high for a writing class. A class size of 30 should fit most classes.
11. Program Replication	Steve	
12. Faculty Support Position	Steve	Administration is looking to get a faculty support person on the campus. This will be discussed next week. Looked at job description, it is a clerical position in TRF.
13. Mid Semester Courses	Mike	Looking at offering Gen Ed mid semester courses in evening. There is not much going on now after 6:00 pm on campus. Mike stated that we could possibly be offering sociology, psychology, comp or speech – two classes a day.
14. Other		
15. Adjourned	Steve	4:15 pm