



Northland Community & Technical College Division Chair Meeting

February 12, 2004

3:00 pm

#301

Attendees: Deb R., Mike N., Steve A., Cassie H., Beth M., Milt K., Mary Jo B.

Topic	Responsible Party	Discussion/Outcome
1. Call to order	Steve	3:00 pm
2. Approve Minutes	Steve	Defer approval of previous minutes to next time.
3. Duties of a New Faculty Support Position	Steve	<p>Some of the possible duties mentioned by the committee:</p> <ul style="list-style-type: none"> • Manage Advisory Committee information and meetings • Assist in managing self studies for accredited programs • Assist in managing various assessments • Assist with processing curriculum changes • Familiarity with the Access program needed • Provide recruiting assistance, i.e. mailing brochures, etc. • Assist with purchasing orders
4. FY06 Focused Capital Bonding Project	Steve	<p>Asked for input...</p> <p>Steve reviewed with the chairs the ideas that the Repair and Betterment Committee suggested for FY06 projects. R&B felt it should be more specific and on more immediate needs.</p> <ul style="list-style-type: none"> • AA degree – space needed for the additional numbers this will bring to the campus • Industrial Maintenance – new program • Child Care – new program • Fire/EMT – lab, classroom, office space, and large bay area • Expected increase in enrollment • Safety considerations • Surgical Technology Lab space needed <p>Discussed also expanding the library.</p> <p>Chairs agree with the focused request idea.</p>

5. Building Use/Office Allocation-HUC Lab	Beth	Need to look at finding better use for office space or classrooms. Possibly made into a multi purpose room. Room 305 classroom is disturbed by the noise. Chairs want this issue to go to Repair & Betterment and Management Team meetings. Mike suggests turning room 301 into a classroom, and then a conference room goes into HUC Lab area.
6. Release Time for Division Chairs	Steve	Steve would like to build credits of annual release time into the schedule. There should be equity with TRF. Steve said they presented a plan to keep their 12 present chairs and add another 9 for liberal arts. Technical people receive \$2,500 and no release at TRF. Our chairs were speaking of 3 credits <i>per semester</i> totaling 6 credits. Blue contract faculty has always had credit release time. Beth suggests job descriptions need to be specified.
7. TRF Department Chair Plan		Put this item on the agenda to let Shared Governance know how TRF faculty felt. Not to give up any dept. chairs and add liberal arts chairs at 6 credits release time. Convert technical chairs to 6 credits release time. There needs to be equity between the campuses. Need to come up with a way to calculate it for both campuses.
8. Other		Steve to distribute a handout regarding a senator suggesting campus closings. Strategic Planning deadline? Steve needs to send a reminder of the deadline. Do programs separately need to submit plans? Steve will ask Jan G. A request has been made to change the name from Computer Help Center to Information Technology Services. Committee finds this acceptable.
9. Adjourned		4pm

Handouts:

- **Agenda**
- **Minutes**
- **Article on Campus Closings**