



Northland Community & Technical College Division Chair Meeting

February 26, 2004

4:30 pm

Room #301

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

Topic	Responsible Party	Discussion/Outcome
1. Call to Order	Steve	4:30 pm
2. Approval of Minutes	Steve	Changes were noted and will be changed
3. FY05 Budgets	Steve	<p>Dennis Paesler has asked for budget estimates for FY05. Steve will let him know that the Program Directors have been asked to submit a list of any significant increases. A detailed budget form will be sent out at a later date. The plan is to finalize the form and get it out to faculty. The business office will be contacted about getting a spreadsheet with a breakdown of costs by cost center. It was suggested that faculty, as a money saving measure, use the copiers to make copies instead of the printer.</p> <p>Faculty who have equipment funds left over, have asked if they can go ahead and spend it. The answer is, yes. Computer needs should go through the Technology Committee and all agreed that computers need to go on a rotation. A priority list needs to be put together. Better coordination of equipment needs would be helpful.</p>
4. Fall 2004 Schedule Plan	Steve	<p>The fall semester preregistration for currently enrolled students is scheduled for April 19th. A timeline for getting out the schedules needs to be set-up. It's possible that the first draft of the Gen Ed schedule could be out by March 4th. TRF could have ITV classes here. The ITV schedule will now need to be coordinated with TRF. A meeting has been scheduled for Tuesday, March 9th to discuss the ITV & Gen Ed draft. Find out timeline of regional ITV. Possible date of March 23rd for full draft. Dates will be set next week. How will the students deal with two sets of course numbers? Course conversion tables for both sets of course numbers (Summer FY05 & Fall FY05) will be on the website. Summer FY05 is scheduled to be posted on the Web by March 8th and fall semester schedule will be on the Web April 1st.</p>
5. Alignment of College	Beth	At risk students were discussed at a previous meeting. TRF has a one credit

Success Course		College Success course. The TRF class meets the first six weeks of the semester over lunch hour. It was noted that students who apply themselves pass the course. The need of developmental skills are a problem in some divisions. Some students are not graduating because they do not have their developmental skills.
6. Advising	Steve	A suggestion was made to offer a Chalk Talk/Brown Bag session on how to deal with advising issues. This could be presented to the Professional Development committee.
7. Other		Has TRF started the fall schedule process? D2L has a plan that will start before spring break. A survey will be sent out to find the best time for everyone. It is important for faculty to know that training is for all faculty, not just distance instructors.
8. Adjourned		6:00 pm

Handouts:

- **Agenda**
- **Minutes**
- **Budget Form**

Next Meeting: Thursday, March 11, 2004