



## Northland Community & Technical College Division Chair Meeting

March 11, 2004

3:00 pm

Room #301

Attendees: Cassie H., Mike N., Dennis W., Deb R., Steve A., Milt K., Diane R.

| Topic                                 | Responsible Party | Discussion/Outcome  |
|---------------------------------------|-------------------|---|
| 1. Call to Order                      | Steve             | 3:06 pm   |
| 2. Approval of Minutes                | Steve             | Approved  |
| 3. Faculty Support Position Revisited | Steve             | The new position has been approved. Diane will work with MaryJo to get a position description together employing the list of duties the chairs detailed at an earlier meeting.. When this has been completed it will go to MnSCU to be approved and then it is posted. Steve explained that work studies will no longer be involved in the processing of the student course evaluations. Part of this process will be added to the new position description.  |
| 4. Report From Assessment Committee   | Steve             | <p>The committee determined that it should develop and implement a framework for assessment of activities at the college. The purview of the committee is the entire college, including area that are not specifically or directly academic, like student services and maintenance, though the major focus of the committee's work should center on academic matters, specifically, teaching and learning. A framework will guide specification of each unit's outcomes and the associated detailed measurable objectives, along with collection and analysis of data in support of these objectives, leading, finally, to adjustments in the unit's processes.</p> <p>The committee passed two very important motions:</p> <ul style="list-style-type: none"> <li>• The Assessment Committee recommends to the AASC that all NCTC graduates should possess certain core competencies.</li> <li>• A joint TRF-EGF faculty group will review and revise the existing TRF list of core competencies and will draft short definitions of each, which will then be finalized through general faculty feedback.</li> </ul> |
| 5. Fall 2004 Schedule                 | Steve             | <p>Tentative Fall Semester Timelines were proposed:</p> <ul style="list-style-type: none"> <li>• Monday, March 22<sup>nd</sup> – Gen Ed schedule should be ready to go to faculty. (A request has been made that faculty have more than 5 days for revision.)</li> <li>• Wed., March 24<sup>th</sup> – meet to do ITV schedule</li> <li>• Friday, March 26<sup>th</sup> – revised Gen Ed and ITV</li> <li>• Wed., March 31<sup>st</sup> – first full draft. Meet this day to schedule rooms</li> <li>• Friday, April 2<sup>nd</sup> – revised draft</li> <li>• Tuesday, April 6<sup>th</sup> – final draft and ready to input into ISRS</li> <li>• Monday, April 19<sup>th</sup> – Fall semester preregistration begins</li> </ul>  |

|                           |       |   |
|---------------------------|-------|---|
|                           |       | Faculty would like a list of rooms that have 35 seats or more – send out e-mail with this information.  |
| 6. Academic Staff Meeting | Steve | All employee meetings are great, but staff issues are different than faculty issues. We do not have faculty sessions to discuss things, such as issues like the academic calendar. All agreed it was a good idea to start having academic staff meetings.   |
| 7. Other                  |       | <p>Desire 2Learn looks very exciting. EGF training is now set. TRF refused to participate in a college D2L training plan.</p> <p>In the future, how do we fund the replacement cycle of new computers? Requests for computers needs to go to the Technology Committee. It was suggested that faculty should get new computers every five years.</p> |
| 8. Adjourned              |       | 4:00 pm   |

**Handouts:**

- Agenda
- Minutes

**Next meeting – March 25<sup>th</sup> @ 3.00 pm**