



Northland Community & Technical College Division Chair Meeting

April 8, 2004

3:00 pm

Room #301

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

Topic	Responsible Party	Discussion/Outcome
1. Call to Order	Steve	3:10 pm
2. Approval of Minutes	Steve	Approved
3. Review of Schedule Building	Steve/Beth	The number of Gen Ed drafts has caused some difficulty. Some faculty did not look at the last drafts because they didn't know the changes. Mike responded by saying that many changes were turned in after the drafts were submitted. He will start highlighting or bulleting the changes. In the future we will have more time and this should not happen again. Mike is already working on Spring 2005 Gen Ed schedule. We need to look at old timelines for Spring 05 schedule.
4. Use of Room #301 for Meetings	Steve	Faculty managed to get all Fall classes scheduled without using room #301. All agreed that splitting room #305 into two classrooms was a tremendous help. There will be more classes spring semester due to the addition of the AA degree and increased enrollment. We have to keep in mind that Early Childhood will need a room – somewhat dedicated because of the need for storage and cabinets. It was noted that room modifications should go through the Repair & Betterment Committee, but we did what we could with our timeline this year.
5. Course Selection in Teacher Evaluations	Steve	Tenured faculty on the EGF campus have one course evaluated each semester. All classes for other instructors are evaluated. Most agreed that it is not productive to evaluate every course when an instructor in a technical area has the same students for every class. It is a waste of time. Steve mentioned that Fergus Falls does a selection. It was suggested that the evaluating instrument needs to be redone – questions are outdated and not relevant. Need the lecture and lab component separated. A faculty group will be identified to review course and program assessments.
6. Chair and Director Duties		We will work toward a set of duties for both.
7. Follow-up on Adjunct Form	Steve	There seemed to be a lot of confusion about the format and the questions asked on the form. Steve and Diane will look at form and revise to a simpler format.

8. Release Time for Faculty	Steve	Steve reported that he has not gotten an answer on this issue. It depends what happens with TRF. It may prevent us making a decision here. It was agreed that release time is a more useful compensation as it provides time to do things.
9. Change of Schedule Form	Steve	This is the form faculty will need to use to make any changes to the Fall schedule once the final schedule has been posted to the web site.
10. Visual Academic Calendar	Steve	The word "Proposed" will be removed from the calendar before it is distributed to all faculty and staff.
11. Accuplacer	Mike	There are significant changes for EGF. This includes new scores and options: <ul style="list-style-type: none"> • GTEC is now READ • COMM is now ENGL The point is that there has to be a mandatory meeting for all advisors, or anyone who deals with students, to review this handout and discuss the changes.
12. Other	Steve	An Instructional Design position is going to happen.
13. Adjourned	Steve	4:20 pm

Handouts:

- **Agenda**
- **Minutes**
- **Visual Calendar**
- **Schedule Change Form**
- **Roles & responsibilities at the Division or Program Level**
- **Course Selection - Evaluations**

Next meeting – April 22nd @ 4:00 pm