Northland Community & Technical College
Division Chair Meeting
April 29, 2004
3:00 pm
Room #301

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

Topic	Discussion/Outcome
1. Call to Order	3:00
2. Approval of Minutes	Approved
3. Internship Agreements	Steve will compose an e-mail to all program directors to use when students go out on internships. (The Health Division has their own agreement). The information will then be given to Diane to fill out the agreement as needed.
4. Budget Sheet	The budget sheets and attachments will be sent via e-mail to everyone. Equipment requests will be due May 6th. $10,000 is available for focus marketing. We should also do some cluster marketing; Health, Trades, and Business. There will be more money available in the fall. One suggestion was to send out the Fall Schedule as a separate flyer in the newspaper. • Letters will be going to the area schools next week when we get the final on the A.A. degree. • A color ad will be going in to the Grand Forks Herald soon. • Cluster ads will be later through July. • Joanna wants letters sent to High School counselors in a 100 mile radius on all the new courses the college has to offer and also include the new program fact sheets.
5. ITV Caps	There was discussion on what to set for caps on ITV courses. Total capacity should not be more that a classroom course. There is additional work overall involved in managing a course for ITV. If the cap is 30 for a course, it should not be more than 25 for an ITV course. The college is moving towards splitting the difference in the cap numbers between TRF and EGF.
6. Test Out Policy	Credit by examination; student comes in requesting to test out of a class and it has to be granted according to policy. This is forcing faculty to produce the exam. Discussion was to change this so the student could petition to test out, but it doesn't have to be granted. It would be granted with the approval of the instructor and the Dean. A student cannot be registered for more than six days and expect to challenge out of a course. Also, sufficient time has to be

		allowed for faculty to process the challenge. Must be a currently enrolled student.
7. Program Laptop Requirement		The college will have a computer lab for those that do not have a laptop. Some programs plan to drop the requirement – this has already started to happen. General Education never did get to the point where everyone had a computer.
8. Fall D2L Conference		The college hopes to send a significant group of people to the Desire2Learn conference in Madison on August 2nd & 3rd. There also seems to be a good interest in TRF. The EGF Campus could possibly use left over S.T.U.F.F. funds for this training. We are working hard to bring the campuses together. This would be a good way to generate a good idea exchange, get together, network, etc.
9. Russ Beier Scholarship		The Division Chairs will meet on Thursday, at their regular meeting, to go through applicants for the Russ Beier Scholarship to be given out at Graduation. The Graduation Committee requested that the Division Chairs make the decision on the scholarships. It was decided that a scholarship will be given to a student in each division with Health receiving two scholarships. We will know the dollar amount available when Mary Jo returns.
10. Other		Need a list of duties for the proposed Instructional Design position. Milt indicated that we have to separate library resources from the former NTC. There may be a time when the library is closed this summer. September will start the migration to the new library system. They will work on that and migrate the end of next year. We cannot join with TRF since EGF has a different numbering system than TRF. (Community College vs. Technical College) Enrollment is already at 595 for new and returning students for Fall semester.
11. Adjourned		4:45

Handouts:

- **Agenda**
- **Minutes**
- **Internship Agreement**
- **Budget Form**
- **ITV Class Enrollments**
- **E-mail message**
- **Test Out Policy**
- **Programs Requiring a Laptop**

Next meeting – May 6th @ 3:00 pm