



Northland Community & Technical College
Division Chair Meeting
 July 26, 2004
 1:00 pm
 Room #411

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

Topic		Discussion/Outcome
1. Call to Order		1:10 pm
2. Approval of Minutes		
3. Office Assignments		<p>Discussion on new office assignments:</p> <ul style="list-style-type: none"> • Four new offices are to be constructed along the library wall in the commons area for Student Senate, Cultural Diversity, Placement, and Faculty Support. • Room #405 - Possibly three practical nursing offices and a table for students. • Two pharmacy tech instructors move from two offices into one office • Look at area above Payroll & Firefighting for possible offices • Look at a possible office in back of the A & P lab, although it does not have great access • Early Childhood has chosen to have an office in the classroom with a partition
4. Purchase Order Sign-off		<p>A decision was made to move the sign-off authorization for purchase orders from Steve to the d Division Chairs. This decision will empower the chairs and will be more productive and efficient.</p> <p>At this point the Gen Ed faculty are not generators of P.O.'s. This duty will be transferred from Mike to the faculty. Training will be given to those who need it.</p> <p>Sick leave forms will also now be signed by the division chairs. They have a better handle on the faculty in their division and what classes would need to be covered in their area</p>
5. New Faculty Support-Lead Time		<p>Renee Kringlen, the new Office Administrative Specialist will begin on August 2nd. Steve will send out a note of introduction. There was discussion on the need to set a guideline for lead time – possibly three days for a project. Renee will attend the last two registrations for Fall semester.</p> <p>The guidelines for student course assessments needs to be restructured. Some suggestions were:</p> <ul style="list-style-type: none"> • Full time Faculty who are not tenured would have two courses assessed per semester, rather than all courses, as done in the past. • Tenured faculty would have one course assessed per year, rather than a course of their choice each semester. <p>The thought was that fewer assessments might be taken more seriously. Steve will work with the assessment committee on the instrument for evaluation.</p>

6. ITS Furniture	<p>There is a lot happening in ITS right now. ITS received quotes from Norby's for new furniture. They decided to go with the high-tech look and felt that they got a good price. The estimate is \$28,000 for nine spots. Concern was expressed as to the image that this sets. The computer center has acquired an image that they do not follow through on fixing computers completely. It is felt that there is not a good procedure in place – it needs to be fixed. Complaints need to be tracked to make sure things are getting done properly. It was stated that some students and faculty/staff will no longer go into the ITS help center.</p> <p>There will also be issues concerning faculty offices that are skimpy “dorm” rooms. The feelings were that for many years there have not been any major improvements. We need to be aware that the office space issue has to be addressed.</p> <p>Other happenings:</p> <ul style="list-style-type: none"> • A three year cycle to replace computers will be starting in three weeks. Shari Olson has authorized funds from the Technology budget - \$80,000 to \$100,000 right away. An inventory is in place. This will also free up some better machines for new adjuncts. • Student fees will replace 35 computers in the library, along with new LCD projectors, DVD drives and a portable wireless computer lab on a cart, which would address the need for students taking just one class and will not have to buy a laptop now. • Faculty will have access to a high end media center (scanner, printer, digital camera) dedicated only to faculty. • Replaced security system in library.
7. Room Change Notification	Bob Gooden has asked that the Division Chair's inform the faculty that they need to notify Academic Affairs when a classroom change is made. This is very important as it affects the facilities management reports.
8. Enrollment	Classes are filling up for Fall Semester, according to Mary Fontes. Enrollment is close to 1,200 students with two major registrations left. The Construction Electrician program on the TRF campus should be at a maximum enrollment by the start of Fall Semester. Six of our students will be going to TRF. The Early Childhood Education program now has an enrollment of 18 students. This should also be at full capacity by the start of Fall Semester.
9. Program Letters	Admissions/Student Services letters were handed out by Steve. Division Chairs were asked to look these over and come to the next meeting with some input.
10. TRF Div Chairs	

Handouts:

- **Agenda**
- **Minutes**