



**Northland Community & Technical College
Division Chair Meeting**

August 26, 2004

3:00 pm

Room #234

Attendees: Mike N., Dennis W., Beth M., Steve A., Deb R., Milt K., Diane R., Barb A.-Guest

Topic	Discussion/Outcome
1. Call to Order	3:05 pm
2. Approval of Minutes	Approved
3. Capitol Bonding Project	<p>A statement was submitted regarding the \$3.8 million capitol bonding plan for FY06 which would include a bookstore expansion, library expansion, general classrooms, moving cafeteria, space for fire tech/paramedicine and surgical technology, auto tech bay expansion, auditorium partition. The architects were here last week and they were given the general list of things the campus is looking for. The general estimate to renovate is \$100 per sq. ft. New space is approximately \$200 per sq. ft. The point we need to make to the architects is to tell them what we need and let them design and be creative – don't tell them how to do it.</p> <p>The Division Chairs have been charged with giving academic ideas:</p> <ul style="list-style-type: none"> • Surgical technology expand into room #217. • Need to rethink the whole CLST area – cut-up too much – needs better access. • Combine automotive technology and add dedicated classroom – 2/3 increase in size. • Redesign room #315 into nice classrooms – not giving up auditorium. • Discussed putting a roof on the courtyard, but hate to give up the natural light. • We need windows! • Make a true student commons area with windows. • Additional seating in library. • Practical nursing may need labs in the future. • Better utilize room #234. • Fire technology and paramedicine could share space since they conduct evening classes. • Skylight would improve environment in the commons area, but it may be costly. • Place seating benches outside of classrooms and ITS area. <p>The window issue has to be addressed – classrooms have windows, but offices do not. Floors are gray and the walls are dark brick. Our campus needs a brighter décor. We need more indirect lighting. Students notice this!</p>
4. Override/Automatic Drops	<p>Students have to disenroll themselves. Student services has been helping faculty call students they think are not showing up. They are asking them to drop so someone else can register. It was suggested to hire a Kelly temp to call students at home that do not show up for class. Faculty will be asked to flag the students that are not attending after the six day drop.</p> <p>Attention to contract is much more careful now. We cannot override class caps.</p>

	<p>Some faculty say if there is multiple sections and the student wants to attend the morning section, but the section is full, they are asking the student to enroll in the afternoon section and attend the morning section.</p> <p>It was stated that ITV caps have to be addressed.</p> <p>Class times will be moving to 50 minutes from 55 minutes to align with TRF. It was felt that some students may have a problem with this.</p>
5. Miscellaneous	<p>Barb Anvinson from payroll has asked for help with the out-of-state travel request form. This form needs to be filled out in advance and sent to Dr. Gunderson to sign. Division chairs have been asked to pass this information on to the faculty. An "Absence From Regular Duty" form needs to be signed by Steve A. if faculty travel away from the campus. Barb handed out travel policies and directions on how to fill out the forms properly.</p> <p>Linda Samuelson and others from the TRF campus will be attending the next division chair meeting. A Liberal Arts chair may be appointed on the TRF campus. A letter was sent to her regarding the division chair compensation.</p> <p>Division Chair meetings will meet bi-weekly on Thursday's at 3:00 pm.</p> <p>The P.O. approval process has been set in motion with Karla to change the approval process. Dr. Gunderson wants administration to be the final sign-off. We would like division chair approval with the chairs doing the O.K. and then to Steve to sign. If Dr. Gunderson wants administration to sign-off, then there is no reason to go through the division chairs first.</p> <p>Division Chairs were asked to emphasize to faculty that anyone can seek a workstudy. Steve has been getting the sense that faculty have problems getting workstudy help. The feeling among the faculty is that workstudies are unreliable – some don't even ask any more for workstudy help. Some money isn't even used up for workstudies because they are not being hired. Problems mentioned include the need to be supervised while working, no guidelines as to what they can and cannot do, confidentiality issues, and unreliable workers. Gail J. mentioned to let an unreliable workstudy go and come to her for another one.</p> <p>ITS – We need feedback on ITS services. We have to communicate to let them know about issues and to get them fixed. Steve sent an e-mail to Stacey and the bottom line was that we want to see better service and responsiveness. Steve also talked to Sue and Scott and asked them to go through the student and faculty/staff surveys and come up with 3-4 service goals. Take on the problems, own them and then follow through. The new equipment and new updates will help with the problems in service and the hiring of new staff in the ITS area will lead to better service. Steve asked that the chairs communicate this in their division meetings with the faculty – things have improved.</p>
6. Adjourned	4:35

Handouts:

- **Agenda**
 - **Minutes**
- 4-29-04
7-26-04