



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

September 9, 2004

3:00 pm

#106

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

Guests: Jeff Thomas, Linda Samuelson, Jack Haymond

Topic		Discussion/Outcome
1.	Call to order	3:05
2.	Approve Minutes	Approved
3.	FY06 Full Time Hires	<p>A hiring recommendation needs to be made to Kent. Steve referred to the handout showing total credits of adjunct/part time instructors for each division. This report gives a good idea of where we are using part time faculty. It was determined that the total credits were equal to three full time teaching positions. Where are we using a lot of adjuncts? This can be used as a guideline to do the hiring. It is important that the group provides a recommendation. Mike will be asking for a full time Biology and English instructor, but it does depend on the grant that Bonnie is on right now. A & P enrollment has increased greatly. He would like to wait a few semesters for a Math person. Beth stated that Nursing may need another full time and a part time instructor for the labs. Marketing enrollment has just about doubled every year for several years. There is one instructor for 118 students. The request is for one more full time Marketing instructor. That is a total of four more full time instructors.</p> <p>It was stated that it is very important to keep Bonnie in the position she is in. Bonnie feels that the person in that position should also stay in the classroom teaching at least 20% of the time. This position promotes good teaching, workshops, newsletters, mentoring of the new faculty, planning for pre-services and group faculty development.</p>
4.	Program Cost	Steve presented a handout on program costs. There was concern that this report does not take into account how heavily cored some programs are. It was stated that we need to look closer at the number of students in the program before equipment dollars are split up. Steve presented this report only as a way to show how we all need keep program costs in perspective – to see where we stand.
5.	Form & Process for Workload Sheet	There was some discussion on the handout. The new instructor schedule form is now linked to the instructor workload sheet. This will be a good method to track work loads. It was suggested that we do this for one year and see how it goes. A few changes will need to be made to the form. The schedule form needs to be by instructor, not department.
6.	Spring Schedule	<p>Mike has distributed the sheets and forms for spring proposals to the gen ed instructors. He expects them back next Friday. The first day of spring registration was November 12th last year. We are hoping for registration to be the last week in October this year. The EGF campus hopes to work more closely with TRF on schedules – ITV in particular. We have three rooms for ITV now. Programs would get first chance at ITV. The ITV schedule should be ready by November 5th. We need to be on the same page as TRF.</p> <p>The Spring Schedule timeline is as follows:</p> <ul style="list-style-type: none"> • Sept 21st – Gen Ed draft to faculty • Sept 28th – Program input to division chairs • Oct 1st – Second draft of Gen Eds to faculty • Oct 12th – Instructor schedules to division chairs • Oct 14th – Instructor schedules to Diane to key • Oct 25th – Final draft of master schedule to faculty • Oct 27th – Final revisions to Diane
7.	Advising Manual	There have been requests from faculty to continue with advising workshops. Should we set up a manual? An old manual was shown. All agreed that it would be nice to have something, but who is going to do it? A manual would offer uniformity between faculty and counselors.
8.	Adjourned	4:30

Handouts:

- Agenda
- Minutes
- Adjunct/PT Instructor Credits
- Sample Program Costs
- Enrollment by Department
- Instructor Schedule Form/Workload Sheet Samples
 - MEDA
 - AUMO
 - CPTR
- Spring Schedule Timelines