



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

September 23, 2004

3:00 pm

#106

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

Topic	Discussion/Outcome
1. Call to Order	3:10
2. Approval of Minutes	Approved
3. Retention/Attrition	<p>There was discussion at the Executive Committee meeting regarding the new Biology positions on the EGF and TRF campus. Steve did not know about the TRF Biology position. Wiseth has been doing a lot of overloads which seems to be the reason for the new position. Steve let them know EGF needs for full time positions were discussed at a Division Chair meeting. He stated that there are needs on both sides – we just need to communicate.</p> <p>There was discussion on the matter of retaining our students thereby cutting attrition. This is a college issue. Do we need to go anywhere with this? What kind of strategies can we come up with to help faculty and students? A lot of students are trying to do too much – can we provide the extra help they need to stay in school? Retention is a college responsibility not only an instructor responsibility. Instructors should not have to shoulder it all. Steve will talk to the group and maybe talk about it at the next All Employee meeting.</p> <p>A Dept. of Ed. TRIO grant was suggested. This grant is set up to provide at-risk students with one-on-one support. It was stated that this is very time intensive with a lot of hand holding, but it is a grant we can go after.</p> <p>Help from the Learning Center could be to set-up a formal schedule where faculty would receive word if student is not following through with tutoring. New time clocks in the Trades area will help with retention there. Employers look at attendance when hiring new employees.</p> <p>What is the next step? Suggestions:</p> <ul style="list-style-type: none"> <li>• Put together a discussion group</li> <li>• Inservice with an awareness component</li> </ul> <p>We will need to form a committee to work on getting a grant. Kate S., Sherri L., Mary F., and Ellen B. were suggested.</p>
4. Renee's Duties (Faculty Support)	Division Chairs have been asked to let their faculty know at their division meetings that Renee is available to help faculty. Prioritizing projects will be very important as she gets more work to do from various faculty.
5. Master Plan Update <ul style="list-style-type: none"> <li>• Update Master Academic Plan</li> <li>• Review Master Facilities Plan</li> <li>• Review Master Plan Goals</li> </ul>	Kent and Steve have looked at the overall master facilities plan from a few years ago. There was discussion on the master plan map hand-out: <ul style="list-style-type: none"> <li>• The map needs to be updated.</li> <li>• A Health addition is not a reality at this time.</li> <li>• Another courtyard? (Talked about building over the existing courtyard at a previous meeting.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Remove wellness center.</li> <li>• Classrooms for one area should be consolidated.</li> <li>• Cluster labs by division in specific areas.</li> <li>• Better entrances into the campus</li> </ul> <p>A revision was made to the Facilities Master Plan goals and objectives by removing any mention of a wellness center/social center. The campus character goal was revised to include the importance of enhancing the campuses environment with a brighter and warmer façade.</p> <p>The academic plan included a discussion of proposing new programs:</p> <ul style="list-style-type: none"> <li>• Center of Excellence in Domestic Preparedness</li> <li>• Inventory Control (AAS)</li> <li>• Hazardous Material Clean Up (AAS)</li> <li>• Industrial Mechanical Maintenance (AAS)</li> <li>• Liberal Arts—Business Emphasis (AA)</li> <li>• Liberal Arts—Education Emphasis (AA)</li> <li>• Liberal Arts—Pre-Engineering (AA)</li> <li>• Liberal Arts—Social Science Emphasis (AA)</li> <li>• Small Business Management (AAS)</li> <li>• Ultrasound Technology (AAS)</li> <li>• Information Technology</li> </ul>
6. ITV Offerings <ul style="list-style-type: none"> <li>• Building the Schedule</li> <li>• Instructor Support</li> <li>• Service Coordination</li> </ul>	Steve will work with Jeff in TRF on instructor support. It was stated that someone is needed on the TRF campus to work on schedules. They do not have a system in place at this point. All agreed that we need a contact person on the TRF campus.
7. Online Course Scheduling <ul style="list-style-type: none"> <li>• (proposal form to campus)</li> </ul>	Handout. Steve needs to submit a list of what the EGF campus is offering.
8. Spring Instructor Schedules – What Form?	<p>Faculty workload is something Kent is pushing towards. Steve will make the adjustments on the “linked” instructor schedule form and get that out to division chairs next week. Division chairs need to let faculty know that they will also need to do a workload sheet for the 2004 fall semester along with the one they do for the 2005 spring semester.</p> <p>We need to create a schedule that maximizes room usage. It was mentioned that there are quite a few empty classrooms all over the building at most any time of the day. Kent has asked Steve to set-up a grid of the rooms that are being used. How can we have scheduling problems when there seem to be rooms available? A visual board would be nice to show room usage.</p>
9. Adjourned	4:50 pm

**Handouts:**

- Agenda
- Minutes
- Academic Master Plan Summary
- Facilities Floor Plan
- Goals for Facilities Master Planning
- Work Plan for Spring 05 Master Schedule Development
- Department Schedule Form/Schedule Change Form
- Some Humor