



Northland Community & Technical College Division Chair Meeting

October 7, 2004

4:00 pm

Room #106

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

Topic	Discussion/Outcome
1. Call To Order	4:10
2. Approval of Minutes	<p>Add "Information Technology" to the proposed "New" program list.</p> <p>Diane was asked to e-mail the minutes of the previous meeting to the division chairs before the next scheduled meeting.</p> <p>Minutes approved.</p>
3. Spring Schedule	<p>It is critical to get the schedule completed on time. Instructors have been asked not to worry about the workload spreadsheet at this point, only have faculty complete the revised schedule form. TRF has decided to follow our timeline for getting out the spring schedule.</p> <p>On the agenda for the Shared Governance meeting is the future plans for EGF Liberal Arts offerings. We are to provide a plan as to what we are going to do. One issue is that starting at 5:00 pm is too restrictive. We will go with 4:00 pm. It was stated that we have to have more scheduling flexibility. Full-time tenured faculty need to teach these classes and they are already teaching during the day. There are contract issues in working more hours. We cannot have all adjunct faculty teaching evening classes. The plan is to not force anyone to teach at night, but faculty have been volunteering to teach. We already have some split schedules. Dennis Bendickson has sent an e-mail stating that MnSCU policy is that evening classes start at 5:00 pm or after. Steve stated that we are going to stay with 4:00 pm classes, since that is the history at EGF and Kent has affirmed that.</p> <p>The question was asked if we are doing anything with capacities on the spring schedule. Milt will check on ITV caps. We should have the flexibility to adjust caps in some situations. A capacity of 30 has been the norm on the EGF campus.</p>
4. Equipment Requests	<p>The deadline to turn in a prioritized equipment request list was Friday, October 1st. The cost of printers, faxes, copiers and computers should come from the Technology budget. Last year the costs came out of the equipment budget. Where is our share of the Technology money....in the 50 new</p>

	<p>computers.</p> <p>Division chairs were asked to get the equipment lists to Diane to put on a spreadsheet before the next meeting scheduled for October 14th. Computer equipment requests should be kept separate.</p>
5. Program Advisory Committee	<p>Steve was happy with the special joint regional advisory committee he attended in Bemidji. Lloyd Petri from MnSCU informed Steve he has about \$50,000 to put into this and he would be happy to work with us. Speakers and handbooks are available. The advisory committee handbook has lots of nice ideas and sample letters. Mr. Petri had read in the Pioneer News that we are looking to move to an advisory committee validation of program student learning outcomes. A cored group has done surveys so they can benchmark the best practices for committees. All agreed it would be a good idea to go ahead with this. Let's take advantage of the money that is available.</p>
6. Tech Prep Articulation with GF Public School District	<p>Jerome Gunderson from the Grand Forks School District is interested in setting up a college-high school articulation. This would mean a group of teachers meeting with a group from Grand Forks. It was suggested we use what we have from the Northwest Tech Prep Network as a template. All agreed an agreement with Grand Forks is a good idea.</p>
7. Other – <ul style="list-style-type: none"> • IT Services • Nov. 12th Inservice • Dist. Ed Update 	<p>Staff and faculty are still waiting for projectors, printers and computers. The printer that was moved from the Library to room #125 is still not set up to work. The ITS needs to get a handle on service work. A success and failure chart was suggested. Another suggestion was to have tracking reports to see where things are not getting done. The next step: Kent and Steve will meet with Stacey. Stacey needs to be more aware of things. Is there a plan in place?</p> <p>The in-service day in November is a scheduled duty day. The division meetings will involve assessment. Supervisors have been advised to do cultural sensitivity training on that day, also.</p> <p>The Distance Education consortium has set up the following task forces:</p> <ul style="list-style-type: none"> • Faculty • Services • Marketing • Desire2Learn <p>Beth and Joanna will chair their groups. These groups will be making recommendations to the regional academic leaders. This is very important to set up and bring some order – there are some serious issues to deal with. One issue is proctoring for online testing. This free service has exploded. The library is looking at reconfiguring their area so they can have visual contact with those taking a test without Milt and Geri having to leave their desk area. Suggestions were made to maybe start charging to take a test, or raising the fee per credit. Every location is trying to get data on how many exams per week and hours per week of personnel is devoted to proctoring. Students are getting to be more demanding.</p>
8. Adjourned	5:30 pm

Hand Outs:

- Agenda
- Minutes