



Northland Community & Technical College

Division Chair Meeting

November 23rd
3:00 pm
Room #106

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

Topic		Discussion/Outcome
1.	Call to Order	3:10 pm
2.	Approval of Minutes	Approved
3.	Program Assessment Status	There was discussion on some duplication between core competencies and program learner outcomes. How do they all fit together? There was confusion on the definition of core competencies. How are we going to assess the program outcomes? It was stated that we are struggling with how fast we need to move and to put it all together. We need to show that it is valuable.
4.	EGF Liberal Arts Plan	The Academic Affairs & Standards Council is following up on the Shared Governance directive. They feel we should have a coordinated plan with the offering of the liberal arts plan. AASC wants to meet and have a discussion. We need to share our expertise across the college. It could mean huge numbers and coordination will help. It was felt that faculty want more direction. They are fearful that the other campus might start to direct us – what we offer and when we offer it. The EGF faculty wish to plan their own liberal arts program, but should not exclude TRF faculty. TRF faculty would ultimately get full loads by teaching at EGF. We all have to talk to work this out. We need to take advantage of what both campuses have to offer.
5.	Equipment Notice	Steve stated there have been only a few questions on the budget requests. The question was asked what we can do about getting the highly specialized piece of equipment for Surg. Tech., since it needs to go through a bidding process. It was felt that the money might get lost in the shuffle if it is not acted on now. Karla has not been able to get answers from TRF. We need to get to the bottom of this.
6.	Faculty Attendance at Spring Registrations	The next registrations are December 1 st and December 14 th . Faculty will be asked to assist on those days as the advising process begins.
7.	Cameras in Testing Rooms	More students than ever are asking for proctoring. Students need to have a verified plan to test, making sure that the student is due accommodation. Cameras are needed to monitor individual students. Cheating on tests is happening. Students are in a room alone and they have a chance to look at notes. Test readers need to be trained on how much information to give when a tester asks a question. Cheating has also been noticed in ITV classes with students talking to each other at the other site while testing. All agreed that a testing center would be nice to have again.
8.	Location of Printers in #300 Wing	A printer is needed in the corner, outside room #331. Move printer from room #305A or #305B.
9.	Scheduling Forms/Process – What Worked/What Needs Improvement	Steve and the Division Chairs will have a session on revising the schedule form and also the scheduling process at 3:00 pm on Thursday. This information would ultimately produce a load sheet.
10.	Monthly Budget Printout of Supply & Equip. Expenditures & Balances	Keep after Dennis and Karla to distribute print outs.
11.	Office Space, Office Furniture & Computers for Faculty	<ul style="list-style-type: none"> Consider existing furniture Have a review of assigned office spaces at Management Team meeting Several thousand dollars for furniture? New monitor for Mary Hanson. Consider offices in #124, #125 and #210, all long and narrow rooms.
12.	Safety Concerns – Bob Gooden	Bob did not attend the meeting.
13.	Discussion about moving ahead with HIT program	Yes we should move ahead, but what about the English and Sales/Marketing positions.

Handouts:

- Agenda
- Minutes