



## Northland Community & Technical College Division Chair Meeting

December 14, 2004

3:30 pm

Room #106

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

Topic	Discussion/Outcome
1. Call To Order	3:55
2. Approval of Minutes	Approved
3. Publishing Graduation Requirements: Who is Responsible and Where Published?	Program specific requirements need to be published better in the college documents: fact sheets, web pages, catalog. Steve will direct an e-mail to the faculty to come forward with specific additional requirements to have published.
4. IACE Evaluation Program	Steve was not able to attend the Information Assurance workshop in Minneapolis this past July, but he feels we should consider receiving a Committee on National Security Systems (CNSS) certification through the Information Assurance Courseware Evaluation (IACE) Program. Should we join a group of institutions who understand the critical need in helping to protect our nations vital information?
5. Safety Issues	Bob Gooden attended our meeting on behalf of the EGF campus Safety Committee. He is asking the Division Chairs to have an ongoing agenda item regarding safety issues. He suggested when meeting with faculty groups, to address any safety issues.
6. Computers for Faculty	<p>There was some discussion on the process to obtain computers for adjunct faculty. Steve will walk the adjuncts and full-time faculty to ITS to get their computers.</p> <p>Information needs to be provided on the type of computer needed. Some faculty require a higher level of computer – computers should be distributed according to need. Faculty cannot have a “junker” if they are working with D2L.</p> <p>A recommendation needs to come from the Division Chairs on the process. This would be forwarded to ITS. It was suggested that the Technology Committee should seriously consider moving to two tiers of computers. Let’s put the weight of the Division Chairs behind the recommendations. Steve will write up a memo for chairs to look over.</p>
7. Finals Week	Some were wondering if it was time to discuss once again why we don’t have “Finals Week”. The suggestion was made that the Shared Governance Council could address it. A substantial amount of effort would have to go into making this work. It would not work for ITV courses. A two hour test just does not fit into the schedule. We would have to have a comprehensive schedule based on the standard start times. It is not possible to take five tests in one day and none the rest of the week.
8. Library	Milt stated that there is no process for library fines. Students are getting bills – it is a software problem

	<p>due to the college pulling away from NCTC. Faculty need to be aware of the problem. MnSCU wants to continue with the fines. Fines are hooked to the student records and they cannot be deleted. Milt is working with MnSCU to remove the fin portion until the new library system is up and running.</p> <p>There is a staffing problem in the library if they are expected to stay open in the evenings. Someone needs to be in the library at all times. Workstudies were unreliable this semester – we cannot count on them. We have to start handpicking the students to find good people that want to be here. TRF also has two full-time staff in the library, but they have a bigger pool of workstudies to work with.</p> <p>The new study carels are here and will be put into place in the library.</p> <p>At the Regional Academic Leaders meeting in Detroit Lakes, the EGF campus reported proctoring data. One half of a position is strictly related to on-line testing. We need alternative ways to test. Where could testing go? Testing should not be strictly in the library. Staffing is needed to do testing for ITV, D2L, on-line and on campus courses.</p> <p>Recommendation: We need a testing center. We have the room and the computers, but we do not have the staff. The library is becoming a testing center instead of a library. An ad hoc committee was suggested to look at the library issue. Ask for volunteers, faculty and staff, to be on this committee.</p> <p>A heads-up...the migration to the new library system will happen in February. There are many problems with the records.</p>
9. Other	Biology and chemistry need a paraprofessional position where four hours a day is dedicated to science labs. Strategic planning funds have been awarded for a ½ time position this spring.
10. Adjourned	5:15 pm

**Hand Outs:**

- **Agenda**
- **Minutes**
- **E-mail from NCTC Web Directory**