



Northland Community & Technical College Division Chair Meeting

January 27, 2005

3:00 pm

Room #106

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

Topic	Discussion/Outcome
1. Call to Order	3:20 pm
2. Approval of Minutes	Approved
3. FY05 Program Budgets	<p>The program budgets are not complete as of this date. Some budgets have not yet been turned in to Diane. We will consider the budget when Beth returns. It is a matter of reviewing them.</p> <p>It was mentioned that the distribution list from Dennis was incomplete and confusing.</p>
4. Joint Division Chair Meetings	<p>We have a division chair structure now in TRF. A joint meeting will be held to compare notes – to start talking. The plan isn't to work together every meeting – maybe once a semester.</p> <p>Liberal arts will be meeting to come up with a plan to map out the new LA degree.</p> <p>Strategic planning is still very broad. Administrators have come up with the goals. Action points are needed now. The joint chairs group with student service representatives could develop them.</p>
5. Open House/Demo Days Date	<p>Susie Dowers is working to set-up a career fair. The date for this has not been set, but Steve suggested that the Open House/Demo Days be coordinated with that event. Parking might be a problem the day of the career fair. Maybe we could use the truck rodeo area. Steve will check with Susie.</p>
6. Safety Issues	<p>Students are smoking again at the employee entrance. It was suggested that a line be drawn around the tanks. This is a very dangerous area to be smoking.</p> <p>Security is still an issue – transcribers were missing, but they were returned after an e-mail was sent requesting that they be returned – no questions asked. Computers and networking hard drivers were glued in the storage cabinet. Locks will be put on the cabinets.</p>
7. Proctoring	<p>An ad hoc committee is needed to study proctoring. Some distance instructors have sent a list of 25 names of students to proctor instead of working with each student. It would be different if we were set-up as a test center. Instructors should not assume that the library would just proctor all of their</p>

	students. It is the instructor's responsibility to do the testing. Students should have to ask to be proctored. It will get worse with enrollments rising each semester. Steve will bring this issue to the next Regional Academic Leaders meeting in February.
8. Extended Library Hours	Milt plans to cut back on evening hours. He has determined that 8:30 am until 4:00 pm are the critical times. Data has documented a need for a half-time position. Milt and Geri could do more research for students if they had more help. Also, setting time periods to monitor proctoring would help if this position is filled.
9. Privacy Policy Statement	A heads-up as we go to the new library system. Milt K. provided all with a hand-out on the MnPALS Privacy Policy. We have an opportunity to provide feed-back on this statement. It will be finalized on February 3 rd .
10. Other	Enrollment is up 15.5% from last semester. Bob, Kent, and Mike took a tour of the tin shed and the church on the Heritage property. An idea is to set up Farm Operations in the church, plus two rooms in the #500 building. Another possibility is if we do something with the art program, it would be nice to have a room that would store all the art supplies. A thought was to rent the building for 4 – 5 months to free-up a classroom. Renting will possibly add impotence with MnSCU as to the shortage of rooms on our campus.
11. Summer Schedule	Becky Holthusen will be putting out a seniority roster for summer session. Initial draft will go to Diane on February 4 th . Summer schedule will be posted to the web by February 21 st . Summer session dates have been set for June 6 th through July 29 th . Accounting II will be added to the summer schedule.

Handouts:

- **Agenda**
- **Minutes**