



Northland Community & Technical College Division Chair Meeting

February 17, 2005

3:00 pm

Room #106

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

Topic	Discussion/Outcome
1. Call to Order	3:15 pm
2. Approval of Minutes	Approved
3. Library/Instructional Resources	<p>Milt is aware faculty is purchasing videos and DVD's. He would like to keep a record of these purchases so as not to have duplications. This is extremely important now because of the budget situation. Credit card purchases are easy, but they should be tied to the library. Purchases are hard to track. There seems to be confusion whether the program would buy it, then bring the purchase to the library to be included in the inventory?</p> <p>There are funds in the library to support the programs. Milt suggested if the items needed are too expensive, maybe split the cost with the library. The library may be able to get better discounts. Milt would like to get a little more control to have a complete inventory available for faculty and staff.</p> <p>Milt will put together an e-mail to faculty and staff. Division chairs were asked to bring this item to their faculty and union meetings. A suggestion was also made to put this on the agenda for the next all employee meeting.</p>
4. Schedule Timeline & Process for Fall Semester	<p>Fri., February 25th Draft of Gen Eds, ITV, Health/Business cores to faculty</p> <p>Fri., March 4th Final draft of Gen Eds, ITV, Health/Business Core schedules to faculty</p> <p>Thurs., March 10th Program/instructor schedules to division chairs by 5pm</p> <p>Fri., March 11th Division chairs schedule rooms and give Program/instructor schedules to Diane to key in</p> <p>Fri., March 25th Final draft of master schedule to faculty</p> <p>Wed., March 30th Final revisions to Diane</p> <p>Fri., April 1st</p>

Classroom Moves	<p>Fall Schedule on website Fri., April 8th Registration for Fall semester</p> <p>There was discussion on moving the farm operations program from the main building to a building on the Heritage grounds. The farm operations room has a seating capacity of at least 48. The main issue is that this large room does not get full use presently. This room could be split and be used by liberal arts. This move would free-up rooms with a capacity of 35. Heritage has contacted Kent about setting up a meeting.</p>
5. Schedule Forms – Revised/Updated?	The health division is going back to the one page spreadsheet for workload. Diane will e-mail the schedule form to the division chairs and they will forward on to the faculty in their division with the timelines for fall semester.
6. Online Courses/Program Support – What is the role of MNOnline?	<p>Need to clarify the role in terms of program support. Example: Nursing is an EGF program, but data is getting changed on-line. Who controls this data? MNOnline wants the questions to go to them to do the tracking and they will then send the student on to the campus level.</p> <p>There is an issue concerning the proxy server for online students. There is confusion over who should be paying for the server. Steve will bring this item to the next Regional Academic Leadership meeting.</p>
7. Envelopes and Paper	Envelopes and letterhead paper is purchased in the bookstore in full case lots only. It was felt by all that programs should not be expected to purchase such large quantities. We need a way to get just a dozen envelopes if needed. It was decided to purchase by the case and split the cost between divisions not between programs. These supplies will be housed in the library.
8. Program Web Pages	<p>Faculty have been asked to check the information about their program on the web pages. The e-mail from the committee requesting this information was sent to the program directors to give changes/additions to their Dean. It was discussed that faculty work with a marketing person then give to the Dean. What is the role of the Division Chair? Chairs play an important role in developing the program. Chairs need to complete the common pieces with their faculty. Steve would also like Lindsey involved with the process.</p> <p>Steve will request an e-mail be re-sent from the committee to clarify the steps to make changes.</p>
9. Other	<p>Classroom Technology meetings meet the first Thursday of each month. Division chair meetings will be on alternating Thursdays.</p> <p>The rotating stand by the reception desk will be updated with correct division names.</p> <p>There was discussion to set-up a joint division chair meeting in March to plan for the NCA visit.</p> <p>Becky Holthusen requested Barb Forrest to do a seniority list. Steve will e-mail Becky about this request.</p> <p>The Trades Expo Day has been set for March 31st. This event is separate from the Open House/Demo Days that Susie Dowers is working on. The open house event would be targeted more towards the health programs. Faculty are requesting that Susie Dowers contact the division chairs in person rather than e-mail.</p>
10. Adjourned	4:45

Handouts:

- Agenda
- Minutes

Next meeting: Thursday, February 24th @ 3:00 pm in room #306B