



Northland Community & Technical College

Division Chair Meeting

February 24, 2005
3:00 pm
Room #306B

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

Topic		Discussion/Outcome
1. Call to Order		3:05
2. Approval of Minutes		Approved
3. Budget – FY06 Outlook		<p>The Executive Council meeting was all about budgets. There will still probably be a deficit and we will have to deal with that. MnSCU is instituting a new allocation formula. We cannot expect an increase in allocation from the state.</p> <p>We will address this by:</p> <ul style="list-style-type: none"> • Taking better advantage of initiative funds from the Chancellor's office. • Address growth areas. We cannot continue to fund programs that are not viable. • Open up a full Liberal Arts program. A letter will be drafted – it will be very direct. We still want to maintain an evening emphasis. • Northland College plans to do what the rest of the state does as far as the 4% tuition increase.
4. New Programs		<p>Kent has stated that the division chair committee is making the decision on the Health Information Technology Program. Presently the EGF campus has a director from MSCTC with a part-time presence, which is a negative aspect. A suggestion was made to hire a director to have a presence on the campus, but some thought it would be hard to find a director with credentials. If we hire right, a dynamic director would make a huge difference. A reference was made to the Early Childhood & Paraprofessional program and how a good director can build a successful, growing program. It was decided to move ahead and hire a director.</p> <p>Other discussion highlights regarding the H.I.T. program:</p> <ul style="list-style-type: none"> • It is one of the top ten employment fields (U.S. Bureau of Labor). • It is text based, so it would work well on-line – maybe a blended program – in future. • Clinical sites are not a problem. • It is not an expensive program to operate. • There are little anticipated problems with accreditation. • Graduates are finding employment beyond hospitals, more in rural areas. • Need to do some homework on the needs in the community.
5. Farm Op Classroom		<p>There were discussions with the Farm Operations program faculty regarding moving their classrooms to the Heritage grounds. The program faculty do not want the program to be separated from the campus. There are a lot of activities going on in Farm Op – it is a lab used as a classroom, so they do need the space.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> • Kent/Steve will be meeting with the Heritage people on March 8th. • There is a continuing space problem with Fire Tech program. • Beth will meet with Peggy Rogers regarding the size of room she will need for fall semester. • Truck driving does not have the numbers – trucking companies are wanting to train their own employees. • ITS would like room #206 for their equipment room. This move could be made, but only when we find room for the offices that are there now. • Discussed erecting a wall in room #337 to turn into two classrooms. • We seriously need to look at other buildings on the campus grounds.

6. Web Program Information	There is a lot of work to do on course descriptions. Lindsey has printouts to go out to faculty and is seeking feed-back on any changes or additions to the descriptions. Faculty will be working with Lindsey on this. Note: This is for the catalog, not the website.
7. Adjourned	4:20

Handouts:

- **Agenda**
- **Minutes**
- **Budget Assumptions**