



## Northland Community & Technical College Division Chair Committee

March 31, 2005

4:00 pm

Room #106

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

Topic	Discussion/Outcome
1. Call to Order	4:10
2. Approval of Minutes	Approved with changes
3. Recruiting/Program Clips (on CD). Which Programs?	<p>The broadcast program on the TRF campus is putting together video clips of programs on the Northland campuses. Limited time and resources are available. It will only be possible to do 24 total videos for both campuses. We will have to select the programs we want to build up. Programs discussed and suggested:</p> <ul style="list-style-type: none"> <li>• Liberal Arts</li> <li>• Health Information Technology</li> <li>• Computer Service Networking</li> <li>• Clinical Lab Technician</li> <li>• Cardiovascular Technology</li> <li>• Medical Assistant</li> <li>• Paramedicine</li> <li>• Plumbing Technology</li> <li>• HVAC Heating Ventilation AC</li> <li>• Fire Technology</li> <li>• Early Childhood – it's strong, but new</li> </ul> <p>The video clips will be seen on the Web and also on CD's that recruiters can hand-out. It will be used as a recruiting tool. Recruiters will be able to use the videos on their lap tops when recruiting. Someday the catalog will be on CD.</p>
4. Renee Booking Travel/Conference Arrangements?	<p>There was discussion on Renee's duties. It was decided that she can be book travel arrangements for faculty. The limit on her VISA card will be raised to accommodate this. Renee's role needs to be clarified as there appear to be misconceptions of what is acceptable.</p>
5. Summer Rotation List	<p>Steve and Jeff are working on the list for summer semester. HR says probationary faculty should not be on the list. If faculty are offered a course, they go to the bottom of the list.</p>

	Faculty can refer to page 31-33 in the MSCF contract for clarification.
6. BSU Nursing Courses	We have had several requests from BSU to bring in ITV courses, but there is a problem with scheduling ITV time at the last minute. It just doesn't fit in. EGF does not have enrollment in these courses. The chairs would like to know the needs assessment as far as enrollment. Do we have a contract that would obligate us? Does the ITV equipment in room #217 belong to BSU? Kent and Karla will be contacted.
7. Office Space	Bob is getting estimates on the remodeling. Office needs for fall need to be identified in the form of a list. Bob does not want to lose the storage space in the back of room #315. An inventory of stored items needs to be done. It was suggested that a group get together to discuss office/storage space when the estimates have all come in.
8. Academic Equipment Requests for FY06	Things have changed because of the merger with TRF. Equipment funds are coming to the whole college. The equipment budget will likely be \$180,000 versus \$200,000 last year.  Need to get equipment requests going soon – specifically ask for equipment. The college has been asked to plan for contingencies. It is very important that the equipment list be prioritized.
9. Tech Prep at Grand Forks Public Schools	Jerome Gunderson, Superintendent of the Grand Forks Public Schools, would like to meet with the EGF division chairs and his faculty on the afternoon of April 15 <sup>th</sup> to discuss Tech Prep courses and content – to compare notes.
10. Release Time – What has been gained?	Steve requested the division chairs to e-mail a list to him of what the additional release time has allowed them to do in serving their area and helping their faculty.
11. Course Titles	The marketing group met to discuss the catalog and fact sheets. There was a recommendation that we should not put up with cryptic titles. Other college web sites show the full titles in the descriptions. Chairs were directed to move ahead with this and ask faculty to look at their titles.  There was concern that students cannot find their courses and that the web schedule is not printing well. Also, section numbers do not print on the web. Steve will talk to Chad about fixing these areas.
12. Trades Expo	Dennis W. reported that they had a great turn-out. Approximately 100 people showed up. The Trades area will look at evaluations to see where there could be improvement.
13. adjourned	5:15