



Northland Community & Technical College Division Chair Meeting

April 14, 2005
3:00 pm
Room #106

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

Topic		Discussion/Outcome
1. Call to Order		3:20
2. Approval of Minutes		Approved
3. Notification of Administrative Absences		A request has been made to post Steve's & Kent's weekly calendars via e-mail to staff and faculty.
4. Student Course Surveys Online		The decision was made to move ahead with the online student course surveys. All agreed that the survey questions need to be updated at some point, but will remain the same for spring semester. The ITS department is working on inputting faculty ID and course numbers now. The goal is to have the online survey up and running for the spring semester student course evaluations.
5. Distance Education: <ul style="list-style-type: none">• Advising• Course Quality Issues• Course Scheduling• Workload• Programs		<p>Concerns were raised regarding students enrolling in online courses for the wrong reasons. For example: Students enrolling in courses which they believe will be extremely easy. Advisors have reported that some courses have tests that are all open book with no application, e.g., computer classes. Students taking these classes then do not do well in the subsequent on-campus courses since they have not been given the pre-requisite info.</p> <p>Another example: An instructor on our campus has previously had many students who failed a course and who then took the course online. Bottom line is that in some instances online courses are being substituted for on-campus courses because they are easier.</p> <ul style="list-style-type: none">• How does this issue affect transfer?• What about the quality of the course?• Northland has to offer courses with integrity. <p>We need to get more courses online. Pharmacy Technology will be online in the south. Pharmacy Tech online is not an accredited program. The EGF Pharmacy Tech students could not take those courses.</p>
6. Report from AACC		Steve reported on the national AACC meeting he attended in Boston, MA. There was discussion about a very informative workshop Steve attended on

	federal funding opportunities. They talked specifically about funding for the two year community colleges. ND State School of Science has been successful in earmarking \$600,000 in funds. They were able to do this by funding a lobbyist in Washington, D.C for \$200,000.
7. List of Contracts	A master list of all affiliation agreements is needed. A simple spreadsheet for faculty to review would be nice to have as a reference.
8. BSU Chair Retreat	Division chairs were given a brochure regarding an upcoming chair retreat at Bemidji State University in June. Steve encouraged all to attend and stated that funding would be available to those who wish to take part in this retreat/workshop.
9. Schedule Timeline/Process	<p>Recommendations to setting semester schedules were made at a recent meeting involving the Health division:</p> <ul style="list-style-type: none"> • Develop timeline one semester in advance. • Stick to it! • Allow a minimum of 10 days to develop program schedules once faculty receive the final Gen Ed schedule. • There needs to be a point in which the Gen Ed schedule is done and changes cannot be made – period. • Allow adequate time for proofing and checking before posting.
10. Adjourned	4:15 pm

Handouts:

- **Agenda**
- **Minutes**
- **Online Course Survey Sample from NTC-Bemidji**
- **Retreat Brochure**