



Northland Community & Technical College Division Chair Meeting

August 3, 2005

1:00 pm

Room #106

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

Topic		Discussion/Outcome
1. Call to Order		1:15
2. Approval of Minutes (6/8/05 Meeting)		Approved
3. Approval of Minutes (7/28/05 Meeting)		
4. Fall Staffing		<p>The fall semester schedule was reviewed. Mike reported that instructor names have been added. The fall schedule is looking good now.</p> <p>The Dean's priorities:</p> <ul style="list-style-type: none"> • FY06 Budget • Spring schedule proposal – complete by October 1st • Hiring process • Summer rotation schedule <p>Process for hiring adjuncts:</p> <ul style="list-style-type: none"> • Division chair finds instructors • Division chair requests appointment • Dean will talk to adjunct about salary • Division chair will assign courses and add name to schedule <p>Distance Schedule: Division chairs should be getting the spread sheet from Cathy Roberts in Distance office. EGF courses should not always be listed last on the Distance schedule. All agreed that distance faculty loads need to be looked at first because sections are not filling up on the distance courses.</p>
5. FY06 Equipment Budgets		<p>It was decided that the budget request spreadsheet submitted spring semester cannot be used again. It is an old list. Mike directed the chairs to go to the instructors in their divisions and update their equipment requests as soon as possible. Program directors need to submit a new equipment request even though one was submitted in February. This item will be discussed again at the September 1st, 3:00 pm division chair meeting.</p> <p>The Deans will be looking at enrollment between the campuses. They will count the number of students taking the same courses at each campus and cancel those with low enrollment. This will force the liberal arts faculty to work together. It will build relationships between the campuses.</p>

6. Spring FY06 Schedule	<p>Mike has looked at room schedules and scouted classrooms during classroom hours. He feels we can still take out another room for offices with some good scheduling. Classes might have to run an hour or two later in the day or an hour earlier in the morning. Mike stated that he is willing to hear any ideas on the general topic of giving appropriate offices. We need to continue to look at this.</p> <p>It was agreed by all that room #311 and room #317 “the wings” are totally wasted areas. These rooms should be remodeled next if possible. It is a poor utilization of rooms; size, layout, etc.</p> <p>The college is hesitant to take another room for offices right now since we are growing. First, we need to show MnSCU that we are utilizing classrooms from 8:00 am to 4:30 pm.</p>
7. Other	<p>The division chairs requested a list of unresolved agenda items be included with the agenda at each meeting.</p> <p>The chairs wanted to know how the adjuncts are going to get slotted into offices. There are still problems with the office situations. As we hire more faculty, we will need even more offices. It was decided to leave the Fire offices where they are for now since things aren't ready in building #501. Mike stated that he will finish assigning adjunct offices soon. Mike assured the chairs that he will show them the list of office assignments before it goes out to the campus.</p> <p>The rough draft of the spring schedule will be coming out soon. We have to know where ITV fits in first. Then time is needed for the core pieces from Deb and Beth. All agreed that TRF needs to be on the same time frame. Mike will talk to Jeff about synchronizing timelines. There was some discussion about TRF ITV scheduling and how they need someone to step up and take responsibility in the scheduling process. Milt has been taking care of all the problems that have arisen which has been very time consuming.</p> <p>Mike is torn about the “final exam” schedule. He feels we are perceived as being incomplete because we do not have a final exam schedule like other colleges. He would eventually like to see a “final exam” week and wants to have a process to make that a possibility. He does not want to make an academic distinction between liberal arts and the technical programs.</p>
8. Adjourned	2:40 pm

Handouts:

- **Fall “Staff” Report**
- **FY06 Equipment Budget Spreadsheet**