



## Northland Community & Technical College Division Chair Committee Meeting

August 31, 2005  
3:00 pm  
Room #106

Attendees: M. Kinzler, B. Huschle, B. McMahon, D. Wierima, M. Normandin., D. Riely, D. Rapacz

Topic	Discussion/Outcome
1. Call to Order	3:20 pm
2. Approval of Minutes (8/4/05)	Approved
3. Approval of Minutes (7/28/05)	Approved with changes
4. FY06 Budget	<p>We have to come up with a budgeting process that has a true supply budget. Beth reported that some supply budget requests in the health area are coming in higher than ever due to increased enrollment</p> <p>Mike stated that right now educational contracts are coming out of the supply budgets. As an example, the RCP program processed five educational contracts to help with the clinical instruction. Doing this helped Tony Sorum's teaching load. Contracts should be coming out of the instructor budgets, not the supply budgets. Mike will talk to Dennis Paesler about changing this.</p> <p>There are discrepancies between the different reports received from the business office in TRF. Maybe Dennis Paesler could be invited to attend the next division chair meeting.</p> <p>Diane will compile data for an updated FY06 equipment request spreadsheet to bring to the meeting next week.</p>
5. Spring 2006 Class Schedule	<p>Spring Schedule Timeline:</p> <ul style="list-style-type: none"><li>• Liberal Arts Draft to Division Chairs by Friday, Sept. 2<sup>nd</sup></li><li>• Draft to Faculty Review Until Sept. 13<sup>th</sup></li><li>• Liberal Arts Final Schedule due by Sept. 16<sup>th</sup></li><li>• Final Schedules from Faculty due to Diane by Oct. 5<sup>th</sup></li></ul> <p>Mike has met with Jeff Thomas regarding the timelines of the spring schedule.</p>

	<p>A final exam schedule is still an issue. We have to come up with at least an identical way of presenting a class schedule – we need common times to start classes. Students will benefit from a standardized start time and it will also help final exam week scheduling.</p>
6. Clinical & Professional Contracts EGF & TRF	<p>Diane will now be processing clinical contracts for both the EGF and TRF campuses. Diane is developing a data base listing all the clinical sites that hold a current contract. The data base will list facility name, address, name of contact person, contract expiration date and will also state if a contract is pending. This database will be posted on the intranet for all faculty to access. The completion date is not known at this time, but a goal of October 1<sup>st</sup> has been set.</p>
7. Plan for Office Furniture Replacement-Faculty	<p>Faculty have been asking about offices – who is next on the list? We need a plan in place because employees want to know if they will have a turn. Division chairs were directed to e-mail Mike or Diane as to how many full-time tenured faculty would be interested in giving up their office to move into a new office. Mike will walk around the campus again to see if we can put more desks in some adjunct offices.</p> <p>There have been some very positive comments about the new faculty offices. When students come into the offices now, there is a much more positive attitude from the students. It is a nice private office, a more inviting atmosphere. The vision is to get another office project going for next summer. We have made a lot of progress, but we didn't really get anywhere with the big picture. The utilization of classroom space is excellent now. The plan is to do something with offices every year, but it will never be enough.</p>
8. Level of ITS Support & Training	<p>ITS will be losing one employee. Holly D. has been reassigned to four days a week on the TRF campus. Training is an issue - ITS employees know very little about D2L and cannot assist students with basic D2L access questions..</p> <p>Classroom projectors are not working. They have not worked since the rooms were rewired. The rooms all need to be tested. Mike will get Scott going on this problem.</p>
9. Laptop Requirements vs. Laptop Cart	Tabled
10. Math Developmental Requirements & Tracking Completion	<p>The college needs a better tracking system. Barb F. in nursing has been looking through transcripts manually. It is too time consuming and needs to be done by someone else. It was suggested that maybe Renee K. could be trained to help with the tracking of development requirements.</p>
11. Storage Space for PN Program	<p>Space is needed for storage close to the nursing lab spaces. Mike will look for space on his "walk-arounds".</p>
12. Other	<p>Parking : Students should not be parking in the south employee parking lot. Signs will be going up soon designating parking areas. A suggestion was made to color code the lots by painting the lines a different color for each designated parking section. It was decided that this item should go to the Management team meeting for discussion.</p>
13. Adjourned	4:40