



## Northland Community & Technical College Division Chair Committee Meeting

September 14, 2005

3:00 pm

Room #106

Attendees: Brian H., Dennis W., Mike N., Beth M., Deb R., Diane R.

Topic	Discussion/Outcome
1. Call to Order	3:15
2. Approval of Minutes	Approved with changes.
3. Spring 2006 Schedule Update	<p>The spring semester scheduling process is right on schedule. Brian will have the liberal arts schedule out today. Mike informed everyone that we will be working on the summer schedule immediately. Mike let Joann S. know that registration for spring can happen anytime in November.</p> <p>There has been a small change on the schedule form. The new form will allow instructors to list more than one instructor on a page. The health division will be using this new format.</p>
4. Equipment Budgets	Everyone was O.K. with budget. No discussion.
5. Laptop Requirements vs. Laptop Cart	This issue will go to the management committee.
6. Workload Sheets – All Divisions	Mike has requested work load sheets from the division chairs. Administration does not want anyone to teach over 140% this year.
7. Storage Space for PN Program	Kent will talk to Bob about using a closet close to the women's bathroom for storage for the Practical Nursing program. They will also check on storage space in the mechanical room by the west entrance doors.
8. ITV Courses - Rotation Schedule Between EGF & TRF	<p>There was discussion regarding faculty teaching ITV courses having office hours on both campuses. All felt it was important for faculty to rotate and have time on both campuses:</p> <ul style="list-style-type: none"><li>• Students need a more personalized experience.</li><li>• Advanced courses are especially difficult and students need more attention.</li><li>• It affects student's success.</li><li>• Faculty need to get to know students on both campuses to aid retention.</li></ul> <p>This item will go to the Executive Committee for discussion.</p>
9. Adjourned	4:00