



Northland Community & Technical College Division Chair Committee

September 28, 2005

3:00 pm

Room #411A

Attendees: Brian H., Deb R., Dennis W., Beth M., Diane R., Milt K.

Topic	Discussion/Outcome
1. Call to Order	3:10 pm
2. Approval of Minutes	Approved
3. Safety Training	Tabled until November 9 th meeting.
4. Spring Schedule Update	<p>Brian will e-mail the Liberal Arts spring schedule to Diane today. Brian was asked to note any special start dates. Milt reported that the ITV schedules are done and ready to submit to Diane for data entry.</p> <p>Need to look at curriculum for GTEC. Cannot substitute course for spring semester.</p>
5. Adjunct & Overload Projections	<p>Mike requested the following from the division chairs:</p> <ul style="list-style-type: none"> • A list of full time unlimited or full time probationary faculty that will be on overload in FY06. • Adjunct projections for spring and the number of credits adjuncts will be teaching. <p>This information is due to Mike by October 12th.</p>
6. Marketing Efforts for Low Enrollment Programs	<p>There was discussion regarding marketing the low enrollment programs through the strategic initiative. There is not an ongoing thing happening with the CD's that were supposed to be produced. Some CD's got done and some didn't. The question is – is there a group working on this? Example: CLST has low enrollment, a CD was produced, but there is no plan for distribution – they are sitting on a shelf in an office. With all the marketing changes, the committee would like to know who is in charge of this now.</p>

	<p>Mike will talk with Kent about marketing low enrollment courses in the future, but first we need to identify them. Chairs were asked to e-mail candidates to Mike:</p> <ul style="list-style-type: none"> • Networking • CLST • Medical Assistant • Cardiology Technology • Paramedic
7. Adjourned	4:15