



Northland Community & Technical College Division Chair Committee

October 11, 2005
12:00 Noon
Room #106

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

Discussion/Outcome	
1. Call to Order	12:10
2. Approval of Minutes	Approved with changes.
3. CD Update	CD's are used at career fairs for interested students who are not able to visit the school. There was discussion regarding January start dates for the Early Childhood program and Networking. The plan is to offer fall semester courses in the spring and spring courses during the fall semester.
4. Spring Schedule Final Discussion	A final draft of the spring schedule will go to faculty Monday, October 18 th . Diane will make any revisions and post to the website by Wednesday, October 26 th .
5. Distance Schedule	Summer schedule requests are due soon for Distance. Beth has developed a spreadsheet and will add all Brian and Deb's courses to her spreadsheet. Mike will call Cathy Roberts to find out firm deadlines for the summer distance schedule.
6. Summer Schedule Timeline	<p>Brian is working on the summer Liberal Arts schedule now. A tentative timeline was decided as follows:</p> <ul style="list-style-type: none"> • Wed., October 19th • Draft of Lib Arts, ITV, Health/Business cores to chairs • Fri., October 28th • Feedback from chairs • Tues., November 1st • Final draft of liberal arts, ITV, Health/Business core schedule to faculty • Fri., November 11th • Program/Instructor schedules due to division chairs by 5pm • Wed., November 16th • Division chairs schedule rooms and give program/instructor schedules to Diane to key in. • Tue., November 29th • Final draft of master schedule to faculty • Thurs., December 1st • Final revisions to Diane • Mon., December 5th • Summer schedule posted to website
7. Fall FY07 Schedule Timeline	As discussed, following is the timeline for building the Fall 2006 (FY07) schedule of classes:

		<ul style="list-style-type: none"> • <i>Will meet on 11/9/05 to discuss new timeline.</i>
8. Other		Mike wants to work on budgets the last half of March and April. Mike will find out what the TRF process is for developing a budget. A budget analysis report was handed out to the chairs.
9. Adjourned		1:05pm