

Northland Community & Technical College Division Chair Committee Meeting

November 9, 2005 3:00 pm Room #106

Attendees: Mike N., Dennis W., Diane R., Deb R., Brian H., Milt K.

Topic	Discussion/Outcome
Call to order	3:10
2. Approval of Minutes	Approved
3. Career Fairs	There was discussion regarding the Trades Expo and Health Day on the EGF campus. These events will be held on separate days.
4. Schedule Tips	A "Tip" sheet will be developed to distribute to faculty to make inputting schedules more efficient with less chance of errors. The goal is to have schedules on a constant timeline. Some Suggestions: Use "H" to identify "Thursday" Do not use "Military" time. Class ending times on schedule should be 10 minutes before class ends. Chairs were asked to submit any additional tips to Diane.
Fall Schedule FY07	Fall FY07 Schedule Timeline: REVISIONS • Mon., December 12 th • Draft of Liberal Arts, ITV, Health/Business cores to faculty (faculty should provide suggested changes/additions to division chairs immediately) • Wed., February 1 st • Final draft of Liberal Arts, ITV, Health/Business core schedules to faculty • Wed., February 8 th • Faculty respond to Brian • Wed., February 15 th • Final Liberal Arts draft to Diane to key • Fri., February 17 th • Program/instructor schedules due to division chairs by 5pm • Fri., March 3 rd • Division chairs schedule rooms and give program/instructor schedules to Diane to key • Fri., March 17 th • Final draft of master schedule to faculty • Wed., March 22 nd • Final revisions to Diane • Mon., March 27 th
	Fall schedule posted to the website
5. Annual schedule	A suggestion was made to date each Liberal Arts draft

	The reason behind the annual schedule is that students want to plan out their schooling for the whole year. There was concern about how all the changes are managed. What software are other institutions using for this process of making changes?
	Brian, Deb and Beth will meet about "rolling over" Spring FY07 Liberal Arts schedule. They will make revisions if needed. We need to be aware that this will be a "proposed" schedule, not what it is really going to be. There will be lots of changes throughout the year.
	Administration will be looking at enrollments and not offering low enrollment courses.
6. Research Instruction	Counselors see a need for students to be offered a course on how to use library research databases. Students do not know how to use the research databases in the library. The division chairs would like to get something in place for research instruction Discussion:
	 Type up an instruction sheet for faculty to give to students Freshman seminar – Intro to Research
	 There are courses out there, but they do not address the issues for research. Could "Information Retrieval" be revised?
7. Other	
8. Adjourned	4:15 pm