



Northland Community & Technical College Division Chair Committee

January 18, 2006
11:00 am
Room #106

Attendees: Brian Huschle, Milt Kinzler, Mike Normandin, Deb Riely, Beth McMahon, Renee Kringlen, MJ Bydal, Dennis Wierima, guests: Lindsey Wangberg, Janet Gontarek

Topic		Discussion/Outcome
1. Call to Order		11:07 am
2. Approval of Minutes		Addition to #4: Room 217 is a receiving station only-the cost would be about \$10,000 to turn into a full ITV teaching station at \$20,000 . Highlighted were added.
3. EGF Expo-3/1/06		Lindsey asked for info from programs to reconfirm the data that she has. All programs to participate. Janet stated that the numbers of participants will be too large for any one of our rooms. We will need to split the group. Run 40 min sessions with 1 hour for lunch and panel discussion. Janet handed out packets for chairs to share with their division. They ask for changes to be made and returned to Janet for packets to be prepared for the participants. Be sure participants can be seated and have hands-on activities, as expressed on the evaluations from the past. Asking for approx 3 students per program to assist, rather than the entire class. The cost is too great to include all NCTC students along with the participants. Divisions to participate in a voluntary way. Will this be a regularly scheduled class day? The plan is to be a regular day, but will be somewhat disruptive. If programs are organizing together, please prepare a short paragraph describing their presentation. Need traffic control with a drop off site and bus parking during the day. Mike stated he is not opposed to not having classes that day, but wants the students to be here so we look full and active. Let Janet know what rooms work best by 1/20/06 and she will try to get that room for them. If the chairs cannot answer all of the faculty questions, please refer them to Janet and Lindsey.

	Can a program write a letter to include in the packet? If it is something new and different not already included, it would be a good idea.
4. Budget	<p>Programs and faculty should be winding down their budgeting process.</p> <p>Deb stated the formula on the spreadsheet is wrong. They need to correct that...</p> <p>Supply budgets can be general. Mike stated that contracted services should be researched carefully and try for a more accurate amount.</p> <p>Equipment – TRF settles on amount in the spring. Selection is completed before leaving school in the spring. When funds become available in July, orders are placed and equipment is in at the start of Fall. Mike thinks that process could work at EGF also.</p> <p>Mike is asking for budget requests to go to the division chairs by 1/27/06, and they will turn them in to Mike the end of January.</p>
5. Scheduling Update	<p>By moving BIOL1004 to 9-9:50am, M,W,F in fall, it posed problems with the business schedules due to Med Secretary students needing the course. Brian asked Deb to let him know if he should move it to 3-4:20pm, M,W or 8-8:50am, M,W,F.</p> <p>Mike will discuss the Art course changes with Brian Huschle.</p>
6. Dead Courses	Handout – list of courses not taught for 1 academic year. Dennis Bendickson prepared the list and is asking if they can be deleted. Mike asked the chairs to review the list and indicate if they are truly dead and can be removed. To be completed by the next meeting, 2/1/06.
7. Faculty Info Sessions	<p>Update at next meeting...Tabled until 2/1/06 meeting.</p> <p>Bring in a student services person to discuss.</p>
8. Other	Renee Kringlen begins a new position of Academic Affairs Assistant 1/23/06. Her vacated position needs to go through the claiming process.
9. Adjourned	12:15 p.m.

Mary Jo Bydal, Recorder