



Northland Community & Technical College Division Chair Meeting

February 17, 2006

9:00 am

Room #106

Attendees: Milt Kinzler, Beth McMahon, Dennis Wierma, Deb Riely, Mike Normandin, Renee Kringlen, Kate Schmalenberg, absent: Brian Huschle.

Topic	Discussion/Outcome
1. Call to order	9:00 am
2. Approval of Minutes	Some changes
3. Schedule Course Forms: Deb asked that we add this to take a look at the two forms in use.	Both schedule course forms look great. Karleen posted them both back on the web. <ul style="list-style-type: none"> • Health course schedule • Business/trades course schedule.
4. DARS	When program faculty accept substitutions it is creating a problem. Faculty needs to be more specific on what generals the students need to take for the program. Mike is going to go back and ask Karleen. If the To graduate they need all the substitutions
5. Schedule update	Program schedules due to Renee by March 3 rd . Keyed and sent back to the faculty for review by March 17.
6. March 1 st meeting is the same day as Expo	Message from Lindsey or Janet going out about the Expo. Division chairs meeting next Friday, February 24 th at noon.
7. Faculty Info Session (Tabled before Christmas)	Working with Divisions to find another process. Kate Schmalenberg has not worked out a process yet. Tabled for another month.
8. Room renovation for courses with need for tile floor.	Need to think about the programs like Nursing and Art that need a room without carpet. What about looking at the rooms that have the green carpet as they are next to be re-carpeted maybe install tile.

9. Setting priorities for ITV course scheduling	Priority on schedules to get the ITV Courses done first. Need firm update for all schedules. Since there have been some problems with the ITV scheduling for both campuses it should only be one person setting up the schedule. It was mentioned that scheduling could go back to one person doing the scheduling for both campuses. Seems to run smoother that way.
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