



Northland Community & Technical College Division Chair Meeting

September 20, 2006

3:00 pm

Room #106

Attendees: Attendees: Mike Normandin, Deb Riely, Brian Huschle, Elizabeth McMahon, Milt Kinzler, Renee Kringlen, Dennis Wierima.

Topic	Discussion/Outcome
1. Call to order	11:00 AM
2. Approval of minutes	Tabled
3. Testing Center Lab	Tabled
4. IT service & faculty support	Are we getting adequate support from our IT services? Mike is going to talk to Stacy about issues that were brought up in the meeting. The Division Chairs are to talk to the faculty about what kind of service they receive in the IT department and get them to Renee and she is going to compile the information for next Division Chairs meeting.
5. Fy08 Summer, Fall & Spring posting date schedule	10/2: draft from Brian (Su, F, Sp) including health and business core 10/23: comments/ changes to Brian from faculty 10/31: Final Liberal Arts draft 11/22: technical schedules due 11/29: Room schedules 12/1: due to Renee for input
6. Laptop rental	Need to talk again on this topic. Need to invite Stacy Hron to come to a meeting.
7. Printing (Tabled in May)	Tabled
8. ITV Scheduler	Would really like to see one person to do the ITV schedule for both campuses. Mike is going to talk to

	Kent and see what can be done and who would be a good candidate.
9. Shared Governance Issues	Need to get the Equipment budget that is approved out faster to the faculty. This year was earlier then last year but would like to see it out before the beginning of the Fall semester so faculty can purchase for their program equipment when needed.
10. *Room for computer lab (tabled from May)	Tabled
11. *Orientation day-first day of semester (tabled in May)	Tabled
12. Classroom pads	Tabled
13. Professional development plans	Renee is going to send out an e-mail on the process of the Professional development. The faculty needs to e-mail their Professional Development form to Mike and cc: Renee. Renee is going to keep a file of all Professional Development. If faculty has questions on the Professional Development they are to talk to Mike N. They are due November 6, 2006.

Reporter Renee Kringlen