



Northland Community & Technical College **Division Chair Minutes** **October 18, 2006** **3:00 pm room 106**

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

Topic	Discussion/Outcome	
1. Welcome/Approved of minutes		
2. IT service & faculty support	Mike N/Stacey H	Stacey gave example of what each persons responsibilities are: Scott Foss, Sue Dalager, Wyndle & Joanne.
3. Laptop rental	Stacey H	Would like to see better quality laptops for the students to check out. Add more options for checking them out like day, week, or month. Maybe set up as a lease not a rental.
4. Workload Sheets	Mike N	This information needs to come from the Union so Mike will talk to Al Shervold and let him know that this should come from the Union.
4. Spring term workload	Mike N	Mike would like for everyone to use the same sheet that Beth's department is using. Beth will visit with Mike on Monday, October 23 to go over the spreadsheet that he wants everyone to use. Need to add to agenda for next meeting.
5. Distance Schedule		All Distance schedule send to Renee and she will put all together. This was completed before this Division Chair meeting.
6. Supply & Equipment Budget	Mike N.	Budget sheets were passed out by Mike. Mike stressed that the departments need to spend the equipment money as soon as possible. Do not wait too long.
7. Transcript Address for student Transcripts	Brian H.	Transcripts are printing out with the TRF address and they should have the EGF address as this is where they received their degree. Mike will check into this and get back at next meeting.
8. D2L Course Surveys	Renee K.	Renee asked if they have any questions regarding the new D2L Course Survey and there are no questions or concerns.

<p>9. Tabled items:</p> <ul style="list-style-type: none"> • Testing Center Lab • Printing (Tabled in May) • *Room for computer lab (tabled from May) • *Orientation day-first day of semester (tabled in May) • Classroom pads 		<p>Tabled will keep on agenda.</p>
<p>10. Other Learning Services</p>		<p>Concerns on how the testing is being done. Would like to invite Ellen Brehmer to the next meeting to go over the procedures.</p>