



Northland Community & Technical College Division Chair Meeting November 1, 2006

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

Topic		Discussion/Outcome
1. Approval of minutes		Minutes approved Do need to follow up on Transcripts Address for student transcripts.
2. Learning Services Issues	Ellen Brehmer	Faculty feel there is a problem with how the testing and tutoring are going. It is important that the student test during the same time or after the class has tested. Need a standard form for all programs. Mike is going to check with TRF and see what they use. Maybe we could use the same form.
3. Workload sheets	Mike N	Beth handed out two different workload sheets one for 30 credits and one for 32 credits Mike would like everyone to submit a workload form for 2006-2007. Beth is going to do some revisions and send the form back to Renee. The Division Chairs need to send out an e-mail with the workload sheet attached and have their faculty fill out and send back. Then they will forward the information to Mike N. Mike and Renee are going to build a matrix with the workload sheets.
4. Distance Schedule Summer/Fall FY08		Division Chairs need to look over the distance schedule for Summer/Fall FY08. They need to send any changes to Renee. Renee will then forward all changes to Cathy Roberts.
5. FY08 Campus schedule update		Hard copy in the mailboxes
6. Classroom pads/supply budget	Deb Riely	Deb Riely was wondering if it would be possible to purchase classroom pads and charge them against supply budget? If the Classroom Pads are less than \$2000.00 it should be no problem.

7. Budgeting process for next year (email from Shari Olson)	Deb Riely	Budgeting process for next year. Mike Normandin is going to talk to Shari Olson to see if faculty need to fill out the form when there would be changes and submitting what they did last year? The form on the web is not very user friendly. You cannot just print the form to review before filling it out. This is due December 1, 2006.
8. EGF College Spring Expo	Mike N.	<p>Mike handed out what Janet e-mailed to Mike. Janet is bringing up all kinds of issues. Two different events this year. Thief is in the fall and EGF is held in the spring. This system is not working as the High Schools budgets are tight and cannot get them to go to both. Since we are one college it would be nice to see only one Expo per year and maybe rotate between the two campuses (one year in EGF and then next year TRF) and have representation for both campuses. Could possibly do something in the evening for parents and students. Division Chairs was wondering who makes this is a decision. Does it come from Marketing Department?</p> <p>Will reevaluate at next Division Chairs meeting.</p>
9. Printing charges	Milt	<p>Is it possible for students to have debit cards for printing as it is getting way out of hand. Stacy needs to do the research. How do we get this started. Need to talk to Karla Anderson and see what she thinks and if it would be something we could do.</p> <p>Follow up on this at the next meeting.</p>
10. Other		<p>Testing Center Lab- Need to contact Shari Olson regarding establishing test center in EGF. It was reported at a Facilities meeting that Shari had voiced support for the idea.</p> <p>Room for computer Lab – Orientation Day-first day of semester Classroom pads</p>