# Northland Community & Technical College
## Division Chair Meeting
## November 15, 2006

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

| Topic | | Discussion/Outcome |
|---|---|---|
| 1.  Approval of minutes | | |
| 2.  Distance Schedule Summer/Fall FY08 | | Renee will e-mail summer distance schedule to the Division Chairs. |
| 3.  Learning Services Forms | | Mike is working on this. Tabled till next meeting. |
| 4.  EGF College Spring Expo | | Faculty will do what ever they need.  Health will help, business not real excited, Liberal arts no one is willing to help. |
| 5.  Room schedule | Brian Huschle | Brian needs to work out some loose ends in the room scheduling and ask the Division Chairs if they could get together.  They might have to wait until Beth gets back which is December 1.  Renee will wait to hear from Brian Huschle before entering any Liberal Arts. |
| 6.  Summer Maintenance of Shops | Dennis Wierima | What is the process of getting the shop cleaned up? This might be a Facilities issue. Deb thought if Dennis  filled out the budget request.  Bob Gooden stopped in our meeting and said that to send request to Bob and he will look into and see if this is something his people would have time for or if they need to do other paperwork to submit the work that would need to be completed. |
| 7.  Printing charges | | Just had technology meeting that Scott is tracking all student printing.  Any student printing is being charged by the student technology fee.   The cards would not work as the students have already paid for this service (student technology fee). |
| TABLED ITEMS | | • Testing Center Lab <br> • Room for Computer Lab <br> • Orientation First Day of semester |

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| Edit 54 | | Weird start dates.  Mike handed out the "Edit 54" this is session types that will be used when scheduling Fy08 semester schedules.  The session types have course length (# of days) for example:<br>• 10-Full semester<br>• 51 – 1$^{st}$ half semester<br>• 52- 2$^{nd}$ half semester<br>• 60 – 1 week course (5 days)<br>• These will need to be coded correctly for the drop/add end dates. |
| Next meeting | | November 30, 2006 at 3:00 in room 106. |