



Northland Community & Technical College
Division Chair Meeting
August 29, 2007
3:00 pm room 106

Attendees: Mike Normandin, Deb Riely, Brian Huschle, Elizabeth McMahon, Barb Forrest, Dennis Wierima, reporter: Renee Kringlen

| Topic | Discussion/Outcome | |
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| 1. Supply Budget | Mike Normandin | <p>Make sure we spend Professional Development. We need to make sure the money that you put in your account gets transferred to the Professional Development.</p> <p>If you are a credit card holder and you over spend your budget you will be accountable.</p> |
| 2. FY08 Equipment Budget | Mike Normandin | Sent out an email to the Division Chairs with the equipment budget attached once approved Renee will give to Karla Anderson to add to the equipment cost centers. |
| 3. FY08 Workload Sheets | Mike Normandin | Have the workloads sheets in by September 12 th with Fall and projected Spring. Mike and Renee will update Matrix. E-mail to Renee |
| 4. Gift cards | Mike Normandin | Absolutely no gift cards will be purchased. Mike will send out an e-mail about gift cards. |
| 5. Faculty testing in Library | Mike Normandin | <p>Last year the statistics 2300 exams that were proctor in the library. 500-600 students on campus are testing. Too many faculty on campus sending students for proctoring tests. Some were sending the whole class to the library to test and this is not what the testing in the Library is for it should be for distance students. Faculty are to give their exams in the classroom. Faculty have never been told not to bring their students. The library needs to be more up front with campus testing.</p> <p>The Division Chairs mentioned the make up exams have gotten out of hand.</p> <p>Mike Normandin is going to contact Stacey Hron on the process for proctoring tests and will find out who is sending the information out to the faculty on the testing in library.</p> |

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| 6. Distance Schedule FY09 | Mike Normandin | <p>Distance Summer, Fall, Spring schedules by September 12. Want to have this completed by the 1st of December. The Distance office wants us to go through a process of what you want to offer for the FY09. They want to try and right size the schedule. Allow for some growth. Trying to eliminate the doubling up of classes.</p> <p>General Ed is a big piece of this problem. You can always claim for yourself but you cannot except a student if seats are available.</p> <p>There has too be a college can claim all the seats in the section. But when the schedule comes out the default is going to be open. We cannot keep students from other colleges.</p> |
| 7. FY09 Campus schedule | Mike Normandin | <p>Renee will find out from last year when they were done and email the division chairs on the dates of when they are due.</p> |
| 8. FY09 Bonding Projects impact on campus operations | Mike Normandin | <p>Mike handed out the NCTC-EGF Construction Phase Plan.</p> <p>When doing the Fall schedule do not put classes in the following rooms as they will not be available they will be used or renovated with the Bonding project.</p> <p>Rooms not available for Fall FY09 311, 315, 317, 436, 437</p> <p>Temp. Classroom is Room 106 the capacity is 20.</p> <p>Phase II Nursing and Library should be complete by Spring FY09 semester.</p> <p>These rooms will not be available in the Spring semester.</p> <p>211, 234, 236, 237, 301, 311, 315, 317, 436, 437</p> <p>Temp reserve room 106.</p> <p>Library should be done and they will have two rooms to use: Use ITV 1 & ITV2.</p> <p>Mike and Bob are looking into places to hold the classes during the bonding project (renovation project).</p> <ul style="list-style-type: none"> • Run the art and music classes on T/H all day in the Heritage Church. |

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| | | <ul style="list-style-type: none"> • Mike mentioned to take all the size 40's and assign them first. • Need to schedule each room from 8:00 till 4:00 with no gaps. • Denny is to look at all the trades and see if they can block them and make sure they are filling up the rooms. • Need to get things scheduling on Friday. |
| 9. Other | | <ul style="list-style-type: none"> • These four courses should not overlap: Engineering Physics, Calculus, Principles of Biology I and General Chemistry. • Hybrid course to make it noted as to when they will not be utilizing their room. • Proposing to element the 8 week courses. <p>Tabled: CLT lab question was brought up of what they plan to do with the space.</p> |