



Northland Community & Technical College

Division Chair Meeting

September 12, 2007
3:00 pm room 106

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

Topic	Discussion/Outcome
1. Minutes approved	Approved and Renee will post.
2. Fy08 Budget	Handed out the budget with all the dollars included. Divisions are to look it over and if changes are needed to contact Mike N. Look at the 337321 AD Nursing this should be on the TRF budget. Mike will look into and see if this is true.
3. Fy08 Equipment Budget	Handed out the equipment budget and if any changes divisions are to get back to Mike. Copy equipment budget and put in all faculty mailboxes. Renee PDF the file and e-mailed it to all EGF Faculty on 9/21/07.
4. Fy09 scheduling, summer, fall & spring	This will be discussed at the September 26 meeting.
5. FY09 Distance scheduling	Mike wants them all by Friday, September 14, 2007. Deb Riely has sent hers to Renee.
6. Workload sheets	When completed the Division Chairs will forward them to Renee via e-mail.
7. Course Survey	Would like to see them done around November 26 th thru December 7 th . Each faculty is to have one course surveyed. The non-tenured faculty in trades and Farm Op. will only need to pick two classes as they have the same students in all courses. The PN will need to do something different with the

		ones they team teach on D2L Barb was going to mention it at their next PN meeting.
8.		