



Northland Community & Technical College

Division Chair Meeting

October 24, 2007

Room 106

Attendees: Beth McMahon, Barb Forrest, Dennie Wierima, Mike Normandin, Deb Riely, Brian Huschle, reporter Renee Kringle

Topic	Discussion/Outcome	
1. Approval minutes		Posted
2. Student Course surveys	Brian Huschle	In the future would like to have a choice of doing the survey mid term or end of mid term. Maybe send email out to the faculty of the two dates and they would get to choose one date for that semester to do their survey. This was discussed at AASC & Shared Governance.
3. Status of Student Advising	Beth	They are in the process of filling the position by the Middle of November. There will be 2 Advisors and 1 grant position that will be helping out in the advising.
4. Printing - students	Beth	Students are running out of money to print and it is a big problem. Need to have Stacey Hron at our next meeting.
5. Set deadlines for schedule completion	Beth	Schedules to Renee by December 1 st , 2007. FY09 ITV schedules – will be submitted to Mary Jo by the Division Chairs. With the new bonding project in effect for Summer 2008-Fall 2009 (FY09) we are only going to be one ITV room for the Fall FY09. Spring of FY09 there should be two ITV rooms. Mike mentioned that maybe we could roll over the Farm Op schedule from FY08 to FY09 with TBA for rooms. Still looking as where to hold the classes for the FY09 Farm Op Program.

6. Long Term Advisory	Barb/Mike	Barb shared her website for the PN advising and it is working well. The questions that the students use to have has dwindled.
7. Students schedules	Beth	When students print their schedule the notes that are out on the web do not show up on their schedule. Renee is going talk to Karleen or Chad to see what we can do to get the notes to print out on the students schedules. This is a MnSCU problem and may take some time to get corrected if possible.