



**Northland Community & Technical College**  
**Division Chair Meeting**  
**November 6, 2007**  
**Room 411 – 11:00 am**

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

Topic	Discussion/Outcome
Approval minutes	Tabled not enough time.
1. ITV Test Proctoring	Brian  Multiple instructors have some issues with the way the ITV (evening) testing is handled on the TRF campus. This was addressed last fall and Mike thought the problem was solved it still seems to be an issue of how the test are put in the envelope and sealed. New instructors feel they have little if no support on how to run the ITV. Holly Deschene was supposed to be getting the information to the instructors. Mike is going to check with TRF on how the testing ITV should and is handled One way to solve the problems is not running any ITV from EGF to TRF after 4:00.
2. Marketing resources for low enrollment programs	Beth  Wondering if the programs with low enrollment have been given a plan to help out their program. They are to bring ideas forward to Mike Normandin.
3. Facilities committee - revitalization project	Beth  Revitalization project they are looking at upgrading 1 or 2 classrooms and office areas. The classrooms that were suggested were 218 & 219 and the office area 226 area. Office area 226 would like to see the area remodeled which would result in less offices. Possibly making the office space in room 217 and the

		adjoining offices in room 220 & 221.
4. COOP completion		Mike talked to Becky Lindseth and she sent him a patch. One of the problems is the faculty is having a hard time getting any support and even getting to the form.
5. Student printing		Mike is going to see if the Kias is up and running as of last week he thought it was but it was mentioned that it was not running. Bring to next meeting.