



Northland Community & Technical College **Division Chair Meeting** **Wednesday, September 3, 2008** **Room 311**

Attendees: Hank Roehrich, Deb Riely, Brian Huschle, Elizabeth McMahon, Barb Forrest, Dennis Wierima, reporter: Renee Kringlen.

Topic		Discussion/Outcome
1. Minutes approved		Some changes needed will be done and posted.
2. Timetable for the Division Chairs Schedule		<p>Liberal Arts – By September 15 to Renee draft one for program faculty. September 26 program faculty changes to Brian for the Lib Arts schedule Final Liberal Arts schedule completed and turned into Renee by October 1. Technical – October 20 all schedules into the Division Chairs and to Renee by November 20. December 1 all FY10 schedules should be into Renee. From Bob we need a map of all the rooms and capacity that will be available for FY10.</p>
3. D2L Course Design Issues	Beth	<p>Advising faculty on how to do the saving and Technology problems, Not sensing the urgency of the changes that need to be completed for the faculty to have a better understanding of D2L. Faculty are confused and frustrated.</p> <p>WEB pages that are not correct send them to Renee and we will keep a file and bring them to the meetings.</p>
4. Online schedule		<p>Dates have been moved back to September 19. Have all online schedules to Renee by September 16. Renee will pull up Mary Hanson's from last year and roll over. Brian will bring the online schedule to Renee and she will then add or make changes to the one from last year.</p>
5. In-service topics & speakers		Hank is in charge of the spring in service and would like some input on what can be changed. Think of some topics and issues that we can do at our Spring in-service. What

		has been done in the past and what can be changed or added. Beth will meet with Hank on the surveys for in-service.
6. Employee access to building when locked		Hank will talk to Bob about getting this access for the north entrance of the building.
7. Phlebotomy for Spring		Beth will visit with Hank she feels it should run semester by semester. Beth and Renee will set up a meeting with Hank and Kent about running the program for spring.
8. Meeting times for Fall semester.		<p>Send to Division Chairs via e-mail.</p> <p>Meeting days & times:</p> <p>Monday, September 15 – 12:00-1:00 room 106</p> <p>Monday, September 29 – 12:00-1:00 room 106</p> <p>Monday, October 13 & 27- 12:00-1:00 room 106</p> <p>Wednesday, November 12- 12:00-1:00 room 106</p> <p>Monday, November 24 -12:00-1:00 room 106</p> <p>Monday, December 8 -12:00 – 1:00 room 106</p>
9. Welding shop/classroom	Dennis W.	Dennis will meet with Renee to try and find a room for Welding as the room they are in does not fit all the students.
10. Other		