



**Northland Community & Technical College**  
**Division Chair Meeting**  
**September 15, 2008**  
**12:00 pm**  
**Room 106**

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

Topic		Discussion/Outcome
1. Approval of Minutes		Need to post all minutes to the virtual office.
2. Mentoring	Hank	Bonnie sent e-mail out on the mentoring that is available for all faculty. She sent to all new faculty and adjuncts. There have been some students complaining about some new instructors on how they are presenting in their class.
3. Campus Wide Program Advisory Committee Meeting	Beth	Would like to see campus wide program advisory committee meeting for all programs in the spring in the evening with dinner and separate into own groups. April 20-May 1.
4. "Table Tents"	Brian	Facing a challenge with the new registration process for students. Thinking of putting table tents out in the commons with some of the liberal arts classes that are low enrollment like Music, Art maybe First Aid/CPR. Wondering if there are other programs out there that would like to do a table. Ask Sue Harrie to help them out on how to display. Send to Renee the courses that you would like to table tent and Renee will get with Susie Harrie and she will make a poster or something to advertise. Ask I.T Department to see if there is a place on the web to put these out there where they students will see them like virtual office where students log in. *Chairs make list and send to Renee and she will get with Susie Harrie.
5. Student Course Surveys	Renee	We are planning on doing the first half right away. The others will be done November 10-26. Could you remind your faculty that these will be put in their mailboxes and to get them back to Renee right away.

6. Awards for Excellence	Hank	<p>Hank is the co-chair for the committee along with Norma Konschak. Hank has asked the Division Chairs to get their information and submit. And other areas that could be done.</p> <p>There has been stuff submitted and has been turned down and it was for the distance and why is it not top priority.</p> <p>If there is creativity used it should be given some kind of stipend.</p> <p>Suppose to be ear marked for above and beyond the duties of the faculties duties.</p>
7. Signs for 500 building	Tabled from August meeting	Waiting for bids.
8. Workload Sheets	Tabled from August meeting	Group timeline. Beth will send out the new revised form. Collected by September 26 the workloads will need to send to the Division Chairs.
9. Spring In-service	Hank	Table until next meeting. Faculty will look it over and see what kind of input they can add/change.
10. Other - Computers		<p>The question was asked "Who decides when the Faculty get replacement for their computer." Seems to be behind schedule when they get an updated computer.</p> <p>Faculties planning purposes they need to know so they can have some kind of plan.</p> <p>Middle of semester is not good summer is better.</p>
11. FY10 schedule		<p>Brian has a rough draft of the Liberal Arts for FY2010 and will distribute to the chairs the draft.</p> <p>Trying an A&amp;P as hybrid course should it be distance or land. Usually list hybrid courses land so Brian is going to talk with the faculty person and Beth to see what they feel. Need to try and run one A&amp;P course as Hybrid.</p>