



Northland Community & Technical College Division Chair Meeting 12:00 pm-October 27, 2008, room 106

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

Topic	Discussion/Outcome
1.	Approval of minutes
2. Tech Prep	Need to know by Friday, Oct 31. Renee will check her office for copies. Renee has sent some changes on to Murray Turner & Janice Carpenter 10/30/08.
3. NW Minnesota school counselor's fall meeting.	November 4 th there is this meeting 12-1:00 we have 20 minutes to talk about what we offer at our college. How would you want to approach this offer? This is for the whole college to promote what we have to offer. Brian could come in and present in about 5 minutes on what we have to offer. Give them a view book and each of us talk 5 minutes on what we have to offer.
4. Non-credit spring classes	The non-credit courses for spring semester are Bowling, Yoga, Chamber Choir & Special Ensemble Renee will give this list to Lori Johnson.
5. Schedule Guidelines	<p>Too early for schedules for FY2010.</p> <p>When do we want to have the schedules in: Summer & Fall would be nice to have by Christmas break. Spring could be sometime in May. The reason of the time frame is to prepare for the budget for next year. Schedules to go to Renee by December so she can input around Christmas break.</p> <p>There are so many unknowns of the room sizes. Renee is going to put together the room schedules pages with old/new numbers and capacity to give to the Chairs at the November 12 meeting. If completed earlier she will e-mail the chairs to let them know they are completed.</p> <p>Handout of a class schedule template that came from TRF but no the EGF Division Chairs knew nothing about it and there is no way we can go off that schedule. Do not know if this has gone to Shared Governance or if this is just people discussion at a meeting.</p>

6. Office space	Full-time unlimited faculty should have their own office. Right now we have 4 of our full-time faculty sharing offices. The nursing staff would like more offices but we are very tight for office space. With the new PN addition there is going to be 12 offices.
7. Workload sheets	