



Northland Community & Technical College **Division Chair Meeting** **12:00 pm-November 24, 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. Online class caps	Distance is asking to raise our class caps to the other campuses. Like to know the rational of why they need to go up. Who is enrolling right now and how it will effect land courses. Some classes that we would like to lower the caps. Lower cap on line the aspect is the amount of time that is consumed for setting up proctors could be a problem. There is a lot of work involved in testing for the online courses. Partners do no proctors of exams and do everything on line. Example line class mp3 build that lecture that I record it takes 2-3 hours for a 1 hour lecture to edit. Students raise questions. How will it tie into the workload?
3. Communication process EGF/TRF	What would you like to see as a process for the communication to avoid confusion? The process that was discussed should include the communication channel of the Dean, Division Chairs and the faculty if it affects workload and schedules for faculty.
4. Articulation (Tech Prep)	The only changes were Beth McMahon.
5. Staffing for spring	Brian is still working on the staffing for spring and Barb is going to get them to me by December 1.3
6.	December 8 is the last meeting need to see what we can schedule for spring.
7.	Agenda for December what we need to offer on line.