



**Northland Community & Technical College
Division Chair Meeting
Tuesday, September 1, 2009
Room 301**

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

Topic		Discussion/Outcome
1. WELCOME!!!		
2. Need to review spring schedules to review for posting to web		Emailed to division chairs they are looking them over for rooms and hours plan to post on September 10, 2009.
3. Process for faculty to identify room needs (technology, electrical outlets, etc.) as part of completion of the building renovation.		Projectors are needed in all rooms. LED Term wired = is plug in & network access (landlines) too many problems in the wireless when doing tests online. How do we make these decisions for hard wiring in the new rooms? What is wired what is not who decides to do the rooms?
4. Process for reviewing the spring schedules for appropriateness of		Division Chairs are looking them over to make sure as there was a problem in the fall with classes that were in rooms that needed hardwire and access to printers.

room assignments in terms of wired versus wired rooms.		
5. Discussion of how/who/ why certain rooms are wired and others are not. Who decides how many wired rooms are enough; which should be revamped; etc.?		<p>Questions for facilities</p> <p>Process for faculty to identify room needs (technology, electrical outlets, etc.) as part of completion of the building renovation.</p> <p>How/who/why certain rooms are wired and others are not. Who decides how many wired rooms are enough; which should be revamped; etc.?</p> <p>How can we fix the room layout in Rooms 250, 252, 254 & 256 students have complained that they are noisy and can hear the other classes.</p>
6. Make up tests (in the library)	Milt	<p>We will do make up tests. Pat is in agreement same process as scheduling other tests. If you have a written test then they need to get them to the library and placed in the testing office. Would like to see a box with directions and forms. This box will need to be locked. There are 22 seats in the testing center. Need to know the disposition on the test.</p>
7. If students with learning service plans can test in the library test center.		This admin and learning service question.
8. Rooms 250, 252, 254 & 256 can hear the other classes.		See question #5
9. No show policy		The way the systems is it is a problem.

reporting timelines – impact of current process on students & faculty – could the process be modified?		The timeline for drop for non payment and adding students is creating a problem with fill rates. When the drop for no payment does not actually accrue until after the beginning of classes fill rates they are significantly negatively affected.
10. Laptops		Not enough laptops for students to check out. There has been times where the faculty need to go and check out laptops for the students and that takes time away from the class. There is need to reevaluate the amount of laptops that students can check out.
11. Office Furniture		Tabled
12. Budget		Hank handed them out for them to review to make sure that the amounts have been transferred. There are mistakes. Paramedicine is not correct. Welding Academic affairs is not correct Fire Flawed dated does not get corrected
13. Fy10 schedule spring update and post date of schedule		Posting September 10, 2009
14. FY2011 schedule		tabled