



Northland Community & Technical College
Division Chair Meeting
Tuesday, December 8, 2009
Room 115 at 12:00

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

Topic		Discussion/Outcome
1. Minutes		If any changes please send to Renee and then will post.
2. Inter-campus Mail: reliability and security.	Brian H.	Hank is bringing this to the cabinet. Have had some issues where the proctor tests have been sent to the wrong person and not sure how reliable and secure.
3. Process for determining no shows for Online courses	Beth	Resolved before the meeting. Beth mentioned that the 6 th day works well so should not do it before the 6 th day.
4. Can schedules be rolled over from year to year???	Renee	No
5. Schedules for spring 2010	Hank	Hank wanted them to review and let him know of courses that need to run at low enrollment and what the reason would be.
6. Maps of new construction should they be in all classrooms?	Renee	Hank was going to bring it to Bob Gooden as this might be one of the projects that are in the works. Renee is also going to bring it up at Safety meeting.