



**Northland Community & Technical College**  
**Division Chair Meeting**  
**Room 301 12:00-1:00**  
**January 27, 2010**

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

Topic		Discussion/Outcome
1.		
2. Perkins money	Brian Huschle	<p>Just a quick FYI: Biology is making a request for Perkins (about \$1750). Is this on our agenda for next Wednesday?</p> <p>Beth is going to get the list together and forward to Norma and Lori in TRF.</p>
3. Career Expo	Nic Thompson	<p>Would like a mass e-mail to programs about the career expo – Dates that would be good for everyone April 12-16? Schools that get invited is 58. 13 programs participated last year - 8 programs that did not decide to participate. PTA, RADT, SURG, Admin programs and programs that</p>
4. 2 year rotation	Brian Huschle	<p>Process is taking place with a 2 year rotation through out the college. Cuts are mainly on the TRF campus Intro to A&amp;P. Brian just did a briefing of the 2 year rotation as they are looking at some Math classes, Physics, Intro to A&amp; P Survey of Chemistry only being offered in the Fall and Spring no longer in Summer.</p> <p>They are making cuts in Chemistry (Gen Chem in EGF and a chemistry on TRF) Biology eliminating the number of sections Human Biology every other year.</p>

5. Please add room 510 issues to the agenda.	Dennis Wierima	Table to see where the schedule is going to go.
6. - Recording devices in the classroom - (smart pens, learning services prescribed devices, other recording devices)	Beth	<p>Discussion has come out of learning services. There needs to be a hold on these as they need approval from instructors. Lot of objection to this it has law suits</p> <p>HUGE issues on all this so would not like them handed out until further notice. This can be a problem</p> <p>Policy is being drawn up by Brian Huschle and Kerry Jeager. Brian is sending a syllabus to division chairs about some wording that can be used and feels it would be something others should be using as well.</p> <p><b>***Proprietary Class Content</b></p> <p><b>Please note that scholarly and educational materials, whether verbal, written, or electronic in format, produced by the instructor of this course, are copy-written and the sole property of the instructor. Any notation of scholarly and educational materials must be referenced according to academic standards. Written permission must be obtained for photo, video, or audio recording of lectures for any purpose.</b></p>
7. Timelines for determining summer course faculty assignments.	Beth	Solely because there was a message from distance for book orders for summer.
8. Advisory meeting dates		Would like to see if moved from the week of April 15 to the next week.

9. Budgets		Updated Budgets will be placed in Division Chairs mailbox by Hank.
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