



Northland Community & Technical College TRF Division Chair Meeting

April 6, 2010

3:00 pm.

Room 545

MINUTES

Attendees: Norma Konschak, Linda Samuelson, Andy Mueller, Tishara Melcher, Dorinda Sorvig, Ron Dvergsten, Dean Dalen and Lori Johnson, Recorder

Absent: Tim Reuter, Sue Field

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm.
1. Spring 2011 Schedule – 2 Year Rotation	Norma	Work on Spring 2011 schedule has started. Please forward your spring schedules to Lori. 2 year Liberal Arts rotation needs final review and approval. <ul style="list-style-type: none">• HPER classes have been added.• Math Apps for Nurses is needed both semesters. Norma will remind Kent/Mary Jo that 2-Year Rotation meeting needs to be rescheduled. Need to establish a process "S.O.P." for adding sections to the schedule.
2. Program Web Pages	Norma	Norma handed out a tentative Academic Programs Web site Redesign Plan: Two web pages per program: <ul style="list-style-type: none">• Phase I – This will be primarily transferring all of the web sites in the old design over to the new design.• Phase II – This will be more of a "marketing" site for each individual program. These pages will be designed to be more targeted towards prospective students but will include prominent links to resource pages for current students of that program (Phase I pages). It is important for these pages to have a consistent look and feel.

3. Equipment Requests		<p>The budget has not been determined yet for the equipment budget requests. Norma will review the Perkins equipment requests from this spring to see if any items included in the FY11 equipment requests have already been purchased and can be removed. If there are funds available, she will call a meeting to review requests again.</p> <p>*Note* Cabinet met on April 6th – Equipment budget - \$260,000 (\$130,000 per campus) General Fund.</p>
4. Division Chair Structure On TRF Campus	Linda	<p>Linda reported that the faculty on the TRF campus have decided not to have Division Chairs for FY11. This will not be finalized until May 14th.</p> <p>The Assessment and Program Review committee will no longer have TRF Division Chairs as members.</p> <p>Liberal Arts as a program is up for program review next year.</p>
5. Perkins Update	Dean	<p>Dean reported that the Perkins funding for this spring had already been encumbered on the TRF campus. The \$25,000 was split approximately equally between campuses.</p> <p>The Perkins allocation will be down approximately \$50,000 for next year, from \$476,000 to \$426,000. There will be approximately \$17,500 in Perkins funding available on each campus for equipment if status quo.</p> <p>*Note* Cabinet met on April 6th – no Perkins funding for equipment.</p>
6. Next Meeting		The next meeting will be held on Tuesday, May 4th at 3:00 pm in room 545.
Agenda for Next Meeting		
Adjourned		4:00 pm.