



Northland Community & Technical College TRF Division Chair Meeting

May 4, 2010

3:00 pm.

Room 545

MINUTES

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

Absent: Sue Field, Tim Reuter, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm.
1. Budget Update	Norma	Norma provided brief update on FY11 budget: <ul style="list-style-type: none">• Academics had a target of 750,000 in savings• Have reduced by approximately \$530,000• Approximate deficit \$600,000 Equipment funds allocated - \$130,000 per campus. May need to pull back some? Perkins Funding is down \$50,000 Instructional non-personnel funds for academics - \$423,000
2. Informal Structure for Division Chair for FY11	Linda	The Division Chair structure for next year was discussed: <ul style="list-style-type: none">• Informal discussion group consisting of members from different areas<ul style="list-style-type: none">○ 1 or 2 - Liberal Arts○ 1 or 2 – Tech/Trades○ 1- Airport Campus

		<ul style="list-style-type: none"> • Meet on monthly basis/possibly tie in with faculty association meetings • Act on a consultive basis. • Volunteers to continue to serve on committee: <ul style="list-style-type: none"> ○ Tishara ○ Dorinda ○ Andy ○ Linda • Division Chairs serve on Assessment & Program Review committee. Would anyone volunteer to continue on APR committee? <ul style="list-style-type: none"> ○ Andy ○ Someone needed from Technical area. • Per Dr. Temte “College-wide scheduling and academic operations team”
3. Finals Week	Linda	<p>The “Rules” for Finals Week were discussed. Do some changes need to be made?</p> <ul style="list-style-type: none"> • Are faculty following the finals schedule? • 171 contract days includes finals week.
4. 2-Year Liberal Arts Rotation		<p>The 2-year Liberal Arts rotation was discussed.</p> <ul style="list-style-type: none"> • Course rotation schedule is now posted on web. • Alternate courses still needed if all sections scheduled fill. <ul style="list-style-type: none"> ○ Alternate courses should be based upon the transfer curriculum area. ○ Summer and evening liberal arts rotation needs to be formalized.
5. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held the beginning of fall semester with date and time to be determined.</p>
Adjourned		4:20 pm.