

Northland Community and Technical College - TRF
DIVISION CHAIRS MEETING
October 12, 2005 – 3:00 p.m.

MINUTES

Present: Dorinda Sorvig, Kristina Keller, Ron Dvergsten, Kevin Stuckey, Deb Jacobson, Linda Samuelson, Norm Hals, Jeff Thomas

- I. Approval of Minutes - 9/28/05 Meeting
Edits - Computer Modeling and Animation correct program title.
MnSCU mandated start date is 8/27/07.
Summer Session courses scheduled during the three week intermission period also.
- II. Assessment (Jeff)
Chairs will be involved in assessment process. Get some of the outcomes in. Spring do a checkup on where programs are at on their assessments. Mainly technical programs as liberal arts outcomes have not been approved.
Letter and a worksheet out to programs to complete, explaining where they are at, what help they may need.
Check with Kerry Jaeger to see if liberal arts outcomes are
Jeff – BIOL and NURS have already contacted administration to meet with them to discuss program assessment.
Assessment and Program Review Committee - Rotation review rotation schedule proposed for release by January.
Ron – No set standard for programs.
Norm – Like programs at campuses work together on assessment – Jeff said yes but not officially decided.
- III. Spring Semester Schedule - Faculty Assignments/Elapse Time (Jeff)
Load sheet does the elapse time. Charlene will e-mail out form.
Schedule out on line the 29 of October, November 1 for second year students and November 3 for first year students. (Char check for date accuracy.)
- IV. Summer Session Schedule (Linda)
Two 4-week sessions but what time blocks. 9-12:00 or 9-1, 1-4:00 or 1-5, and 6-9 or 6-10, Monday through Thursday.

Start times stay the same. If instructors want to meet on Fridays, they still keep same start time.

Summer Session course offerings need to be decided on soon as rotation of faculty need to be determined by December.

Jeff will run proposed schedule for summer offerings across Mike Normandin on Thursday, October 13 to gain his input.

V. ITV Manual (Jeff)

Shared Governance proposed an instructional manual. Holly Dechane has developed a manual – not finished yet. Holly ran a workshop for ITV faculty and others interested. Division Chairs will have their input into what other information the manual should contained. Keep within 4-5 pages.

VI. Construction (Jeff)

Architects meetings tomorrow, Thursday, October 13. Bond is for an addition for the workforce center. Workforce center will convert to nursing health programs. 3rd part is to remodel Management and faculty office areas. #17 bonding bill will allow us to remodel electronic area, avionics lab, and electronics area at Airport Campus. Those who have been contacted to meet with architects should try to attend if at all possible. Workforce Center has down sized leaving extra space for other purposes/expansion.

HPER Project - Air Conditioning in Theater. Early November a visit from the house committee.

Senators involved are (Cindy has a list).

VII. Senate Visit (Jeff)

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VIII. Alternate Time for Division Chairs Meetings (Linda)

Consensus of Division Chairs that meetings stay on Wednesday afternoons.

VI. OTHER

Faculty asked to review Division Chair list of faculty

Plan to evaluate faculty. Shared Governance are discussing on Thursday, October 13.

Room 323 will be used mainly for HPER/FITN courses with a reduced number of seats to about 34 seats total. Equipment housed in that room needs to be locked up.

Tuition rates for next year need to be set for next year. MSCTC has set at 11% for next year.

Program adjustments discussed. Differential tuition discussed. DE students pay \$33 more for the Perham Office.

Next meeting Wednesday, November 2 at 3:00 p.m.

Meeting adjourned.

Recorder of minutes:
Charlene Abrahamson