

**DIVISION HEAD MEETING**  
**Wednesday, November 16, 2005**

**PRESENT:** Rocky Ammerman, Norm Halsa, Dorinda Sorvig, Jeff Thomas, Linda Samuelson, Deb Jacobson, Kristi Keller,

1.       Program Requirements  
Rocky asked that faculty review their program requirements to be sure they are correct. For example, faculty should not require a specific course from one category if any course in that category will meet the requirement. Students are frequently requesting waivers from Jeff and he will not waive if a student wants to substitute a different course than what is listed. Rocky will get a list of courses that students are having the most trouble with and division chairs will talk with faculty. Program requirements need to be cleaned up and made accurate.
2.       TRF Faculty Travel to EGF  
It is becoming very difficult for faculty to have vehicles available. Jeff indicated we are trying to have faculty travel on Tuesdays and Thursdays only next semester.
3.       Program Review Rotation  
No updates yet. Jeff needs a rotation and asked that faculty look 2 years out. Fitness Specialist Program will do program assessment in 2008. Administrative support will be moving to social science division.
4.       Perkins Program Development Grant  
We applied for two grants – Massage Therapy and Homeland Security. We received an \$8,000 Homeland Security Grant. We plan to offer courses so students will receive a certificate in Homeland Security. Even though we did not receive the grant, Massage Therapy will still go. We will develop our own curriculum and will be hiring someone to work on that. We may contract with Dakota Clinic to utilize their massage therapists.
5.       New Programs  
Three new programs will be offered fall semester 2006:  
1) Pharmacy Tech, 2) Massage Therapy, and 3) Early Childhood and Paraprofessional. Joe Farrel, from the EGF campus, will be the director of the Pharmacy Tech program. Lectures will be ITV from Wadena and EGF. Students will be on campus for labs. Peggy Rogers will be the director of the Early Childhood and

Paraprofessional program and we will hire additional faculty on the TRF campus.

6. FY07 Schedule and Deadlines

Linda asked what classes and times have worked the best for summer classes in the past. Rocky said 9 am – 2 or 3 pm is ideal. Summer classes should be e-mailed to Jeff by December 1 without faculty names.

Jeff wants a fiscal year 2007 course schedule done (fall, spring, summer) the first week of March. He wants this to be available to students when they begin to register for fall semester. Work will begin on a 2 year catalog and Jeff wants to list which semester classes will be offered.

4 credit classes should not be in 2 hour blocks on Tuesdays and Thursdays unless they are late in the afternoon. 4 credit classes should be for 1 hour on Mondays, Tuesdays, Thursdays, Fridays.

7. Pre-service

Will be on January 4 and 5. January 4 will be in TRF. A consultant will be available to work with technical faculty and community members on program advisory committees. Liberal arts faculty from both campuses will meet at this time also. Individual campuses will meet on January 5.

8. Other

Jeff distributed the most current draft of the new construction project.