

Northland Community and Technical College - TRF  
DIVISION CHAIRS MEETING  
August 18, 2005 – 2:00 p.m.

MINUTES

Members Present: Norm Halsa, Sue Field, Dorinda Sorvig, Linda Samuelson, Deb Jacobson, Kevin Stuckey, Kristina Keller, Jeff Thomas

Absent: Ron Dvergsten (Management In-Service)

Guest: Dr. Jim Davis

- Norm Halsa replaced Frederick Johnson as Chair of the Occupational Trades Division.
- Liberal Arts Program - Faculty at both campuses will be shared. Several courses are currently being shared via interactive television.
- Budget – No adjustments will be made to programs budgets at this time. There is a small contingency account.
- Bemidji may pull out of the MSCTC consortium.
- Northland accepted Bemidji's Fundamentals of English on-line courses which Bemidji declined after ample enrollment. East Grand Forks has an instructor teaching this on-line course.
- Construction Projects – First meeting scheduled in September. Ground breaking scheduled for spring 2006. New Workforce Center will be built first, allowing their current location to be renovated when they relocate to the new area. Relocation of faculty offices is an issue. Swenson House may be used for temporary offices.
- Aliza Olson will replace Dan Willoughby as the D2L Mentor.

COMMITTEE'S OBJECTIVES AND TIMELINES FOR ACADEMIC YEAR 2005-06

- Spring 2006 Schedule – October 1st is the target date for a tentative schedule. A "lean" schedule will be produced, with sections held in reserve. Some of the curriculum areas which will be included in the reserved sections are Math, English, Speech, and Human Relations. Full time faculty members will be affirmed full teaching loads before unlimited part-time faculty are assigned.
- Summer 2006 Schedule – Target date is November 15th. Proposed courses, with no faculty assignments. A combined EGF/TRF rotation will be followed.
- Fall 2006 target date is February 1, 2006.
- Distance Education for spring 2006 has already been submitted, however, their may be additional courses added.

- Jeff and Mike Normandin will coordinate the proposed timelines.
- Earlier completion of schedules will aid in program recruitment.
- Distance Education is an area the college wishes to work on.

#### NEW PROGRAM DEVELOPMENT

- Academic Affairs approves new program development, but Division Chairs will have input.
- Message Therapy – Wadena has offered their curriculum. Review of market for Message Therapy Program will be done before a final decision is made to add program. Curriculum information (from Wadena) will be brought to next Division Chair Meeting.
- Early Childhood and Paraprofessional - East Grand Forks curriculum to be duplicated. Discovery Center proposed to be used as a lab.
- October 1 is the proposed completion date for new program proposals to be submitted for MnSCU approval.
- It was noted that students obtaining certificates for programs such as Cosmetology, don't necessarily work in that field upon completion of degree.

#### MENTORS FOR NEW FACULTY

- Dorinda will coordinate new faculty mentoring at TRF campus, working with Bonnie Andrys, or who ever is assisting Bonnie during her medical leave.
- Bemidji State University offers a 2-credit Intro to Vocational Teaching course which their new faculty are required to complete.
- Norm will mentor Joel Ziegler.
- Kevin Stuckey will mentor Jim Jesme.

#### SCHEDULING OF COURSES

- Linda suggested the committee meet with EGF Division Chairs before October 1 to come up with a template for scheduling spring semester courses.
- Mike Normandin will be invited to next meeting, and will be asked to bring EGF's scheduling template.

#### ERGONOMICS – EMPLOYEE HEALTH PROMOTION

- Sue and Linda will work with Becky on process.
- Deb suggested using the staff members at the local clinics that specialize in ergonomics.
- An Ergonomics Presentation will be incorporated into Spring Semester 2006 In-Service Schedule.

#### PROGRAM REVIEW

- Auto Body is the pilot program at TRF campus.
- Norm will parallel the ATEC Review.
- Committee members asked to bring forth names of other programs wishing to begin their program reviews.

#### FACULTY EVALUATIONS

- Kent will be meeting with Bonnie Stewart to discuss process.
- Faculty evaluations are a Shared Governance issue.

## ACADEMIC ADVISING

- HPER wants to do their own student advising.
- Contractually student advising is a monetary commitment.
- Jeff will work with Rocky to come up with a plan for program student advising.

## OTHER:

- Dr. Davis has requested that Heather Hauschild's position be filled, hopefully within six weeks.
- Budget for FY 2007 – Shared Governance timelines will be followed. Budget proposal forms will be sent out to departments in December, January the budget requests will be reviewed, and sometime late March or early April budgets will be approved.
- Perkins Money – Division Chairs will be involved in spending decisions.
- Presidential Search – Constituent meeting Wednesday, August 31: AM at TRF, PM at EGF.
- Norm recommended that meetings not exceed 1 ½ hours. APPROVED
- Jeff recommended that committee meet every two weeks. APPROVED

Next meeting is Wednesday, September 7<sup>th</sup> at 3:00 p.m., conference room 545.

Meeting adjourned at 3:30 p.m.

*Recorder of Minutes:*  
*Charlene Abrahamson*