



Northland Community & Technical College TRF Division Chair Meeting

October 17, 2006
3:00 pm.
Room 545

MINUTES

Attendees: Jeff Thomas, Diane Drake, Norma Konschak, Kevin Stuckey, Norm Halsa, Sue Field, Dorinda Sorvig

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	September 28 th minutes reviewed, changes made and approved. Some updates to the minutes - <ul style="list-style-type: none">– The construction project completion date has been moved up to November, 2007. This will need to be closely monitored as it affects nursing courses for Fall 2007.– Clarification on transfer curriculum – review for accuracy/completeness.– The first program review meeting was held and went very well.
2. Review “cost formula” for creating budget	Jeff reviewed the formula used by MnSCU.
3. Mission of committee	Jeff will put together proposal for next meeting.
4. Spring schedule-final updates	Registration for spring semester starts on Friday, October 20 th . The schedule is pretty much ready. Jeff will review final draft prior to the start of spring registration.
5. English advising	Diane talked about advising fundamental students to NOT take online courses if taking foundation courses. She stressed that when possible faculty should advise students on the best courses to take.

6. Timeline for FY08 Schedule	A final draft of the FY08 schedule should be complete and submitted to Lori by December 1 st .
7. Student course Assessment in D2L	The student course assessment surveys will be completed using D2L this year. Jeff will send the faculty a memo with instructions for completion. Some supervised sessions will be set up in the computer labs for students to complete these surveys.
8. AA degree evening class offerings template	Norma discussed offering evening classes students could take to obtain AA degree. Norma is working on a template proposal.
9. Next Meeting Agenda for next meeting	Tuesday, October 31 st at 3:00 pm in Room 545. Review proposals for FY08 schedules (this should include summer, fall & spring).
10. Adjourned	4:00 pm.