



## Northland Community & Technical College TRF Division Chair Meeting

October 31, 2006  
3:00 pm.  
Room 545

### MINUTES

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

Topic	Discussion/Outcome
Call to order	3:10 pm.
1. Perkins Money	<p>Dean reviewed procedures for Perkins Equipment requests. Mark Johnson (Mass Communications) submitted equipment request for Perkins funding for software update. Request was \$2495, with \$500 from the department budget and approx. \$2000 Perkins funding. This request was approved.</p> <p>Equipment requests need to go through Perkins committee for approval. It was suggested by Dean that the Division Chairs act as the committee members and this was agreed upon.</p> <p>Sue reported that AD Nursing had received a grant and won't need the \$10K they had been awarded in Perkins funding.</p> <p>There is approximately \$18K left for distribution. Dean will send out a notice for equipment requests. He will screen proposals to make sure they meet guidelines and then submit to Division Chairs for approval.</p>
2. Approval of Minutes	October 17 <sup>th</sup> minutes reviewed and approved.

3. FY08 Proposed Schedules	<p>Timelines for schedules should coincide with EGF.</p> <p>Need the proposed summer 2007 schedule by the next meeting (Staff TBA). Lori will get dates for the summer session. Jeff said that the 3-week sessions seemed to work well. He talked about possibly having three 3-week sessions for summer.</p> <p>Norma talked about possible alternate scheduling ("J" term).</p> <p>Jeff indicated that we needed to know if additional faculty would be needed for FY08.</p>
4. Edit 54	<p>Jeff talked about "Edit 54" which specifies class session types for term course scheduling in ISRS. Classes need to be limited to a maximum of 13 different lengths. Examples: Full-term; 1<sup>st</sup> half semester; 2<sup>nd</sup> half semester; 1-week course (5 days); 2-week course (10 days); etc. The number of days are counted from start date to end date excluding non-school days.</p> <p>Suggestions/proposals for class lengths should be brought to next meeting.</p>
5. Mission of committee	<p>Tabled until next meeting.</p>
6. Updates/Additions	<p>Jeff talked about the MnSCU "Use of Volunteers" policy. Reminded that Volunteers <u>cannot</u> drive vehicles (State or personal). Coaches need to complete "Release of Liability" form.</p> <p>Sue indicated that Northwestern Hospital had donated some cardiac equipment. Riverview Hospital also has equipment they want to donate to the nursing program.</p>
7. Next Meeting  Agenda for next meeting	<p>Tuesday, November 14<sup>th</sup> at 3:00 pm in Room 545. Polycom will be set up for Dorinda and Sue to participate from EGF.</p> <p>Review proposed schedule for summer session 2007.</p> <p>Mission of committee-proposal by Jeff.</p>
8. Adjourned	<p>4:05 pm.</p>