



Northland Community & Technical College TRF Division Chair Meeting

November 14 , 2006

3:00 pm.

Room 545

MINUTES

Attendees: Jeff Thomas, Diane Drake, Norma Konschak, Kevin Stuckey, Sue Field, Dorinda Sorvig, Ron Dvergsten.

Topic	Discussion/Outcome
Call to order	3:10 pm.
1. Approval of Minutes	October 31 st minutes reviewed and approved.
2. Review Summer 2007 Proposal	Jeff indicated that the ITV classes and short sessions worked out well. Sue requested a Survey of Chemistry class for summer. Dorinda was wondering if A&P I, A&P II and Microbiology were offered. Jeff indicated that these were being offered as on-line classes only for summer. Jeff indicated that Kathy Huschle was working on the science classes.
3. "Edit 54" Proposals	Proposals for session types: <ul style="list-style-type: none">• 3 week course• 6 week course• 8 week course• 12 week course• 6 month course (Ron stated that he needed two sessions: from Jan 1st-June 30th and from July 1st-Dec 31st.) Jeff will attend "Edit 54" meeting tomorrow and submit proposals by committee.

4. Mission of committee.	<p>Jeff submitted proposal for mission statement. It was reviewed by committee suggested to read as follows: "The TRF Division Chairs are dedicated to fulfilling the college mission by facilitating programs, courses, and use of college resources to meet student needs."</p> <p>Responsibilities of the committee will be reviewed at the next meeting. Lori will find the "Roles and Responsibilities" of the committee and bring to next meeting.</p>
4. Next Meeting Agenda for next meeting	<p>November 28th at 3:00 pm in Room 453.</p> <p>Finalize summer 2007 schedule. Review responsibilities of committee.</p>
5. Adjourned	3:45 pm.