



Northland Community & Technical College TRF Division Chair Meeting

November 28, 2006

3:00 pm.

Room 453

MINUTES

Attendees: Jeff Thomas, Diane Drake, Deb Jacobson, Norma Konschak, Kevin Stuckey, Norm Halsa, Dorinda Sorvig.

Topic	Discussion/Outcome
Call to order	3:10 pm.
1. Approval of Minutes	November 14 th minutes reviewed and approved.
2. J-Term course offering	Kevin proposed offering a class to run from Jan 2-Jan12. It was suggested that a course from the transfer curriculum be offered. Committee will come up with a proposal for course offering by next meeting.
3. Finalize Summer 2007 schedule	Math for Nurses needs to be offered, possibly ITV. Human Relations was another suggestion for summer session. The summer schedules are pretty much complete. Deb is checking on the sciences which are mostly on-line.

<p>4. Review responsibilities of committee</p>	<p>Proposed roles and responsibilities of the committee were reviewed and suggested as follows:</p> <ol style="list-style-type: none"> 1. Scheduling <ul style="list-style-type: none"> • Consult with division faculty and the Academic Dean for recommendations in the scheduling of classes. • This does not preclude individual consultation with the Academic Dean. 2. Budget <ul style="list-style-type: none"> • Advise Academic Dean on yearly equipment, instructional and infrastructure budget requests. • Department operating budgets are under the purview of the departmental faculty. 3. Assessment <ul style="list-style-type: none"> • Assist with the activities of the Assessment Committee. 4. Meetings <ul style="list-style-type: none"> • Division Chairs and the Academic Dean meet regularly to discuss campus academic issues not handled by Shared Governance and Academic Affairs committees. 5. Academic Affairs <ul style="list-style-type: none"> • May serve as part of the TRF faculty representation on the Academic Affairs and Standards Committee. 6. Planning <ul style="list-style-type: none"> • Facilitate division planning in marketing strategy and future goals. 7. Mentoring <ul style="list-style-type: none"> • Assist in the mentoring of new faculty.
<p>5. Edit 54 session types approved for FY08</p>	<p>Edit 54/Session Types:</p> <p>10 – Full Semester courses</p> <p>40 – “Catch all” (for courses that do not specifically fit into any other session types)</p> <p>51 – 1st half-semester courses</p> <p>52 – 2nd half-semester courses</p> <p>61 – 1 week (5 days)</p> <p>62 – 2 week (10 days)</p> <p>63 – 3 week (15 days)</p> <p>64– 4 week (20 days)</p> <p>65 – 5 week (25 days)</p> <p>66 – 6 week (30 days)</p> <p>67– 10 week (50 days)</p> <p>68 – 11 week (55 days)</p> <p>69 – 12 week (60 days)</p>

	The exact start and end dates for each course are required for each course to be setup properly in ISRS for the term. The Edit 54 process will count days (excluding non-school days) in the computation of drop/add and withdrawal.
6. Fall 2006 Finals Schedule	Norma brought up some potential conflicts with the Finals Schedule. Jeff indicated that he would send an email to faculty regarding courses that do not fit the finals schedule. Instructors should find the best fit in the schedule and should work to accommodate students who may have conflicts.
7. Next Meeting Agenda for next meeting	December 12 th at 3:00 pm in Room 545.
8. Adjourned	3:45 pm.