



Northland Community & Technical College Division Chair Meeting

March 22, 2006
3:00 pm.
Room 461F

MINUTES

Attendees: Jeff Thomas, Norm Halsa, Deb Jacobson, Linda Samuelson, Ron Dvergsten, Dorinda Sorvig, Kevin Stuckey.

Topic	Discussion/Outcome
1. Call to order	3:00 pm.
2. Approval of Minutes	March 1 st minutes approved (corrected spelling of "Massage" Therapy).
3. Instructor Schedule Form	Jeff talked about use of the Instructor Schedule Form suggested by Kent Hanson. Begin use of form for the spring session.
4. FY06 Equipment Requests	Equipment requests were submitted for remaining funds available.
5. FY07 Budget Requests	Discussion on whether to set budget conservatively or the same as last year.
6. Awards of Excellence	Committee formed-Kevin Stuckey and Terry Wiseth are the faculty committee members. April 14 th is first application deadline. Only unlimited full-time faculty can apply.
7. Assessment Update	The form is not user friendly-try to streamline-individualize per individual program.
8. Other	Mailing labels for prospective students can be obtained from Tara-Student Services. Talked about possibly having Kathy Olson work on course learner outcomes. Looking into including the final exam schedule in the academic calendar.
9. Next Meeting	April 5 th at 3:00 pm in Room 461F.
Agenda for next meeting	Look at FY06 equipment requests.
10. Adjourned	4:00 pm.