



Northland Community & Technical College Division Chair Meeting

May 3, 2006
3:00 pm.
Room 545

MINUTES

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

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Safety Issues-Kristi Lane	Kristi Lane talked about safety issues. She is looking for volunteers to help determine what training is needed for the divisions/departments. What specific training is needed by department or individuals? Division Chairs will go through list Kristi handed out and get back to her by May 12 th with recommendations.
2. Approval of Minutes	April 5 th minutes reviewed and approved. Linda indicated that there would be no music class held at the Aviation site.
3. Early Registration	Linda wants to get something going next week to get students to register.
4. FY07 Budget	Jeff indicated that the equipment budget will be in the same range as last year. He has concerns that the budget will be short based on projected FYE's. State funding is 200K less than last year. Suggested buffer in equipment. Level budget for supplies.
5. Spring 07 Schedule	Division Chairs will get their spring 07 schedules finalized and submitted. Most are already in. Any changes or updates will be submitted also.
6. Assessment Committee Information	Dorinda handed out copies of the Assessment Plan and a draft of Appendices. The Assessment Plan will be out in the "virtual office" by the end of the semester. It was agreed that the plan format was good as were the samples included in the appendices. It was agreed that Liberal Arts is too broad as a program and must be separated by division or discipline.
7. President Temte's Visit next week	President Anne Temte will be visiting the campus next week and will meet with the TRF Division Chairs on Wednesday, May 10 th at 3:00 pm.

8. Make a Difference Day	Kristina asked for ideas for Make a Difference Day, theme "Winterize our Community". Forward suggestions to Marcia Sandahl.
9. Online Enrollment	Kristina asked how to check enrollment for distance courses. Jeff will send out an email with link to get report. Kristina indicated that faculty is not getting evaluation results from the online course evaluation process. Jeff will forward results to faculty and forward concern to Kent.
10. Liberal Arts Program Outcomes	Kristina was wondering if there was a deadline for program outcomes. Linda will schedule a meeting next week to finalize.
11. Airport Campus Food Service	Morning food service will be cut next year at the airport campus. They will just serve lunch. Question raised as to whether or not other morning service can be used.
12. Open House	There will be an open house on May 15 th from 5:00-8:00 pm. It will be an informal setting to meet with prospective students.
13. Summer Session Cancellation	Jeff talked about course cancellations. There is a minimum of 1-week notice for course cancellation. If there are 0-6 students registered 2-weeks prior, course may be cancelled. Fitness course reinstated until May 15 th .
14. Accounts between campuses	How cost centers between campuses are tracked was discussed. Jeff indicated that they were tracked by college, not campus.
15. Division Chairs for next year	Every year two names from each department submitted to the president by May 15 th . 3 credits per semester for Liberal Arts. 1 credit per semester for Technical and dept. head stipend.
16. New Hires	Jeff announced that Aliza Olson had been hired for the History position. Interviews have been conducted for the Manufacturing position. There was only one coaching prospect. Jeff indicated that there may be a need for a Pharmacy Tech. lab assistant. Advertise for Business instructor.
17. Next Meeting Agenda for next meeting	May 10 th at 3:00 pm, Room 545. President Anne Temte visit. Review Equipment Budget Requests.
18. Adjourned	4:15 pm.