



Northland Community & Technical College TRF Division Chair Meeting

August 31, 2006
3:00 pm.
Room 545

MINUTES

Attendees: Jeff Thomas, Diane Drake, Deb Jacobson, Norma Konschak, Kevin Stuckey, Norm Halsa, Sue Field, Dorinda Sorvig.
Guest: President Anne Temte.

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	May 10 th minutes reviewed and approved.
2. Establish FY07 Division Chairs Meeting Schedule	It was decided that Tuesday afternoons at 3:00pm would work best for meetings. Meetings will be held on alternating Tuesdays throughout the year.
3. FY07 Spring Schedule	Copy of FY07 Spring master schedule was provided to Division Chairs for review. Jeff reminded to check schedule to be sure the developmental course schedules don't conflict with program course schedules. Sue requested a math class for nurses (MATH 1003) be set for Wed. or Thurs. evenings from 4:30-6:30pm or a two hour block on Mondays.

4. FY07 Fall Schedule	Division Chairs will complete Workload Summary “load” sheets to document elapsed time for Fall 2006 and submit to Norm for evaluation. A copy of the finalized document will be forwarded to Lori.
5. Campus Management Team	Jeff reviewed proposed purpose and make-up of Campus Management Team with Division Chairs. It was suggested that the Safety & Betterment committee and possibly the Graduation committee duties be rolled into the new team. Kevin suggested adding a team member from the Airport Campus. Overall consensus was supportive.
6. Upcoming Fall & Winter Conferences	Jeff distributed information on upcoming Fall & Winter conference opportunities: Fall conference – “Motivating Students for Better Retention, Learning, and Achievement” Winter conference – “Transforming Student Learning for a Global Society” Jeff asked for interested parties and the submission of two names from faculty and two from student services by the next meeting. Dorinda will forward conference information to all faculty.
7. Next Meeting Agenda for next meeting	September 14, 2006 at 3:30 pm in Room 545. <ul style="list-style-type: none"> • Set list of goals to accomplish this year. • Review equipment budgets. • Program assessment.
8 Adjourned	3:45 pm.