



## Northland Community & Technical College TRF Division Chair Meeting

September 14, 2006

3:30 pm.

Room 545

### MINUTES

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

Topic	Discussion/Outcome
Call to order	3:30 pm.
1. Approval of Minutes	August 31 <sup>st</sup> minutes reviewed and approved.
2. Set list of goals to accomplish this year	Goals for the year: <ul style="list-style-type: none"><li>• Meet timelines – schedules; budgets</li><li>• Review purpose or “mission”</li><li>• Our role in Program Review/Assessment</li><li>• Professional Development/Leadership of our team</li></ul>
3. Review equipment budgets	Equipment budget – 140K per campus There was an additional request by John Leopold which is under review. (It was determined there were no funds available for this request.) Money for Massage Therapy start-up is coming from Perkins funding.
4. Campus Management Team	The make-up of the Campus Management Team was discussed. <ul style="list-style-type: none"><li>• The Safety &amp; Betterment will remain a separate committee.</li><li>• The Graduation committee duties will be considered.</li><li>• The Division Chair (Airport campus) member will be Kevin Stuckey.</li><li>• A student representative will be appointed. (Vanessa Martell will work on this.)</li></ul> The Campus Management Team will call it's first meeting within the next two weeks. Meetings will be held on Wednesdays and will meet once a month. This committee will replace the Management Group. (It was decided the Campus Management Team will meet on Tuesdays.)

5. Professional Development Plan	<p>The Professional Development Plan has been approved as a “working draft” as part of MnSCU credentialing policy. The deadline for completion is November 6<sup>th</sup>. All faculty are to complete.</p> <p>The Classroom observation form was discussed. It was suggested that peer classroom observation be by invitation only and should include only positive feedback.</p>
6. Initiatives	<p>There is \$2 million for construction projects.</p> <ul style="list-style-type: none"> <li>• Construction Electricity – Airport campus (critical)</li> <li>• Theater (critical)</li> <li>• Swenson House</li> <li>• EGF campus has one project</li> </ul> <p>A consultant will rate projects and then put on a list for the next funding.</p>
7. Awards of Excellence	There were seven proposals approved for a total of \$35K.
8. Next Meeting  Agenda for next meeting	<p>September 28, 2006 at 3:00 pm in Room 545</p> <p>Division Chair committee goals:</p> <ul style="list-style-type: none"> <li>• Meet timelines – schedules; budgets</li> <li>• Review purpose or “mission”</li> <li>• Our role in Program Review/Assessment</li> <li>• Professional Development/Leadership of our team</li> </ul>
9. Adjourned	4:00 pm.