



## Northland Community & Technical College TRF Division Chair Meeting

September 28, 2006

3:00 pm.

Room 545

### MINUTES

Attendees: Jeff Thomas, Diane Drake, Norma Konschak, Kevin Stuckey, Norm Halsa, Dorinda Sorvig, Ron Dvergsten and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	September 14 <sup>th</sup> minutes reviewed and approved.
2. Program Assessment/Review	Dorinda reviewed the Program Assessment plan which is now available on-line.
3. Transfer Curriculum	All courses in system will be reviewed – make sure they fit in areas. Clean up transfer curriculum. Liberal Arts only involved - Diane suggested having rational ready.
4. Building Project Update	The project is underway but is one week behind schedule.

<p>5. Division Chair Committee Goals</p>	<p>Jeff talked about a new process of budget planning to more tightly tie everything to budget (resources) Jeff will review the new cost formula at the next meeting. The committee's role in the Program Assessment/Review is to assist/encourage faculty to get program assessment /review completed. The Program Assessment is to be completed annually and the Program Review is to be completed every five years. Norm wants to set a meeting for those programs involved in program review this year. Programs up for review: Auto Service Technology (both TRF &amp; EGF campus), Criminal Justice (TRF campus), Computer Networking and Service (EGF campus).</p>
<p>6. Next Meeting</p> <p>Agenda for next meeting</p>	<p>October 17, 2006 at 3:00 pm in Room 545.</p> <p>Review "cost formula" for creating budget. Mission of Group. Any last minute updates to spring schedule.</p>
<p>Adjourned</p>	<p>3:45 pm.</p>