



Northland Community & Technical College TRF Division Chair Meeting

October 30, 2007
11:00 am.
Room 635

MINUTES

Attendees: Diane Drake, Norma Konschak, Kristel Kizer, Kevin Stuckey, Tim Reuter, Ron Dvergsten, Dean Dalen and
Lori Johnson, Recorder
Guest: President Temte

Topic	Responsible Party	Discussion/Outcome
Call to order		11:05 am.
1. Meeting Agenda	President Temte	President Temte addressed the group as to the purpose of the meeting. She indicated that she wanted to visit, informally, about the college's administration. She had indicated that two administrative positions were not going to be filled immediately and wanted input from the chairs of how the duties/responsibilities of these positions could be met. Some ideas were: <ul style="list-style-type: none">• Spreading workload out between the supervisors• Having one Dean of Students for college
2. Positions Needed	President Temte	President Temte thought the college should have the following positions: <ul style="list-style-type: none">• Program Developer• Institutional Research Person• Grant Writer

3. SWOT Analysis	Norma Konschak	Norma suggested a SWOT analysis for the college to identify: <ul style="list-style-type: none"> • Strengths • Weaknesses • Opportunities • Threats
4. College Reporting		It was suggested that reports published by the college be compiled using one set of numbers college-wide and not breaking out by campus.
5. Miscellaneous		Several other concerns were brought up and briefly discussed: <ul style="list-style-type: none"> • Replicated programs (this is a problem on the liberal arts side) • A strong liberal arts program is needed • What constitutes an academic day/academic term • Marketing direction for the college • Shorter term programs/offering certificate programs
6. Next Meeting Agenda		The next meeting will be held on November 6 th at 11:00 am in room 545. Diane will report on Transfer curriculum.
Adjourned		11:55 am.