



Northland Community & Technical College TRF Division Chair Meeting

January 22, 2007

3:00 pm.

Room 662

MINUTES

Attendees: Jeff Thomas, Diane Drake, Norma Konschak, Kevin Stuckey, Norm Halsa, Sue Field, Dorinda Sorvig, Ron Dvergsten.
Guest: Dean Dalen

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	December 12 th minutes reviewed and approved.
2. Use of Advanced Placement, Accuplacer & ACT scores.	The use of Advanced Placement, Accuplacer, and ACT scores in determining Math and English placement was discussed. The scores are used to determine if students are exempt from taking developmental courses.
3. Summer Session Schedule Blocks	Summer session schedule blocks were discussed. Classes are to be scheduled within the designated blocks as follows as closely as possible: Short session (2 weeks) 5/21/07 – 6/1/07 1 st session (4 weeks) 6/4/07 – 6/29/07 2 nd session (4 weeks) 7/9/07 – 8/3/07

4. Room Usage- lecture/lab breakdown	Jeff discussed the need to specify the actual room used for the lecture and lab portions of the classes. This needs to be indicated when schedules are submitted and entered into ISRS in order to reflect actual room usage. MnSCU pulls from this data for their reporting purposes.
5. Spring Enrollments	Jeff asked the Division Chairs to review the enrollments for spring and look at the sections being offered and determine if they should be adjusted for next year.
6. Meeting schedule for Spring semester	The meeting schedule was discussed and it was decided that meetings will be held on alternating Mondays at 3:00 pm for the Spring semester.
7. Perkins Requests	Dean Dalen reported on Perkins funding. He indicated there was approximately 22K remaining. Dean presented three equipment requests: Criminal Justice - \$5,990 requested for 2 pair of night vision goggles; Welding Technology & Automated Systems/Robotics Technology - \$4,276.33 requested for 25 sets of Metric measuring equipment; Construction Electricity - \$9,975 requested for 10 stations LUSIM-EMS simulation software. The three requests were discussed and Ron Dvergsten moved to approve all requests as proposed. Kevin Stuckey seconded the motion and it was approved by all.
8. Spring Conferences	Jeff talked about a couple conferences that were coming up this Spring and is looking for interested faculty to addend: Higher Learning Commission 2007 Annual Meeting – April 20-24 th in Chicago NISOD Conference – May 20-23 rd in Austin (Jeff is presenting at this conference)
9. AA Liberal Arts Evening Program	Norma presented a proposed list of classes that she and Dr. Drake had worked out for evening courses to be offered for AA Liberal Arts degree. The “J” term was also brought up again. It is not currently being offered in the State and it would have to be determined if it would be part of the Fall or Spring semester or if it would be handled separately like the Summer session.
10. Next Meeting Agenda for next meeting	February 5 th at 3:00 pm in Room 545. Review Budget Requests
11. Adjourned	3:50 pm