



Northland Community & Technical College TRF Division Chair Meeting

April 30, 2007
3:00 pm.
Room 545

MINUTES

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

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	April 16 th minutes reviewed and approved with corrections noted.
2. Instructional Cost Study	Jeff provided information on the FY06 Informational Cost Study. Complete copies of the study were also emailed to committee members and they were asked to review the comparisons of their departments with other facilities and to look for anything that was out of line.
3. Summer 2007 Enrollment	Jeff provided enrollment information to date for Summer 2007. Classes with low enrollments may have to be dropped. Enrollment for courses will be evaluated again approximately one week prior to the start date and it will be decided then on whether or not they will need to be dropped. The evaluation date will be May 14 th for classes beginning May 21 st .
4. Review Fall 2007 Schedule	Copies of Fall 2007 schedule were distributed and reviewed. Enrollment for on-campus classes is still low but Distance Ed. classes are filling up already.

5. Spring 2008 Schedule	The Spring 2008 schedule will be posted May 2 nd . Copies of the schedule were emailed to committee members and they were asked to submit corrections/changes needed.
6. Student Course Evaluation Survey	The course evaluation survey format to be used in D2L was approved by Shared Governance and provided to Karleen Delorme on April 27 th . With the limited time before the end of the semester it will be a challenge to get the surveys completed.
7. Next Meeting Agenda for Next Meeting	The next meeting will be held on May 14 th at 3:00 pm in room 545. This will be our last meeting until fall.
Adjourned	3:40 pm.