



Northland Community & Technical College TRF Division Chair Meeting

October 20, 2008

12:00 pm.

Room 545

MINUTES

Attendees: Norma Konschak, Diane Drake, Linda Samuelson, Tishara Melcher, Tim Reuter, Sue Field, Dorinda Sorvig and Lori Johnson, Recorder

Guests: Rocky Ammerman and Lisa Bottem

| Topic | Responsible Party | Discussion/Outcome |
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| Call to order | | 12:05 pm. |
| 1. FY10 Schedule | | <p>Rocky and Lisa were asked to identify problem areas to look at when working on the schedule for the FY10 academic year. Some areas that needed to be addressed:</p> <ul style="list-style-type: none">• Need ETAS, MFPT, WELD to fit program classes with developmental math courses• 1st half/2nd half classes in math are a problem if student does not pass the first session.• MATH department needs to reevaluate schedule• Tuesday-Thursday need consistent times for labs• ADMM schedule layout needs to be consistent across-campus• All programs need to follow web program information sheet• Courses need to fit program schedule as posted |

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| | | <p>There are some specific changes/additions needed:</p> <ul style="list-style-type: none"> • BUSN classes need to follow program schedule • Courses that filled last fall should have a reserve section ready to open when needed: <ul style="list-style-type: none"> ○ Public Speaking ○ A&P ○ Comp I • Additional speech class needs to be offered: Interpersonal Communication • A Trigonometry or Pre-Calculus class is needed for NCTC students. Currently offered online only. • AD Nursing students need a Chemistry class – options: Survey of Chemistry or Intro to Chemistry. |
| 2. Early Childhood Program | Linda | <p>Linda received a request from Peggy Rogers to move the Early Childhood program under the Technical Division to stay consistent with the EGF campus. Discussion was held and it was decided that it fits under the Liberal Arts I Division better on the TRF campus because the current instructors are Liberal Arts faculty. This will be reevaluated if the situation changes.</p> |
| 3. Workload Sheets | Norma | <p>Norma distributed the Workload Summary forms to the Division Chairs and asked that they review with their faculty. Total workload assignment is limited to 140%.</p> <ul style="list-style-type: none"> • Former MCCFA – 42 credits • Former UTCE – 44.8 credits <p>Note – CHS mentoring credits are NOT included in the 140% max.</p> |
| 4. First Year Language | Norma | <p>Norma shared a memo from Linda Baer with the Liberal Arts Chairs regarding First Year Language courses accepted for transfer curriculum.</p> |
| 5. Alternate Block Schedule Template | Linda | <p>Linda distributed an alternate block schedule template for consideration. Classes would start at 8:30am with 1 ½ hour block. M-W-F would then switch to 1 hour blocks from 10:00 am – 3:00 pm and then back to 1 ½ hour blocks from 3:00 pm – 6:00 pm. T – H would switch to 2 hour blocks from 10:00 am – 6:00 pm.</p> <ul style="list-style-type: none"> • Nursing would still need an A&P class from 8:00-9:00 am so that they could start at 9:00 am. • Developmental classes would benefit from the 1 ½ hour block. • How would this affect ITV classes? <p>Linda will forward to faculty and ask for their input. Will revisit at December 2nd meeting.</p> |

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| 6. Next Meeting | | The next meeting will be held on Tuesday, November 4 th at 3:00 pm in room 545. |
| Agenda for Next Meeting | | <ul style="list-style-type: none"> • Report on student numbers, FYE, head count. • FY10 Schedules - start working on Summer & Fall. |
| Adjourned | | 1:00 pm. |