



Northland Community & Technical College TRF Division Chair Meeting

October 7, 2008

3:00 pm.

Room 545

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm.
1. Program Sustainability	Norma	<p>Norma gave an update on Program Sustainability</p> <ul style="list-style-type: none">▪ New programs<ul style="list-style-type: none">○ AVIA – ongoing efforts after reinstatement○ AUMO – new committee – Tishara volunteered as Division Chair▪ Ongoing programs<ul style="list-style-type: none">○ Computer Design & Animation – Linda volunteered as Division Chair. Committee met on October 6th.○ COSM – Committee meeting scheduled for October 14th.○ ADMS – Working on program redesign. Committee meeting scheduled for October 14th.▪ Liberal Arts – Program by discipline – First meeting to be held October 8th. <p>A discussion on the purpose of the committees was held and it was felt that some specific goals need to be set to clearly indicate what needs to be accomplished and consequences if numbers are not met.</p>

2. Final Spring Schedule	Norma	<p>The spring schedule needs to be finalized as registration for spring opens on October 15th. There may be some last minute changes in the Math department due to a new course offering.</p> <p>A speech class has been added to the spring schedule after Diane's consultation with the Registrar's office on the need for it.</p>
3. Fall Student Evaluations		<p>The student course surveys will be open October 13 – 24th. Notice has been posted on the TV monitors, computer desktops in the cafeteria and cyber space, the <i>Pioneer</i> and posters around the campus. There will be IT assisted computer lab sessions to help students complete the surveys.</p> <p>Norma asked the Chairs to encourage faculty in their divisions to promote completion of the surveys.</p>
4. Upcoming Meetings	Norma	<p>Norma will be unavailable for the next meeting scheduled for October 21st. It was agreed to change the meeting to Monday, October 20th, from Noon-1:00 pm.</p>
5. FY10 Schedules		<p>Scheduling for FY10 will start after spring registration opens. Before scheduling starts it was decided to look at what classes are needed and when. Rocky and Lisa will be asked to join our next meeting to discuss what areas are the most problematic.</p>
6. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held on Monday, October 20th at noon in room 545.</p> <p>Rocky and/or Lisa will join meeting to discuss specific scheduling needs for FY10.</p>
Adjourned		<p>4:00 pm.</p>