



Northland Community & Technical College TRF Division Chair Meeting

February 19, 2008
11:00 am.
Room 545

MINUTES

Attendees: Norma Konschak, Diane Drake, Kevin Stuckey, Tim Reuter, Dorinda Sorvig, Anita Lizakowski, Dean Dalen and Lori Johnson, Recorder

Topic	Responsible Party	Discussion/Outcome
Call to order		11:05 am.
1. Program Sustainability Committees	Norma Konschak	<p>Norma talked about the Program Sustainability Committees that were being created to work with programs that have been identified as needing attention. The Committees will be comprised of faculty, Academic Dean, Division Chair member, AASC member, Director of Marketing, Advisory Committee member, Public Relations Director, Recruiter, Advisor, Counselor.</p> <p>Three programs that have been identified:</p> <ul style="list-style-type: none">• Computer Modeling and Animation• Administrative Support• Cosmetology <p>Tim Reuter has volunteered to serve as the Division Chair member for the Cosmetology program. Diane Drake volunteered for the Administrative Support program and Kevin Stuckey volunteered for the Computer Modeling and Animation program.</p>

2. Budget Requests		<p>The deadline for submitting equipment budget requests was last Friday, February 15th. Norma will pull information together and send out a preliminary report for review by Division Chairs prior to next meeting.</p> <p>Update: Julie Fenning will be forwarding information by the end of the week, Feb. 22nd.</p>
3. Summer Rotation Schedule		<p>Norma reminded the need to have faculty assigned for summer session by February 29th.</p> <p>A question was raised as to the limit of credits/courses for a faculty member for the summer session. Here is the language from the MSCF contract"</p> <p>"Two (2) summer sessions shall be considered the equivalent of one (1) academic year semester. It is understood that a faculty member may be offered the equivalent of nine (9) credits or two (2) courses, whichever is greater per summer in one (1) or over both sessions in rotation order, subject to the overload provisions in Article 13, Section 17. The administration, after consultation with the faculty members in each credential field, shall determine course offerings for summer session." Article 10, Section 4, Subd. 1 MSCF Contract.</p>
4. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held on March 4th at 11:00 am in room 545.</p> <p>Review Budget Requests.</p>
Adjourned		11:40 am.