



Northland Community & Technical College TRF Division Chair Meeting

February 5, 2007

11:00 am.

Room 545

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order		11:00 am.
1. Review Fall Schedule		<p>Copies of the fall schedule were handed out for review for errors/omissions.</p> <p>The fall and summer schedules are currently posted on the web and will be open for registration on April 1st.</p> <p>Discussion was held regarding how the room utilization reports were pulled from the schedule using the lecture/lab breakdown. Classes scheduled with separate lecture and lab sections do not accurately reflect room utilization because the lab sections do not get pulled into the report. Kristel will check with Kathy Huschle (AASC) to get her thoughts on listing the lecture and lab sections.</p>
2. Summer Schedule	Norma Konschak	Division Chairs were asked to determine faculty for summer schedule by the end of February.

3. Course Assessment Survey for Spring Semester		<p>The course assessment surveys have been scheduled for spring semester. The surveys will be completed using D2L again this semester. They will be open for completion from February 25th – March 7th. Division Chairs were asked to remind faculty in their divisions to participate by providing class time for students to complete surveys.</p> <p>As in the past, emails will be sent out to faculty and students with detailed information regarding completion of the surveys. There will be supervised computer lab sessions scheduled during the two-week period to assist students and faculty. Notices will also be posted on bulletin boards around the campus, on the TV monitors and in the <i>Pioneer</i>.</p>
4. Faculty Vacancies	Norma Konschak	<p>Norma announced several faculty vacancies that have been identified.</p> <p>Automotive Service Technology – posted – search in process Criminal Justice – posted Biology – vacancy notice submitted Business Theater/Speech</p>
5. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held on February 19th at 11:00 am in room 545.</p> <p>Program Sustainability Committees</p>
Adjourned		11:35 am.