



Northland Community & Technical College TRF Division Chair Meeting (Combined)

April 9, 2008

11:00 am.

Room 545

MINUTES

Attendees: TRF: Norma Konschak, Diane Drake, Kristel Kizer, Kevin Stuckey, Tim Reuter, Sue Field, Dorinda Sorvig, Ron Dvergsten, and Lori Johnson, Recorder

EGF: Mike Normandin, Barb Forrest, Brian Huschle, Deb Riely, Dennis Wierima, Beth McMahon, and Renee Kringlen, Recorder

Guests: Kent Hanson, Mary Jo Bydal, Dan Sponsler

Topic	Responsible Party	Discussion/Outcome
Call to order		3:05 pm.
1. Purpose of Combined Meeting	Kent Hanson	Kent stated the purpose of the combined meeting: <ul style="list-style-type: none">• Coordinate in-services cross-campus• Develop means for Chairs to meet cross-campus• Develop better collaboration between divisions
2. Health/Human Services In-service Planned	Beth McMahon	Beth indicated that the Health/Human Services had discussed in-service. They had hoped for one-half day to meet as division groups and one-half day for break-out sessions for cross-campus department meetings.
3. Combined Meeting Schedule	Kent Hanson	Kent suggested several areas to work on: <ul style="list-style-type: none">• Develop schedule for combined Division Chair meetings at least once per semester (maybe twice).• Goal to communicate better/collaborate cross-campus.• Business program – instructor position will be filled – build up this area.• Social Science/Humanities/Math and Science – good groups

		<ul style="list-style-type: none"> Occupational Trades need to be defined better – possibilities: <ul style="list-style-type: none"> Transportation Construction Trades <ul style="list-style-type: none"> Architectural Drafting Refrigeration Make sure every program fits division.
4. Division Sub-groups	Norma Konschak	Norma will work with two volunteers from each campus to come up with sub-groups. She will work with Kevin Stuckey, Tim Reuter, Beth McMahon and Dennis Wierima. Norma will send out proposal.
5. Background Checks for Students		Background checks are required for students in the healthcare programs at a fee of \$20 per student.
6. Scheduling Meetings	Mike Normandin	Mike expressed the importance of the Division Chairs to meet cross-campus while developing semester schedules to make sure all program needs are met. This would include online classes as well as ITV classes.
7. Division Chair - Department Head Duties	Mary Jo Bydal	Mary Jo will collect duties of Division Chairs and Department Heads and will forward to all Division Chairs.
8. Follow-up Combined Meeting	Kent Hanson	Kent will schedule a combined follow-up meeting.
9. Management Education	Ron Dvergsten	<p>Ron reported that the areas in his division work well together and normally meet and work together during In-service. The groups include:</p> <ul style="list-style-type: none"> Farm Business Management Small Business Management Specialty Crops
10. Next Meeting Agenda for Next Meeting		<p>Our next regular meeting will be held on April 29th at 11:00 am in room 545.</p> <p>Finals Schedules.</p>
Adjourned		3:55 pm