



Northland Community & Technical College TRF Division Chair Meeting

May 6, 2008
11:00 am.
Room 545

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order		11:10 am.
1. FY09 Projected Budget Report	Norma Konschak	The projected balanced budget for FY09 includes 7.1 million (instructional budget for TRF faculty). This takes into account the 7% increase in costs per the contract settlement. \$400,000 has been budgeted for equipment. This would be split \$130,000 per campus with \$140,000 for facility/administrative. There will be a 2% cut in overall spending. Tuition will be increased 2%. No new differential tuition fees/skills fees have been proposed with the exception of a possible increase for the aviation program.
2. Academic Groups-Task Group Report	Norma Konschak	Norma submitted a proposed division of academic groups for in-service work groups. The committee reviewed and approved. Attached to the minutes is a breakdown of the academic groups.

3. Summer Course Cancellation	Norma Konschak	Norma announced that enrollment for the summer classes scheduled to begin on May 19 th will be reviewed on Friday, May 9 th . The classes with low enrollment numbers will be reviewed for possible cancellation. Enrollment for the summer classes scheduled to begin June 2 nd will be reviewed on May 16 th .
4. Finals Schedule	Norma Konschak	Proposed finals schedules for the next two years were reviewed and approved by the committee. Final Exam Schedules for FY09 and FY10 are attached to meeting minutes.
5. Perkins Funding	Dean Dalen	Dean announced there will be some Perkins equipment money available for next year.
6. Next Meeting Agenda for Next Meeting		The meeting originally scheduled for Tuesday, May 13, 2008, has been cancelled. The next meeting will be after the start of classes next fall unless a special meeting is needed during the summer. Notice will be sent out via email to committee members.
Adjourned		11:50 am.

Northland Community & Technical College Academic Groups

Academic Group	Program/Discipline
Humanities:	Art
	English
	Library
	Music
	Philosophy
	Spanish
Social Sciences:	Anthropology
	Geography
	Health, Physical Education, Recreation
	History
	Political Science
	Psychology
	Sociology
Math & Science:	Biology
	Chemistry
	Math
	Natural Science
	Physics
Business Careers:	Accounting
	Administrative Support
	Business
	Computer Service/Networking
	Economics
	Farm Op & Mgmt
	Medical Admin. Tech.
	Sales Marketing
Transportation:	Auto Body Technology
	Automotive Service Technology
	Aviation Maintenance Technology

Academic Group	Program/Discipline
Health & Human Services:	AD Nursing
	Cardiovascular Technology
	Clinical Laboratory Technology
	Cosmetology
	Criminal Justice
	Early Childhood
	Fire Technology
	Health Education
	Massage Therapy
	Occupational Therapy
	Para medicine
	Pharmacy Technology
	Physical Therapy
	Practical Nursing
	Radiation Technology
	Respiratory Therapy
	Surgical Technology
Construction & Mfg.	Architectural Technology
	Carpentry
	Construction Electricity
	Electronic Technology/ Automated Systems
	Heating Technology
	Plumbing Technology
	Refrigeration Technology
	Robotic Technology/ Automated Systems
	Welding
Management Ed:	Small Business Management
	Farm Business Management
	Specialty Crops

Updated 4/22/2008
Division Chairs Sub-Group

Northland College Final Exam Template Fall 2008

1. Final exams are scheduled according to the first meeting of the class during a full week of classes.
2. Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
3. All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
4. Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
5. Exam times for classes not covered on this final exam schedule will be announced by the instructor.
6. Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
7. Finals for evening classes will begin at the same time and on the same day as the regular course.

TEST DATES	TEST TIME 8:00 – 10:00a.m.	TEST TIME 10:30 a.m. – 12:30p.m.	TEST TIME 1:00 – 3:00p.m.	TEST TIME 3:30 – 5:00p.m.
Tuesday December 16	8:00a.m. class Tuesday/Thursday	11:00 a.m. class Tuesday/Thursday	2:00 p.m. class Tuesday/Thursday	*3:00 p.m. class 3 cr. – MW
Wednesday December 17	8:00 a.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	10:00 a.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	12:00 p.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	2:00 p.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF
Thursday December 18	9:30 a.m. class Tuesday/Thursday		12:30 p.m. class Tuesday/Thursday	3:30 p.m. class Tuesday/Thursday
Friday December 19	9:00 a.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	11:00 a.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	1:00 p.m. class 3 cr. – MWF 4 cr. – MTHF 5 cr. – MTWHF	

*Please note time and date of this exam.
It does not align with MWF / TH scheduling.

5/7/2008 9:19 AM

Northland College Final Exam Template Spring 2009

1. Final exams are scheduled according to the first meeting of the class during a full week of classes.
2. Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
3. All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
4. Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
5. Exam times for classes not covered on this final exam schedule will be announced by the instructor.
6. Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
7. Finals for evening classes will begin at the same time and on the same day as the regular course.

TEST DATES	TEST TIME 8:00 – 10:00a.m.	TEST TIME 10:30 a.m. – 12:30p.m.	TEST TIME 1:00 – 3:00p.m.	TEST TIME 3:30 – 5:00p.m.
Monday May 11	8:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	10:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	12:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	2:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF
Tuesday May 12	9:30 a.m. class Tuesday/Thursday		12:30 p.m. class Tuesday/Thursday	3:30 p.m. class Tuesday/Thursday
Wednesday May 13	9:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	11:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	1:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	3:00 p.m. class 3 cr. - MW
Thursday May 14	8:00a.m. class Tuesday/Thursday	11:00 a.m. class Tuesday/Thursday	2:00 p.m. class Tuesday/Thursday	

Northland College Final Exam Template Fall 2009

1. Final exams are scheduled according to the first meeting of the class during a full week of classes.
2. Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
3. All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
4. Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
5. Exam times for classes not covered on this final exam schedule will be announced by the instructor.
6. Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
7. Finals for evening classes will begin at the same time and on the same day as the regular course.

TEST DATES	TEST TIME 8:00 – 10:00a.m.	TEST TIME 10:30 a.m. – 12:30p.m.	TEST TIME 1:00 – 3:00p.m.	TEST TIME 3:30 – 5:00p.m.
Tuesday December 15	9:30 a.m. class Tuesday/Thursday		12:30 p.m. class Tuesday/Thursday	3:30 p.m. class Tuesday/Thursday
Wednesday December 16	9:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	11:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	1:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	3:00 p.m. class 3 cr. - MW
Thursday December 17	8:00a.m. class Tuesday/Thursday	11:00 a.m. class Tuesday/Thursday	2:00 p.m. class Tuesday/Thursday	*2:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF
Friday December 18	8:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	10:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	12:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	

*Please note time and date of this exam.
It does not align with MWF / TH scheduling.

5/7/2008 9:18 AM

Northland College Final Exam Template Spring 2010

1. Final exams are scheduled according to the first meeting of the class during a full week of classes.
2. Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
3. All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
4. Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
5. Exam times for classes not covered on this final exam schedule will be announced by the instructor.
6. Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
7. Finals for evening classes will begin at the same time and on the same day as the regular course.

TEST DATES	TEST TIME 8:00 – 10:00a.m.	TEST TIME 10:30 a.m. – 12:30p.m.	TEST TIME 1:00 – 3:00p.m.	TEST TIME 3:30 – 5:00p.m.
Monday May 10	9:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	11:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	1:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	3:00 p.m. class 3 cr. - MW
Tuesday May 11	8:00a.m. class Tuesday/Thursday	11:00 a.m. class Tuesday/Thursday	2:00 p.m. class Tuesday/Thursday	3:30 p.m. class Tuesday/Thursday
Wednesday May 12	8:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	10:00 a.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	12:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF	2:00 p.m. class 3 cr. - MWF 4 cr. - MTHF 5 cr. - MTWHF
Thursday May 13	9:30 a.m. class Tuesday/Thursday		12:30 p.m. class Tuesday/Thursday	