



Northland Community & Technical College TRF Division Chair Meeting

February 10, 2009
3:00 pm.
Room 545

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm.
1. Class Surveys for Spring		<p>Student course assessment surveys for Spring Semester will take place following spring break and will be open from March 16th – March 27th. Lori will send out notice to faculty and ask for the classes they want to complete the survey. The surveys will again be completed using D2L.</p> <p>Surveys for first-half semester courses will be completed the last week in February.</p>
2. Annual Group Advisory Committee Dinner		The Annual Group Advisory Committee Dinner has been set for April 14 th at 6:00 pm with individual committee meetings to follow dinner. Lori will send out notice to department heads along with request for updated committee membership information.

3. Fall Schedule Changes		<p>Norma provided list of Fall and Spring schedule changes. The changes were reviewed and comments made:</p> <ul style="list-style-type: none"> • Math Application for Nurses needs to be offered both fall and spring semesters. • Intro to Public Speaking possibly offered to Roseau via ITV for spring semester. • Early Childhood classes may be discontinued on the TRF campus • Comp I (ITV to Roseau) and History of Film switched evenings. Lori will notify instructor. <p>Roseau offerings run into a problem because only the ITV room has computers. May need to request computers be added to the on-site classroom as well.</p> <p>Division Chairs were asked to start working on Spring 2010 and submit proposed schedules to Norma and Lori.</p>
4. FY10 Budget Requests		Norma reminded that this Friday, February 13 th , is the deadline to submit budget requests.
5. Next Meeting Agenda for Next Meeting		The next meeting will be held on Tuesday, February 24 th at 3:00 pm in room 545.
Adjourned		3:23 pm.