Department Chair Minutes
July 1, 2013

Present: Scott Agnew, Karen Arlien, Bob Arso, Lee Friese, Lane Huber, Dan Leingang, Michelle Lindblom, Brent Reems, Jim Wright, Carol Flaa, Jeff Jacobs, Tom Leno, and Jackie Hagel (Notetaker)

Absent: Henry Riegler and Angie Uhlich

Approval of Minutes
Wright moved to approve the June 17, 2013, minutes Friese seconded. Motion carried.

Print Jobs in Computer Labs – Carol Flaa
Flaa stated 6,000 printed pages were run in JSC open computer labs the first week of June. If lab manuals are being run, Flaa suggested printing be sent to Jack Science Center administration office or Central Supply and provide copies at Bookstore.

Student Affairs Updates – Tom Leno and Jeff Jacobs
Leno distributed Credit Hours Enrollment Information and Registration Sessions – Fall 2013. Comparing fall 2012 and 2013, Leno stated there was a real change in numbers and financial aid. There was a 4.6 increase in application numbers; summer enrollment leveled off and remained consistent.

Registration sessions are full through July 24. More sessions may be needed in August. Day time sections are running low for psychology 111; sociology 110, and computer science 101.

Leno will run course section status report and send to department chairs.

Jacobs is concerned with numbers, could be a huge influx in August or enrollment numbers down.

Other
Adjunct Laptops
Action Item: Contact Flaa indicating adjuncts that need a lap top, their computer needs, and contact number by July 29. Lap tops will be distributed by August 12—IT Department will contact adjuncts when ready for pick up.

Software Changes
Action Item: Send software changes to Flaa, so all is complete before fall 2013 semester.

Computer Use Steering Committee
Flaa will email department chairs membership.
**Late Start Semester**
Leingang stated the committee will meet July 2, 10 am, ICE room—department chairs are welcome to attend. Personnel from academic records and financial aid will attend. Leingang stated late start semester (14 week) classes may be created in psychology, English, and computer science. Some issues: finding space; how will class period run; can we do traditional three day class; hybrid class. Target audience is reverse transfer student. Will market through admissions/registrar and counseling offices. Hopes are to put in place fall 2013.

Leingang stated representatives from most of the colleges/universities met June 24 to discuss the vertical alignment project. The goal is to have a seamless transition from high school to college classes with some overlap but mostly new classes.

**New Welding Faculty**
Friese stated David Mozingo has been hired as new welding instructor—this is a grant funded position. Enrollment will increase by eight students for fall 2013 and spring 2014, meaning all welding booths are full.

**Adult Farm Management**
Lynsey Frey is replacing Jerry Tuhy.

**Engineering**
Leingang hopes to hire an adjunct to teach some of the engineering classes this fall.

**The President’s Run**
This activity will be held July 12 with proceeds going to the Dean Gunsch Tool Box Program.

Arso moved to adjourn the meeting at 2:12 pm.