I. Call to order: Meeting was called to order by: Karen Wiltrout, Division Chair via ITV at 12:35 PM broadcasted to Canby, Jackson, Granite Falls, Luverne, Pipestone & Worthington Campuses.


Introduction of New Division Chair/members: Recognized Rita Miller as past division chair expressing our appreciation for a job well done.

II. Approval of minutes from 8/21/09: Brenda Pomereneke motioned to accept August 2008 minutes; Shannon Schmitz seconded the motion. Motion was approved. Status: CLOSED

III. Announcements: How to contact Karen

IV. Old Business:

A. Topic: Bridge course for First Responders Status: OPEN
   Serena Totzke-Johnson absent; topic was tabled until next meeting.

B. Topic: Strategic Goal Review Status: OPEN
   Reviewed progress toward last year’s Strategic Goals. Karen reviewed 2009 goals:
   Goal 1 & 2: Tutoring and retention data was collected: Unsure what we need to do with the information?? Rita stated 2 years of data was collected. Discussion was held as to what we need to do: Continue .....or stop the project. Some data may be lacking due to not everyone has turned the information in. Karen will query program responses, compile data and email results. A goal of 100% program participation in tutoring and retention data was suggested. The newer programs may not have been aware of the tutoring and retention data goal....and will need to review. The tool may need to be evaluated also....in case that data is already available to us. Action Plan: Karen will query program response, compile data and email results to programs.

   Goal 3: Monitor program graduates for ability to pass respective regulatory board exams. Respective programs are responsible for monitoring graduates for licensing success. Action Plan: Status: Ongoing

V. New Business:

   We need to develop two new goals using the Chancellor’s Strategic Plan 2008 – 2012. New goals aligned with Chancellor’s Strategic Plan for 2008 – 2012 were determined based on the following discussions:

   1. Suggestions: Service Learning Project by Brenda Pomereneke....i.e. health fair/educational fair.
Pipestone currently has a program planned: walk is planned by the “Monument”. The school will be open, etc and massage therapy will be involved and also nursing. Proposed goal statement:

New Goal Statement: Provide a service learning project within the communities of our Allied Health programs. (Meets the goals of Strategy Direction 3: Goal: 3.2 & 3.3). Suggest to administration to provide media coverage. ACTION PLAN: Each program is encouraged to organize and plan a Service Learning project showcasing their program to the community in the following year.

2. Suggestions: Results of the MNSCU Advisory Committee Audit was shared with members. 8 deficiencies were noted in MNWest Advisory Committee Audit (i.e. gender equity, committee size, and diversity must be addressed). There is a handbook from MNSCU. ACTION PLAN: Karen will send the link to this handbook and also the link to the MNWEST policy.

New Goal Statement: Allied Health programs will strengthen constituency community partnerships through close review of MNSCU & MNWest Advisory Committee policies (meets the goal of Strategy Direction 3: Goal 3.3). ACTION PLAN: Allied Health programs will review Advisory Committee structures, function, and membership. After program review, results should be forwarded to Karen Wiltrout by December 15th 2009. Status: OPEN

3. Reminder from Jeff Williamson to bring Spring Semester changes to him by SEPT. 1, 2009.

4. Discuss Curriculum Process and Any Pending Changes: Catalog Year

5. Five Year Equipment/Technology Review: Due December 1, 2009. The list needs to be updated and it will be sent to each of the programs by Karen Wiltrout for your review/revision.

6. 60 – 120 Credit Limits update: MNWest has submitted the waivers to the office of the Chancellor. Members were informed of MNWest wavier status as presented to Division Chairs per Jeff Williamson on 8/18/09. Discussion followed concerning a faculty email sent to Division Chairs regarding faculty support for elimination of 60/120 credit cap efforts. Division membership briefly discussed the request. It was moved by Brenda Pomerene that the degree cap of 60/120 be eliminated. After discussion, the motion failed to receive a second. Rationale: Some of the programs are not affected and do not have enough information to vote on the issue at this time. Status: OPEN

7. Review of Procedures for purchasing, disposing of equipment – Karen will send out this information along with the Five Year Equipment/Technology Review. Status: OPEN


9. Meeting was adjourned.

Respectfully submitted,

Karen Wiltrout

Division Chair