

Spring 2025 In-Service

January 8, 2025

Thief River Falls, MN

AGENDA

	8:30 - 9:00 am	Refreshments – TRF Cafeteria
9:00 am - 12:00 pm		All Employee Sessions – TRF Theater
	9:00 - 9:30 am	President's Update - Dr. Olson
	9:30 - 10:30 am	Student Leader Panel
	10:30 - 10:35 am	Survey, Dorinda Sorvig
	10:35 - 11:00 am	Photo (Gunderson Commons) and Break
	11:00 - 12:00 am	HLC Launch: T-15 Months – John Fields
12:00 pm - 1:00 pm		Lunch – TRF Cafeteria
1:00 pm - 2:45 pm		Concurrent Sessions
	1:00 - 1:45 pm	Cohort 1 – Special Meeting, TRF 515
	1:00 - 1:45 pm	Discussion Board Best Practices – Caleb Curfman, TRF 201
	1:00 - 1:45 pm	Minnesota Career Clusters – ADawn Nelson, TRF 705
	1:00 - 1:45 pm	Annual Program Checklist - Deb Beland, TRF 604
	1:00 - 1:45 pm	Syllabus Review, Bring your syllabi – Bobbie Taylor, TRF 551
	1:00 - 1:45 pm	Workday/Expense Reporting - Michelle Benitt & Kari Beito, TRF 601
	1:00 – 1:45 pm	Mindfulness – Erica Young, TRF Gym
	1:00 - 1:45 pm	Workday Requisition Creation – Kalen Wiseth, TRF 623
	1:00 - 1:45 pm	CPR Recertification for Faculty - Heather Koland, TRF 654
1:45 pm - 2:00 pm		Break
	2:00 - 2:45 pm	Discussion Board Best Practices – Caleb Curfman, TRF 201
	2:00 - 2:45 pm	Minnesota Career Clusters – ADawn Nelson, TRF 705
	2:00 - 2:45 pm	Annual Program Checklist - Deb Beland, TRF 604
	2:00 - 2:45 pm	Syllabus Review, Bring your syllabi – Bobbie Taylor, TRF 551
	2:00 - 2:45 pm	Workday/Expense Reporting - Michelle Benitt & Kari Beito, TRF 601
	2:00 – 2:45 pm	Mindfulness – Erica Young, TRF Gym
	2:00 - 2:45 pm	Workday Requisition Creation – Kalen Wiseth, TRF 623
	2:00 – 2:45 pm	Distance Minnesota Services Overview – Mary Lenz, TRF 635
2:45 pm - 3:00 pm		Break
3:00 pm - 4:00 pm		Discipline Specific Time
	Room Schedule Attached	
4:00 pm - 4:30 pm		MSCF New Hires – Brent Braga & Adam Paulson, TRF 623



ROOMS FOR PROGRAM/DISCIPLINE GROUPS

3:00 – 4:00 p.m.

Liberal Arts – Brent Braga, TRF 623
Sciences, Biology, Chemistry, Philosophy and Mathematics

Liberal Arts – Linda Samuelson, TRF 551
English, Speech, Humanities, and Behavioral Sciences

Nursing, Allied Health and Human Services Faculty – Deb Beland, TRF 604
Criminal Justice, Dietetic Technician, Early Childhood and Education, Firefighter
– Paramedic, Fire, Nursing, Occupational Therapy, Pharmacy, Phlebotomy,
Physical Therapist, Radiologic Technology, Respiratory Therapist, and Surgical
Technology

Business Program Faculty – Tracy Boman, TRF 635
Accounting, Administrative Assistant, Business, Computer Networking,
Sales, Marketing and Management, and Medical Administrative Assistant

Career & Technical Faculty – ADawn Nelson and Brian Suckow, TRF 705
Agriculture, Architectural, Automotive, Auto Body, Aviation, Carpentry,
Construction Electricity, Plumbing, Electronics, Mechatronics
Heating Ventilation, Imagery Analysis, Manufacturing and Welding

Farm Business Management Program Faculty – TRF 601
Farm Business Management

