











*Happy Valentine's Day!*

## Employee Code of Conduct

As an employee of the Minnesota State Colleges and Universities, you are responsible for knowing and following the Employee Code of Conduct. The Employee Code of Conduct establishes expectations for all employees and draws together commonly used employment-related policies and procedures, including ethics, nondiscrimination, fraud and other dishonest conduct, and more.

To help you learn about the Employee Code of Conduct, two new e-learning modules have been developed to:

- Raise awareness about the code
- Help you understand your responsibilities with regards to ethics and other laws, board policies, and system procedures
- Highlight the need for good stewardship of the system's resources
- Reduce the risk of ethical violations within our colleges and universities

The online program consists of two parts: Code of Conduct: Employee Ethics; and Code of Conduct: Standard Policies. Each part should take 15 – 25 minutes to complete.

The courses are offered through the Desire2Learn (D2L) system. You have been enrolled in this course. To log on to D2L, click on the link below. Your user name and password are the same as those used to log onto your computer. Your participation will not be timed and your responses to the interactive questions will not be individually tracked. <https://www.roch.edu/dept/et/html/d2l.html>

At the end of each course, you will be asked to respond to one question indicating you have reviewed the material in the course. The questions are not a test. Your response to all of the questions is required to signify that you have completed and reviewed the material in the courses.

Consult with a member of the roll-out team listed below if you have any questions about taking or completing the courses. It is very important for all Faculty and Staff at RCTC to complete this training before the end of Spring Semester 2009. Thank you for your participation in this important initiative.

- Rollout Team Members, Renee Engelmeyer, Barb Mollberg, Missy Hagen and Steve Higgins.

Thank you.

*~ Don Supalla, President*

**Rochester Community and Technical College**  
**Minnesota State College Faculty (MSCF) Faculty Shared Governance Council**  
**Minutes for Tuesday, January 27, 2009 – 2:00 p.m. – AT109**

**Present:** Administration Bequette, Cram, Hansmann, Supalla  
Faculty Atwood, Israelson, Marconett, Martinez, O'Bryan, Wright (Chair)  
Recorder: Kingsbury  
Guests: Brown, Weber

**ITEM 6 (F) Accreditation Report: Assessment of Learning** – Wright asked for an update on the status of assessment of learning as it relates to the College's accreditation; he asked if the College was on a reasonable timeline to meet the deadline and if RCTC is on the right track in order to meet the expectations of the accrediting body. Weber confirmed that the AQIP Site Team shared a concern on the assessment progress; hence the College plans to be more systematic on the approach (work at course level; identify action plans; collect relevant measurements/data, and use the data to impact change in student outcomes.) Brown added the AQIP Site Team also stated recent efforts show promise, and the Assessment of Student Learning Committee is focusing on three areas: 1) core outcomes; 2) documentation of the work being done; and 3) continued facilitation at both course and program levels. Brown also noted that faculty will be expected to submit a paragraph of "where they are" by February 22 or submit the information through the IPP program review process; adding she is available to assist both individuals and departments. Wright suggested the deadline be set as a first-draft expectation so questions can come forward earlier to ensure the final deadline is met. O'Bryan questioned if it would be required to include outcomes in common course outlines or syllabi. Brown responded it would not be necessary; however it was expected that all outlines have objectives. Wright suggested Staff Development Day have breakout sessions to assist faculty in understanding expectations. Brown responded conversations have been held with Program Leadership/Division Coordinators; but agreed additional training would be beneficial. Wright stated that working on the accreditation and completing the report should be the College's first priority. ACTION: Weber will visit with Engelmeyer to suggest breakout sessions during the February 17<sup>th</sup> Staff Development Day to provide an opportunity for faculty to discuss elements of the program review.

**ITEM 1 (A) Search Update** – Supalla distributed a spreadsheet reflecting the status of searches. Wright noted it would be acceptable to have a single search committee for the Associate Degree Nursing and Practical Nursing positions. ACTION: Information Only.

**ITEM 2 (A) Regional Staff Development Day** – Supalla reported, due to budget restraints, the other colleges have decided to not participate in a Regional Staff Development Day in 2010; hence the April 7, 2010 day will return to a regular Staff Development Day for RCTC. ACTION: Information Only.

**ITEM 3 (A)**

- a) **Academic Program Review Policy (3.36) First Reading** - Bequette reported that MnSCU requires colleges to report an annual summary of program review activities. In completing the annual report, it was determined that RCTC's published Program Review policy did not reflect the College process; hence the need for an update. ACTION: Faculty will review the proposal and the policy will return for a second reading.
- b) **Grade Appeal Policy/Procedures (3.8.1) FYI** - Bequette reported that the Grade Appeal Policy was reviewed at Academic Affairs and Standards, but not supported because of a pending arbitration between MSCF and MnSCU. The policy was then presented to Supalla and approved for implementation. The accompanying procedure will now be shared with AASC. Wright stated the policy doesn't clearly state the Academic Standards Committee is the *higher authority*, and that their decision is final. Cram indicated that situations occur where a student receives a failing grade due to an error on the part of the College. Wright suggested that also be addressed in the policy. ACTION: Bequette will take the suggestions under consideration and share any changes with AASC and FSGC. The Procedures for the Grade Appeal Policy will also be shared with AASC and FSGC at a future meeting.
- c) **Academic Standards Policy (3.17.3) First Reading/ITEM 1 (F) Signature for Grading Changes** - Bequette reported that a process was changed last summer that required faculty changing grades to document an explanation through Admissions and Records, and if the change occurs after one year, it would require approval of the CAO/Vice President of Teaching and Learning. Bequette confirmed that the procedure was implemented without consultation with faculty; hence is now moving the change through the proper process. Bequette reported the rationale for the change was driven from an article in the Chronicle of Higher Education, and provided for another "check and balance" in the process. Wright stated that he could not think of any instance when the CAO (Bequette) would not agree with an instructor's grade change; therefore the policy requirement that required the CAO's signature is superfluous. Bequette also reported that similar policies exist at other MnSCU institution, some only allowing a semester before Administrative approval. ACTION: Faculty will review the proposed change and the policy will return for a second reading at the next meeting

**ITEM 4 (A) Break-Even Class Enrollment Analysis** – Hansmann reported a calculation of an average break-even class size is virtually impossible, but in reviewing instructional cost studies, state allocations, and expenses required to operate the College, 34 could be an average. Bequette reiterated such a number would never be considered in making decisions about a class or program; adding profitable classes have always off-set the higher cost technical courses at the College. ACTION: Information Only.

**ITEM 5 (F) Budget Recession/ ITEM 5 (A) Unallotment and Potential Second Unallotment** – Supalla reported that MnSCU was unallotted \$20 million in December, and RCTC’s portion was approximately \$425,000, which has resulted in the delay of numerous Repair and Replacement projects and furniture purchases for the remainder of the year. Supalla also noted that the BTECH program stepped forward and returned \$10,000 from an approved FY09 IPP initiative to assist in the financial crunch. Given the potential for another grim February forecast, a second unallotment is possible in the coming months. ACTION: Information Only.

**ITEM 6 (A) Learning Alliance:** Supalla announced WSU President Judith Ramaley appointed Ken Gorman as the Associate Vice President for Academic Affairs to replace Dr. Quinn in Rochester.

a) **Budget Listening Post (2/19/09)** – Supalla announced that a joint RCTC/WSU-Rochester Listening Session is scheduled for February 19, 2009 to provide a brief update on the budgets and obtain input from faculty and staff of both institutions. ACTION: Information Only.

b) **New Program Survey** – Supalla announced that WSU would be conducting a survey to obtain input from faculty on new programs, including potential 2+2 programs. Bequette added Teaching and Learning has already begun to investigate the possibility of a Women’s Studies program with WSU, as well as a new Energy Management Program and Communications certificate for incumbent workers. ACTION: Information Only.

**ITEM 7 (A) Capital bonding Update:** Supalla reported there is a potential for a Works Bill, and announced MnSCU has been asked to submit a list of potential projects that are ready to begin immediately.

a) **HEAPR** – Supalla reported that the vetoed renovation project of the former nursing labs in Plaza has been placed second on the MnSCU priority list; the HEAPR request follows the vetoed projects. ACTION: Information Only.

b) **Green Pipes Project** – Supalla reported RCTC supports the Olmsted County’s proposal for \$6 million for a new steam line from the Waste-to-Energy Facility to the UCR campus (to be matched by Olmsted County funds). The project would allow UCR Main to use renewable energy resources for both heating and cooling. ACTION: Information Only.

**ITEM 2 (F) Follow-up on Faculty Survey** – Supalla expressed his appreciation for the survey summary, and announced the annual 360 degree assessment surveys will be forthcoming for the Leadership Cabinet in late-March or early-April. Wright confirmed the faculty plan to continue to conduct additional surveys. ACTION: Information Only.

**ITEM 3 (F) Closing on Test Days** – Wright announced the faculty did not question the decision to close the college for safety concerns; however, faculty did express a concern about the lack of guidance immediately after the closing; adding, although the purview of grading is the faculty’s, several faculty were concerned that administration would question their grading decisions. Cram added a grade of incomplete have caused ripple effects with some students as it relates to financial aid and athletic eligibility. Bequette responded that less incomplete grades were assigned Fall Semester than any other semester; hence faculty handled the situation appropriately by making their best assessments based on the information they had available. ACTION: Administration will communicate grading processes earlier should a similar closing be required during the last week of a semester in the future.

**ITEM 4 (F) Review of Online Classes** – Wright questioned the status of the online class size discussions and asked that the discussions be held in the appropriate committee. Bequette responded the issue will be further discussed at an upcoming AASC meeting. Wright thanked Bequette for being mindful of insuring that appropriate committees were being observed. ACTION: Information Only.

**ITEM 8 (A) Smoking Task Force** – Hansmann reported a Smoking Task Force conducted a survey on the current smoking policy and received over 1,530 responses from both faculty and staff. Based on the results, the Task Force plans to bring forward a recommendation for a total ban of tobacco products on the entire 518 acres campus with an effective date of July 1, 2009. Marconett questioned the specifics of the questionnaire results. Hansmann shared the details, which included 76% of the responders did not use tobacco products; 40% indicated the current policy of 20 feet from entrances has not been adequate, and an overwhelming majority said a total campus ban would not affect their decision to work or attend classes at RCTC. Israelson questioned what sanctions would be imposed for violators. Hansmann responded the students would be handled through the student discipline process and employee violators would be handled through employee discipline. ACTION: Information Only.

Adjourned at 3:08 p.m.

**NEXT MEETING:** February 24, 2009 – 2:00 p.m. – AT109