



College Crossings

Rochester Community and Technical College

April 23, 2001
Volume 6, Issue 32

SPRING SEMESTER EDITION

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Week April 23, 2001
- ❖ **NCA Visit Schedule**
April 23 – 25, 2001
- ❖ **Poetry Tunnel**
Celebrate National Poetry Month
- ❖ **Open Mike**
Celebrate National Poetry Month

Evening Administration

The evening administrator for April 21-26 is Bonnie Mercer (Gail Sauter 21 & 26). They can be reached at x7262.

Baldrige Banterings

The NCA team will be here on Monday, Tuesday and half of Wednesday, April 23-25. We want to acknowledge Naya Dubanaeva, Judy Kingsbury and Jeanne Wilson in helping with the organization of the visit. On Monday 4/23 the NCA Team will hold an open meeting with faculty at 2:00 PM in CF 202. On Wednesday 4/25 the NCA Team will hold an exit interview at 10:30 AM in CF202 where all are invited. We are looking forward to a successful visit. A special thanks to Kathy Peak. Kathy has spent the past 2 months helping Laura and Don organize the Faculty and Staff Day for last Friday April 13. She has also volunteered many hours helping Laura and Don with the logistics and details of the NCA site visit.

You're Invited

You are cordially invited to a reception for Rochester Community and Technical college's 2000-2001 retirees:

*David Carisch; Gene Comero; Iris Fried
Edna Gutman; Robert Hadler; Raymond Mikesh
Jane Toft; Joan Young*

Please join us as we recognize our retirees' many years of dedication to RCTC and our students.

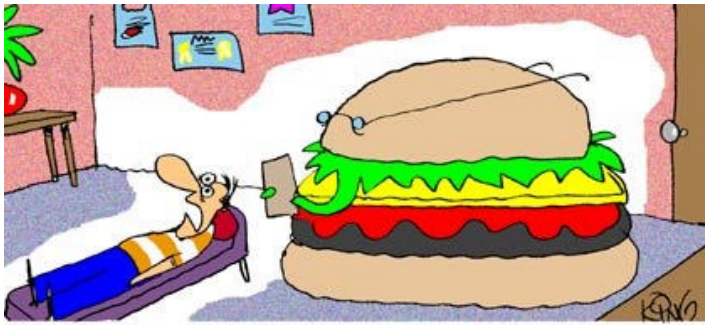
Wednesday, May 2, 2001 - 2:00-4:00pm - CF206/208
Brief Program at 2:30 p.m.

Recipients for Vacation Donation Program

Listed below are the new individuals who have been approved as recipients for the vacation donation to the sick leave account program. These individuals may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to these individuals or any other recipients on the sick leave account. More details regarding these individuals and forms to donate leave are available from the human resources office.

*Launie Zaffke - MN Correctional Facility - Lino Lakes
Janel Harris - MN Department of Health
Steven Krey - Human Services
Luke Hickey - Commerece*

Weekly funny...



"Ever since I started this diet, I've been seeing everything as junk food."

**RCTC Chiropractic Clinic
Hours**
Monday – Thursday
2:00 – 6:00 p.m.
Clinic Phone: 507-529-2736
Heintz Center - Suite HC211
CLOSED April 18-25, 2001

News from Goddard Library

Preview Goddard Library's Information Literacy Tutorial

Flash 5.0 software needs to be on your computer in order to use the tutorial.

We now have available online, a preview of the library's Information Literacy Tutorial. The preview is Lesson 1 of Module 1: Library Orientation, and the Quiz for Module 1. Please send any or all of us (Mary Dennison, Jeff Taylor, Jen Boone, or Cindy Dull) your comments or suggestions. We hope to have most of the modules completed and available by the start of the Fall semester. To access the preview, click on the link "New Library Webpage" from the current Goddard Library homepage. Move your cursor to the text "Library Instruction" in the blue/green column so that the white "Library Instruction" box appears. In the white "Library Instruction" box click on "Library Instruction Tutorial" to display the tutorial introduction. From the tutorial introduction, begin the preview by clicking on the "Library Orientation" button. This will take you to the introduction page for Module 1. At this time only Lesson 1: A Virtual Tour of Goddard Library and the Quiz are available. To enter Lesson 1, click on the blue "Lesson 1" text. If your computer has speakers, you can listen to the audio component of the lesson. The Quiz can be accessed from most of Lesson 1 by clicking on the gray "Module Quiz" button. You can also access the Quiz from the Module 1 introduction page by clicking on the blue "Quiz" text. To take the Quiz, enter your library barcode and password. The questions are taken from a database so that a student who takes the quiz two or three times won't get all of the same questions again. We have designed the Quiz so that a student's scores can be sent to you via e-mail. If you would like to include this Quiz in your courses, please contact us. At this time the quiz is also designed so that a student can take it up to 3 times per course per semester.

Library Instruction Request Form Online

Librarians in Goddard Library offer course-integrated library instruction, focusing on particular research skills needed for classroom course work. We offer training in specific online databases, give library tours and provide information tools for effective research.

This academic year thus far librarians have taught 85 class sessions serving more than 2100 graduate and undergraduate UCR students.

You can now schedule your library session by either 1) Calling or emailing a librarian, or 2) completing an online form. The online form tracks and displays all library sessions you schedule. To schedule a library session goto <http://www.roch.edu/library/libraryinstruction.php3>.

Supalla's Scribblings



The time for planning is over and Saturday and Sunday the consultant-evaluations who will be conducting next week's on-site reaccreditation visit arrive in Rochester. The visit begins with a team meeting on Sunday evening followed by two intense days of scheduled and drop-in meetings on campus. Dr. Della Burt-Bradley, team chair, has developed an aggressive schedule that will assure the team touches base with students, staff and partners. Please take advantage of the opportunity to attend the open forums. An open meeting with faculty is scheduled from 2-3 p.m., Monday, April 23 in CF202. Open meetings for students are scheduled at 9 a.m., Tuesday morning at Heintz Center (CF107) and UCR (Charter Room). Representatives of the on-site team will visit with support staff at 11 a.m. in the Charter Room. Remember that consultant-evaluators

may be scheduling individual meetings after they arrive on campus, will be seeking input by visiting students/staff in public areas, and might even drop in on classroom instruction and meetings. All stakeholders are invited to attend the team's exit interview scheduled from 10:30-11 a.m., Wednesday, April 25 in CF202. Take a few minutes to reread the "Baldrige Banterings... *Special Edition*" (pick up a copy from Judy Kingsbury in SS204 if you don't have one) and welcome the team next week. Remember, candid communication, realistic expectations, institutional preparation, and open communication are the factors that make for a productive team visit. Thanks to all who had a role to play in preparing for this important visit. Just be yourself and you'll show the team what a great place RCTC is to learn and work.

RCTC headline news...

- The National Junior College Athletic Association has awarded RCTC a three-year bid to host the national women's volleyball championships. Special thanks to Jean Marconett who developed the proposal and lobbied to bring this exciting event to Rochester.
- Spanish instructor Nicki Ugalde was featured in the recent Post-Bulletin article, "Volunteer Helps Build Bridges for Hispanic Community." Nicki has a long history of community volunteerism, including translating a 20-page book of city ordinances for the City of Rochester. Nicki translated application forms for the MinnesotaCare Health Plan and is working on translating patient admission and educational materials for the Zumbro Valley Mental Health Center. We're very proud of Nicki and all the RCTC staff who generously volunteer time and talent toward making Rochester a better place to live.
- Congratulations to Vern Bushlack and Robin Fruth-Dugstad and four of their Horticulture Technology students... Emy Koeth, Susan Evans, Holly Laures, and Jered Gehling... who were awarded Federated Garden Club scholarships. Four scholarships awards to a single program is an amazing feat!
- The hard work of Diane Nicholls, Anne Niccolai, Jan Dicke, Meg Vogel, Nancy Midler, Pam Tryggestad, and Becky Henderson paid off as the Minnesota Board of Nursing officially approved RCTC's Practical Nursing program for ten years. Way to go!
- Congratulations to Colleen Landherr, RCTC's Youth Coordinator! RCTC is the recipient of a \$1,000 grant from the Rochester Rotary Clubs to help support the Voyagers Camp.
- Bonestroo Engineering was recognized with a "Honor Award" for their design of the UCR campus roundabouts. "Bonestroo was chosen to design a new road connecting two major city thoroughfares and provide improved access to a thriving college campus. Rather than build the traditional 'T' intersection, the city and college chose the safety, improved traffic flow and aesthetic possibilities offered by modern 'roundabouts.' Because Minnesota does not yet have design standards in place for roundabouts, Bonestroo prepared the first design and design speed variance request for a roundabout for approval by the Minnesota Department of Transportation. The variance reduced the land required for construction by more than six football fields, leaving room to accommodate the campus' master plan for buildings, recreational facilities, and new ponds."

If you haven't been down to check out the Art Gallery, do it today. Terry Dennis created a wonderful retirement exhibition of clay and canvas. Prior to the opening reception and artist presentation, Chuck Blattner and his talented students provided some wonderful music. Speaking of music, tickets go on sale April 23 for the Spring Dinner Concert. Concert dates are May 3 and 4 and Chuck has put together a program that meets everyone's musical fancy.



Thought for the Week...

I always prefer to believe the best of everybody – it saves so much trouble.
– Rudyard Kipling

Please join me in welcoming the on-site team and accommodating their needs. With fingers crossed...until next week. Don

Spring Final Exam Schedule

Tuesday, May 8th

Finals for classes that met for the first time on a Monday and meet at even numbered times: 8, 10, 12, 2, and 4 will have final exams in their regularly scheduled rooms at 8, 10, 12, 2, and 4 on Tuesday, May 8th.

Wednesday, May 9th

Finals for classes that met for the first time on a Tuesday will be at even numbered times: 8, 10, 12, 2, and 4 will have final exams in their regularly scheduled rooms at 8, 10, 12, 2, and 4 on Wednesday, May 9th.

Thursday, May 10th

Finals for classes that met for the first time on a Monday at odd numbered times: 9, 11, 1, 3, and 5 will have final exams in their regularly scheduled rooms at 9, 11, 1, 3, and 5 on Thursday, May 10th.

Friday, May 11th

Finals for classes that met for the first time at odd numbered times on Tuesday, such as 9, 11, 1, 3, and 5 will have final exams in their regularly scheduled rooms at 9, 11, 1, 3, and 5 on Friday, May 11th.

**Night classes will have finals at their last scheduled class meeting.
Saturday finals will be held on May 5th.**

If you are an instructor that has a one-night class and need a room, or have a conflict with two of your finals, please notify Mona Permann, ext. 5512, to get an alternate day/time/room. Thank you.

Thank you

Thank you for the beautiful flower arrangement for my father's funeral. Your thoughtfulness is greatly appreciated.

-Deanna Sheehan

Thank you

Thank you to RCTC staff and faculty for the stuffed giraffe and balloon for the birth of my second daughter, Lexie. I also want to thank those of you who sent gifts and cards. The thoughtfulness of everyone was greatly appreciated by mom, dad, big sister Erin, and baby Lexie.

-Travis Kromminga

Student Life is a Great Life!

Please remind students of the upcoming application deadlines. Please encourage your students who have leadership skills and/or leadership potential to pick up and turn in an application. We need your help to get students to take an active leadership position at RCTC. We would really appreciate your help.

Sophomore Senators Election, Wednesday, April 25

Sophomore Leaders Applications due Friday, April 27, 3:00 pm

Sufficient Grounds Coffeehouse Concerts

Quiet Lounge/Art Gallery - Coffee, Hot Chocolate, Cookies



Sara Hendrix

Wednesday, April 25, 11:00 am-1:00 pm

Sara is a graduate of Mayo High School and gave a great performance at RCTC a few years ago. (Sara Hendrix was Sara Spelsburg). Sara is a first rate musician and has a great stage presence. This is a performance you will really enjoy.

Zane Williams

Tuesday, May 1, 11:00 am – 1:00 pm

Singer*Songwriter*Storyteller

A Zane Williams concert is nothing less than a visual, sensory and emotional journey. He has a knack for drawing you in with his story telling, keeping you enthralled from the first work to the fading of the last chord. Whether it's the wistful, bittersweet remembrance of love lost in "Fall Again" or the high-spirited "What've I Done (And When Can I Do It Again)," Zane's up-front lyrics and spell-binding stage presence make every performance a joy for all ages. Zane graduated from Abilene Christian University with a degree in math and a smile on his face and drove to Nashville two days later to pursue his love of song writing and performing.

Car sale

RCTC will receive Bids in the Purchasing Office (B100-E at the Heintz Center) until Friday, May 4, 2001 at 1:00 pm for the sale of the vehicles listed below:

1994 Ford Escort; 1992 Oldsmobile 88; 1991 Mitsubishi Mirage; 1991 Honda Station Wagon
1990 Dodge Daytona; 1990 Plymouth Sundance; 1990 Dodge Caravan; 1989 Ford Bronco II
1988 Mercury Tracer; 1987 Ford Ranger Pickup; plus 10-15 other assorted vehicles

All vehicles are sold via sealed bid on an "as is" basis. Vehicles may be inspected From 2:00pm – 7:00pm on Friday, April 27, 2001 and 9:00am – Noon on Saturday, April 28, 2001 in Rooms B126-127 at the Heintz Center. The Rochester Community and Technical College reserve the right to reject any or all bids. Each sealed bid shall carry on the outside of the envelope a notation of "Sale of Vehicles". Bids shall be addressed to: Mary Long, Purchasing Heintz Center. Cash and Carry. No Refunds.

TeachNet Inservices

April 26 – 3:00-5:00 PM, SH 202 - "Creating and Editing Digital Video"

This will be a presentation and "hands-on" activity in using digital video cameras, editing the video, and creating a streaming video file that can be used on the Internet or put on traditional videotape. **May 3 – 3:00-5:00 PM,**

May 3 – 3:00-5:00 PM SH 206 "Open Lab" - Bring your project related to any software product and TeachNet staff will be available for questions while you work on your project.

May 10 – 3:00-5:00 PM, SH 206 - "Entering Grades"

Need a refresher on how to enter end of the semester grades. This open lab is aimed at assisting instructors in entering or updating their course grades online through the MnSCU system. Requires the knowledge of account information (Stinger ID and password) and student grades.

RCTC staffing update

Administrative

- *Director of Nursing* (MnSCU Administrator). Position posted/advertised nationally. Re-posting/advertising position. No applicants.
- *Vice President for Academic Affairs* (MnSCU Administrator). Finalists recommendation pending..
- *Vice President for Student Affairs/Institutional Advancement* (MnSCU Administrator). Finalist(s) recommendation pending.

Faculty

- *Instructor of Art* (Digital Arts focus) (UFT MCCFA). Position posted.
- *Instructor of Art* (Ceramics focus) (TFT for fall semester MCCFA). Position being advertised.
- *Instructor Carpentry* (TFT for fall semester UTCE).
- *Instructor of Computer Science* (UFT MCCFA). Unsuccessful search. Position will be re-posted, re-advertised. Same search team as failed search.
- *Instructor of Health and/or Physical Education* (UFT MCCFA). Semi-finalists identified; interviews being scheduled.
- *Instructor of English (Composition)* (UFT MCCFA, 2 positions). Semi-finalists identified; interviews being scheduled.
- *Instructor of Speech and/or Theatre* (UFT MCCFA). Semi-finalists identified; interviews being scheduled.
- *Instructor of English (Composition)* (TFT MCCFA, 2 positions). Semi-finalists identified; interviews being scheduled.
- *Instructor of Nursing (Medical-Surgical)* (TFT MCCFA, 2 positions). Positions being posted/advertised. Search team appointed. Review of applicant files in progress.
- *Instructor of ESL* (TFT MCCFA). Position being posted/advertised. Search team appointed. Review of applicant files in progress.
- *Instructor of Mathematics* (TFT MCCFA). David Atwood has been appointed.

Unclassified Professional (MAPE)

- *International/Special Needs Advisor* (FT unclassified MnSCU Program Dir. 2). Position posted/advertised. Search team appointed. Review of applicant files in progress.

Unclassified Supervisory (MMA)

- *Director of Continuing Education and Grant Development* (FT unclassified MnSCU Program Supv. 1). Semi-finalists identified; interviews being scheduled.

Classified AFSCME

- *General Maint. Worker* (Intermittents). Applications accepted ongoing.

For information on any of the above openings, contact the human resources office at x7125 or visit our website at <http://www.roch.edu/rctc/hr/>

Minutes

See pages 7 and 8 for minutes from the CCFA Meet and Confer Meeting held in .

Rochester Community and Technical College

CCFA Meet and Confer

Minutes for Tuesday, March 27, 2001 – 3:00 p.m. – Presidents’ Room

Present: Administration Harris, Gilsrud, Sheehan, Supalla, Swenson, Weber
Faculty Shafer (Chair), Israelson, Lidke, Tacinelli
Recorder: Judy Kingsbury

ITEM 1 (A) Critical Incident Response Plan –Swenson announced the Critical Incident Response Plan continues to be a fluid document, but will be implemented upon finalization of the responsibilities and training of floor wardens. Supalla shared UTCE’s concern with the recent “lost child” incident at the Heintz Center and announced administration will stress the need for immediate action and empowerment of faculty/staff to contact the police in the future. Swenson also announced the tornado drill will be held on April 19th. ACTION: For Information.

ITEM 1 (F) EOV Minutes in Crossings –Shafer questioned the status of placing meet and confer minutes in the Crossings. Kingsbury apologize for the lack of follow through in the recent months and assured the faculty that the minutes will be published in future Crossings. ACTION: For Information.

ITEM 2 (A) Policy Revisions – 2nd Reading

Post Season Travel – The change “individual” as well as “team” sports.

Immunization Record and Student Health Service – No changes from first reading.

Refunds, Withdrawals and Waiver and Fees – The changes reflect consistency in the wording of “class day” and a better clarification of how Saturdays fall in the definition.

Action: CCFA supports the policy changes. Policies will be implemented.

ITEM 3 (F) Advisor Names on Class List –Shafer questioned when the advisor names would be removed from class lists. Supalla explained the time commitment necessary to remove names already tied to a student’s record, but would request Mercer follow-up with Shafer. ACTION: Supalla will request Mercer follow-up with Shafer on the time commitments needed to remove advisor names from student records. Advisor names will not be included on class lists for new registrants.

ITEM 4 (A) Staffing Update – Supalla distributed information on the current searches and those established for Round 2. CCFA expressed their belief that positions also need to be filled in psychology, math, and counseling. Administration received the requests, but has made the decision to not open the positions at this time. ACTION: For Information Only.

ITEM 4 (F) Tutors – CCFA requested the hiring process for tutors be established with a clearance through appropriate instructors. Shafer requested guidelines be written (or a check-off process be implemented) to confirm this collaboration is being done. ACTION: Supalla will request Mercer follow-up in writing to Shafer.

ITEM 6 (F) E-mail Privacy – Tacinelli questioned the status of an e-mail policy drafted last year. Gilsrud responded MnSCU is currently working on a system policy; hence the local policy has been placed on hold at this time. Tacinelli also questioned if e-mails are being monitored. Gilsrud noted, although the State has authority to monitor e-mail, it is not the practice of RCTC to do such monitoring without cause or directive because of an investigation. ACTION: Information Only.

ITEM 2 (F) Success Rate – CCFA expressed concerns that administration may be using grades as an evaluation of departments or individuals. Harris responded, although grades are not specifically being used to evaluate instructors, it is a vital source of information for such things as entrance requirements into a specific class. Harris also noted a large number of withdrawals in a particular course may be a cause of concern, and it may be necessary to investigate why the lack of retention. Shafer believes that the issue of success rate needs an open discussion so faculty aren't feeling intimidated. ACTION: Information Only.

ITEM 3 (A) Course Syllabus Procedure – After visiting with the Curriculum Council, Harris has determined the need to fulfill student requests for course syllabus and the necessity to require faculty to submit course syllabi to her office by a specific deadline. Shafer announced CCFA will comply with the request, but a grievance will be filed on the grounds of an administrative demand for a faculty member's product. Shafer also questioned the necessity for an April 6th deadline when a second reading has not been done at meet and confer. Supalla responded the item is not a policy, but a procedure, hence a second reading is not in violation of the contract. Shafer suggested a May 1st date be set to allow faculty appropriate time to retrieve and submit the syllabi. Administration agreed to consider extending the deadline date to May. Shafer also expressed the faculty's concern that by submitting syllabi, administration could provide the faculty product to other instructors. Administration agreed to signing an agreement stating the syllabi would not be used for that purpose. Shafer agreed to the need to serve students as long as it is not an invasion of a faculty member's rights. ACTION: Shafer will share the Administrations suggestion of signing an agreement with both faculty and MCCFA. Date for faculty submission of syllabi was extended to May 1, 2001.

ITEM 5 (A) Budget Advisory Task Force – Supalla announced the Budget Advisory Task Force met for the first time on March 21 and thanked those members from UTCE serving in the process. ACTION: For Information Only.

ITEM 5 (F) Final Dates – CCFA requested administration support faculty accommodations due to the scheduling misunderstandings. Harris noted the corrections have been shared with students through the Stinger, e-mails, and Student Senate, but any extenuating circumstances will have accommodations made. ACTION: Harris agreed to work with faculty in making special accommodations.

ITEM 6 (A) Dr. McCormick's Conference Call – Supalla announced the incoming MnSCU Chancellor is holding conference calls with all MnSCU Presidents. McCormick has indicated his desire to meet with every member of the legislature and also to make campus visits shortly after. Supalla noted McCormick has been receiving the College Crossings, and has expressed an interest in RCTC's Baldrige quality initiative. ACTION: Information Only.

ITEM 7 (A) Program Review – Harris announced some concerns were expressed with the gold star and blue ribbon award process, hence has decided that the awards would only be presented internally during a breakout session at Staff Development. Harris also thanked CCFA faculty for their work in the process. ACTION: Harris will provide a copy of the program reviews to Shafer.

ITEM 8 (A) Union Merger – Supalla noted the possibility of moving to one meet and confer faculty process upon a union merger. Shafer responded direction has not yet been received on the issue from the state, but noted difficult issues need to be resolved and it appears the locals will be given a three-year transition window. ACTION: The issue will be placed back on a future agenda.

Adjourned at 4:00 p.m.

Next Meeting: April 24, 2001 - 3:00 p.m. - Presidents' Room