

**Rochester Community and Technical College**  
**Minnesota State College Faculty (MSCF) Faculty Shared Governance Council**  
**Minutes for Tuesday, March 24, 2009 – 2:00 p.m. – AT109**

**Present:** Administration Bequette, Cram, Hansmann  
Faculty Atwood, Guenette (Chair), Israelson, Marconett, Martinez, O'Bryan,  
Recorder: Kingsbury  
Guests: Engelmeyer

**ITEM 8 (A) Special Announcement** – Bequette congratulated Guenette for being selected as a Fulbright Scholar for the 2009 summer educational program in China. ACTION: Information Only.

**ITEM 1 (A) Search Update** – Engelmeyer distributed a spreadsheet reflecting the status of searches; noting the English UFT has been filled, but since the pool had several outstanding candidates, the same pool may be used to fill a TFT position as well. Marconett questioned when the search would begin to replace Fuller. Bequette responded the decision has been made to keep the position vacant (at least until June) until budget information at the state level is clearer; adding that Fuller is not scheduled to vacate the position until mid-August. ACTION: Information Only.

**ITEM 2 (A) – Policy Reviews:**

- a) **Academic Program Review Policy (3.36) Second Reading** – Atwood shared faculty concerns of an annual review; questioning the rationale for the change. Bequette responded the decision was made because of the important component to assessment of student outcomes and budget implications through the IPP process. Israelson questioned if divisions (i.e. science) would be required to complete one for science or individual for the different areas (biology, chemistry, etc.) Bequette responded that individual reviews would need to be completed, but once the first review is complete, many of those areas will have only minor changes to update each year. Guenette stated if the annual reviews results in additional work, then more release time would need to be taken into consideration. Bequette reiterated that most of the information can be used from one year to another; which would not result in a lot of work. ACTION: Because there was no February meeting, and spring break delayed a faculty senate discussion, it was agreed that the policy would be brought back to the next meeting for a third reading.
  
- b) **Academic Standards Policy (3.17.3) Second Reading** - Bequette reported the requirement of a second signature would be beneficial to both the College and the faculty member during an audit. Guenette distributed the Faculty Senate's recommended modifications to the policy. ACTION: Bequette will share the proposed changes with Administration and it was agreed the policy would be brought back to the next meeting for a third reading.

**ITEM 3 (F) Grade Appeal Procedures** – Guenette distributed the Faculty Senate's recommended modifications to the draft Grade Appeal Procedures. Bequette reported the original draft language provided an opportunity for the Vice President to go to a body of faculty to review the grade. Only allowing the faculty member that assigned the grade to make the decision doesn't provide the due process required in an appeal. In addition, Bequette clarified that the MnSCU Board of Trustees are requiring all colleges/universities have a Grade Appeal Policy/Procedure separate from a Grievance Policy/Procedure. ACTION: Faculty will further review the Grade Appeal Procedure and bring back for further discussion at the next meeting.

**ITEM 3 (A) – Policy Reviews:**

- a) **Intercollegiate Athletics (2.6) First Reading** – Marconett stated she believed other colleges charge for physicals already. ACTION: Faculty will review and the policy will be brought back to the next meeting for a second reading.

**b) Tobacco Free Campus (5.18.2) First Reading** - Hansmann reported there may be grant dollars available through United Way for signage and other expenses; hence recommended the policy implementation date be postponed until January 1, 2010. Hansmann also reported the enforcement would be the same as work rules in the labor contracts. ACTION: Faculty will review and the policy will be brought back to the next meeting for a second reading.

**ITEM 4 (A) Discussions on Administrative Re-organizations/Dean Replacement** – Guenette requested that the Faculty be consulted as the discussions begin on replacing the Dean position. Bequette responded that a meeting has been scheduled with G. Wright to discuss, and other avenues will be used to confer the re-organization of Teaching and Learning. Israelson also recommended visiting with those departments directly affected with a re-organization. Bequette confirmed that all areas affected would be consulted. ACTION: Information Only.

**ITEM 5 (A) FY10 Release Positions** – Bequette reported that the call for faculty interest in serving as Program Leaders/Division Coordinators for 2009-2010 will be forthcoming, and reminded the faculty that each department is required by contract to submit two names for consideration; encouraging the faculty to make sure the faculty names submitted are actually interested in serving in the role. In addition, Bequette reported the call for interest in other release assignments will be shared under a separate e-mail (i.e. CTL Leader, Service Learning, etc.) Guenette responded it is difficult for faculty to submit budget requests if they aren't sure if they will be coordinating a program. Israelson suggested the appointments be made earlier (January or February). ACTION: Bequette will take under consideration the calling for interest and assignment of faculty to release time roles earlier in the future.

**ITEM 6 (A) Budget/IPP Update** – Hansmann distributed a copy of the latest Northland College employee newsletter, which provided useful information on the Federal Stimulus Package; reminding everyone that it is one-time dollars. Hansmann also reported that the IPPs have been submitted and a preliminary review reflects the requested funds significantly exceed the projected targets for FY10. The next step is for the Deans and Vice Presidents to review the budget requests and input their recommendations. ACTION: Information Only.

**ITEM 7 (A) Capital bonding Update:** Hansmann reported there are three projects moving forward this summer (1) West Parking Lot Expansion; (2) Memorial Hall Tuckpointing/Concrete Repairs; and (2) Heintz Center Wing A and B Roof Replacements. In addition, Hansmann shared an update on the HEAPR and other remodeling projects. ACTION: Information Only.

**ITEM 9 (A) Class Size Proposal** – Bequette reported a proposal to change class sizes for online courses has not been supported by the faculty of AASC, but has gone through the required two readings and will move forward without the faculty support. Specifically, Bequette reported the class sizes for online classes will be 80% of the on-ground course sizes. Bequette added, however, that some online class sizes will be phased in over a period of time. ACTION: Information Only.

**ITEM 1 (F) OAO** – Guenette requested enrollment numbers for OAO courses, and questioned if it was fiscally responsible to continue to put resources into a program that may not have adequate class size enrollments. Bequette responded all new programs require a building period and it was originally agreed OAO would be given a minimum of two years to develop. Although enrollment has been lower than anticipated, recently the enrollment has been increasing (one class has 21 students). Bequette concluded by stating a decision to continue OAO would be made by December of 2009. ACTION: Information Only.

Adjourned at 3:04 p.m.

<b>NEXT MEETING:</b> April 28, 2009 – 2:00 p.m. – AT109
---