Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council Meeting
Minutes for April 28, 2015 – 3:00 p.m. – SS209

Present: Atwood, Herzog, Israelson (Chair), Kotagal, McClellon, Schmall, Vrieze, Kingsbury (Recorder)

ITEM 1 (A) Updates

a) FY16 Budget/Legislative – Schmall shared a spreadsheet that reflected scenarios based on the Governor, House and Senate proposals, noting the challenge will be how to prioritize strategic requests because of the anticipated limited funding. ACTION: Information Only.

b) SEMC – Herzog announced SEMC will meet during the summer, and faculty are welcome to participate, but it is not required. Herzog added the workgroups are looking at participation in such events as the Olmsted County Fair and Thursdays on First this summer, and SEMC is beginning to review the IPEDS data. Israelson indicated he would be willing to attend the SEMC meetings over the summer if Martinez is not available. McClellon stated Hennepin Technical College recently presented information about their SEMC progress at a meeting, and it was clear RCTC has the data, but is in need of prioritizing and analyzing the data. Kotagal added Hennepin Technical College spent two years gathering and analyzing their data to get to where they are today, and it was RCTC’s desire to have the analysis completed by the first part of June. ACTION: Information Only.

c) Search – Kotagal provided an update on the various leadership searches (Vice President of Academic Affairs, Dean of Liberal Arts, Dean of Health Sciences, and Director of Nursing). ACTION: Information Only.

d) Strategic Planning – Herzog reported MGT is conducting surveys and gathering information. ACTION: Information Only.

ITEM 2 (F) 2016-17 Academic Calendar Proposals – Israelson reported the faculty support the 2016-17 Academic Calendar Proposal that includes a week break during the July 4th holiday. ACTION: Administration approved the 2016-17 Academic Calendar and the calendar will be published.

ITEM 3 (A) Student Data Practices (Policy 2.14) – Herzog shared the latest draft proposal, which now includes more restrictions for public data, and adds a section on requests for educational purposes. ACTION: Faculty waived a second reading and supported the proposed changes to the Student Data Practices Policy.

ITEM 4 (F) Program Leaders/Division Coordinators – Israelson reminded Administration the deadline for appointing program leaders/division coordinators was coming up (May 15th). Kotagal responded the appointment letters were distributed via intercampus mail the day before. ACTION: Information Only.

ITEM 5 (A) Program Closure (Clinical Research Coordination Program) – Kotagal reported Mayo Clinic is making a number of changes in their programs, including increasing enrollment in some and proposing closure of the Clinical Research Coordinator program. Kotagal requested a rationale for the program closure, and Mayo Clinic responded it was because of declining applicants, and Mayo’s desire to offer experience in employment and on the job training. Kotagal added Mayo Clinic reported if the program were to be revived, it would be at a bachelor’s degree. Kotagal stated the closure has no impact on RCTC faculty, and she plans to move the closure through the proper internal process. ACTION: Faculty support Kotagal’s plans to move the program closure through the proper process.
ITEM 6 (A) Faculty Evaluation Process – Kotagal reported the faculty evaluation process is up for review, but she won’t be able to complete it before she retires; therefore, Kotagal recommended the policy/process be reviewed by the new Vice President of Academic Affairs once he/she is onboard. Kotagal added it has been difficult to have the faculty complete the student evaluation step in the process each year, and requested the Faculty Leadership assistance in reminding faculty to complete the student evaluations. Atwood responded the evaluation process can be confusing to the faculty on what is to be done in the toolbox and what isn’t. Israelson stated he would send out a reminder to the faculty, but faculty not participating in the process is not acceptable. ACTION: Israelson will encourage the faculty to complete their annual student evaluations through a reminder at the start of the year or at a Faculty Assembly meeting. Academic Deans will also communicate reminders to the faculty in their areas.

ITEM 7 (A) Student Life Fee Increase Request – Schmall reported Student Life requested a student life fee increase of 38 cents, raising the Student Life Fee from $7.42/credit to $7.80/credit. Schmall shared a spreadsheet reflecting the fee charges assess at MnSCU two-year colleges, noting RCTC is currently assessing the maximum allowed for technology fees ($10.00), and charges the second highest total fees of all two-year MnSCU institutions. Schmall added last year RCTC made a conscious decision not to increase any fees because of the public perception that tuition and fees are too high, and because of the tuition freeze. It was also reported that Student Life currently holds a reserve balance between $350,000 and $400,000, which equates to almost one-fourth of the total Student Life operating budget ($1.2 million). ACTION: Information Only.

ITEM 8 (A) Other – It was announced that Dan West will serve as the faculty advisor for student government. ACTION: Information Only.

ITEM 9 (A) College Goals for 2015-16 – McClellon announced an e-mail was distributed to all employees soliciting ideas for college-wide goals for 2015-16, adding the suggestions should be submitted through the program leaders/division coordinator or supervisors. McClellon added it was her desire to limit the number of college-wide goals to no more than eight per year because the College only has one year to complete each goal. McClellon also announced a team would be assigned to each goal, with a chair or co-chair leading each initiative. ACTION: In the future, the call to solicit college-wide goal ideas will be initiated in March of each year.

ITEM 10 (A) Faculty Chat with the President – McClellon hosted a special faculty Chat with the President session and requested feedback from the faculty leadership on the session. Faculty Leadership agreed it was an opportunity for faculty to come and voice issues that have been shared with the Faculty Leadership all year. ACTION: Information Only.

Adjourned at 4:01 p.m.