Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for December 7, 2012 – 11:00 a.m. – SS209

Present: Atwood, Gross, Israelson (Chair), Schmall, Supalla, Tweeten, Kingsbury (Recorder)

ITEM 1 (F) Summer Bridge Classes – Israelson reported faculty understand Administration is seeking grant funding for the Summer Bridge Classes, which would require the classes to be non-credit instruction and not subject to rotation; however, a fear remains that a non-faculty person may use the curriculum created by faculty. Gross responded that it will be faculty teaching the non-credit classes, and the outcome of the grant funding should be known by mid-February. Gross added if the grant request is not funded, the classes will remain credit-based; hence go through the regular rotation process. ACTION: Information Only.

ITEM 2 (F) Student Conduct Coordinators – Israelson reported that faculty serving as student conduct coordinators places them in an awkward position, especially for the athletic director who advocates for the student/athlete, and for faculty members dealing with issues that involve a colleague. Supalla concurred, adding it was a temporary arrangement with the departure of the Student Conduct Coordinator, but affective Spring Semester 2013, the faculty members will no longer serve as student conduct coordinators. Supalla added that Administration will review the practice of other MnSCU institutions for assigning student conduct responsibilities, but assured Israelson that the replacements will not be faculty members. ACTION: Administration will determine who will be appointed as the Student Conduct Coordinator(s) in January, and communicate the appointments to Israelson.

ITEM 3 (A) Advisory Board Survey – Supalla reported one of the College’s dashboard indicators relates to the satisfaction of the business community, and a way to measure it could be through a survey of the program advisory boards. Gross added it would be useful to have the exact questions asked of all advisory council members for consistency. ACTION: Administration will bring draft survey questions to the January meeting for review by the faculty.

ITEM 4 (A) Academic Dean Searches – Israelson reported that faculty names were submitted to Human Resources for search teams for the two Academic Dean searches. ACTION: Supalla will follow-up with Human Resources on officially appointing the search teams for the two Academic Dean searches.

ITEM 5 (A) Records Retention Update – Supalla shared draft records retention schedules for those directly affecting faculty, and requested faculty feedback on the proposals (i.e. faculty grade books retained for three years). ACTION: Faculty will review and the item will be placed back on the January agenda for follow-up. Once the schedules are finalized, the schedules will be published under the Policies section of the College’s website.

ITEM 6 (A) Sabbatical Storage/Office – Schmall reported that he had several conversations with sister institutions on the process followed for storage of faculty materials on sabbatical, and most colleges indicated the faculty keep their materials in their offices, however, if the office is reassigned temporarily during the sabbatical, then (upon request) locks are placed on the file cabinets for security purposes. Tweeten questioned who was responsible for cleaning out the desk if the office is used by another. Schmall responded often sabbatical replacements are temporary adjunct assignments that only need a draw or two in the office. Supalla added there might be exceptions, but those will be handled on a case-by-case basis. ACTION: Information Only.

ITEM 7 (A) Spring Semester Update (Enrollment, Book Orders, Class Cancelations, etc.) – Supalla provided an update on the current enrollment projections, adding Academic Advisors and Student Life students are connecting with students that haven’t yet registered. Gross added that he plans to send out an e-mail communication to faculty recommending they encourage students to register for Spring Semester before the Winter Break. Schmall reported that the textbook order deadline is more “crunched” for Spring Semester, but thanks to the efforts of the Program Leaders and Academic Deans, there are only about a dozen faculty (representing only about two dozen classes) that have not yet been ordered. Schmall indicated the Bookstore has taken numerous steps already to streamline the process, and plans to continue to make improvements, especially as it relates to those textbooks that only need to renew their orders. Tweeten expressed her appreciation of the early alerts, noting it was very helpful for the faculty. Schmall added that the Bookstore is also looking at improving communication with faculty as it relates to the cost of certain textbooks and the bundling of textbook packages so the faculty can make informed decisions. Gross reported that the class cancelation meeting is scheduled for January 2, 2013. Israelson plans to participate in the meeting, and expressed his support for the later date, noting there are often a lot of registrations that occur just prior to the first of the year. ACTION: Information Only.
ITEM 8 (F) Academic and Financial Aid Appeal Deadline – Supalla reported that the deadline for students to submit academic and financial aid appeals for Spring Semester 2013 is the same day faculty grades are due for Fall Semester 2012; hence the College will be very liberal to allow ample time for students to know what their grades are before having to submit their appeals for reconsidering their suspensions. ACTION: Information Only.

ITEM 9 (F) Faculty Layoffs – Supalla reported there were no faculty layoffs to report for the 2013-14 academic year. ACTION: Information Only.

ITEM 10 (F) CTECH – Tweeten reported faculty are very excited about the CTECH/STEM Village project, adding several faculty are interested in being part of the discussions as it relates to curriculum and collaborating with the high school teachers. Gross reported that the CTECH building will be funded through local sales tax dollars, owned by MnSCU/RCTC, but operated by District 525 (essentially owning the activities in the building). Gross added that RCTC will have a voice through various subgroups working out the details, but (for the most part) the instruction will be owned by the public schools. ACTION: Gross will share the offer of the RCTC faculty to dialogue with District 535 teachers as it relates to ensuring student success and college preparedness for the students attending CTECH.

ITEM 11 (F) Students in Classes – Tweeten questioned if there was a process/practice in place that informs faculty when there may be a potential issue with a student in their class. Tweeten shared an example of a situation where a student was enraged with a faculty member during class, and stated if the faculty had known about the student’s tendencies, he/she may have handled the situation differently. Gross responded that if the student had a disability on file with the College, that information would have been disclosed with the faculty member, but the particular case referenced involved a student that did not have a documented disability with the College, resulting in a challenging circumstance for the faculty member. Gross stated he realizes there are privacy issues that surround situations, but agreed to follow-up with the Disabilities Coordinator to determine what can or can’t be shared with faculty for future reference. ACTION: Gross will follow-up with Tweeten on the issue.

Adjourned at 11:45 a.m.

NEXT MEETING: January 29, 2013 – 2:00 p.m. – SS209