Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for September 25, 2012 – 2:30 p.m. – SS209

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

ITEM 1 (A) Enrollment Update – Supalla reported Fall Semester enrollment numbers reflect a headcount increase of 3% and an FYE increase of 1.7%. Supalla also stated for the first time, a gain in credits occurred during the drop/add period, and the retention of returning students has improved. ACTION: Information Only.

ITEM 2 (A) Search Update – Supalla reported there are two qualified applicants for the Safety Coordinator position and interviews will be scheduled soon. Gross stated he is assembling a list of potential faculty postings for spring semester, and he plans to begin the search for one academic dean in the fall, and the other academic dean in the spring. Supalla added since he has officially announced his retirement, decisions resulting in hiring or organizational structure changes, including filling vacant administrative positions, must be approved by a MnSCU Vice Chancellor. ACTION: Information Only.

ITEM 3 (F & A) Staff Development Day Ideas (November 6th) – Supalla announced WSU President Scott Olson will speak at the Staff Development Day, and a special panel focusing on diversity will be part of the morning agenda. Supalla added breakout sessions will also be scheduled for faculty and staff to continue dialogue on extraordinary education. ACTION: Israelson will have faculty forward breakout session ideas to Engelmeyer.

ITEM 4 (F) Strategic Plan for Alternative Course Offerings – Israelson stated there appears to be a student population that desires to not do online as an alternative mode of learning, but rather prefers evening offerings. Israelson suggested offering limited specific courses in the evening and allow the courses to run, even with lower class sizes, so students would be guaranteed the opportunity to complete their studies in a set time-frame. Israelson also suggested having the Program Leaders/Division Coordinators draft a schedule and establish an implementation team to work out the details. It was also suggested that a focus group of students be held to better understand the student’s desires. ACTION: Gross will discuss with Academic Leadership the possibility of a focus group and developing a schedule for students to complete a liberal arts degree in three years through a combination of online, evening and weekend offerings. If there is agreement to move forward, Gross will assemble a team to develop the schedule of offerings.

ITEM 5 (A) Records Retention Schedule – Israelson questioned if there was a local or system policy on record retention, specifically as it relates to grade books, and if there was a location on campus for faculty on sabbatical to store their records/files. Supalla responded the system office has a retention schedule, and several other MnSCU institutions have a defined schedule for records retention with the normal practice being about two years for grade books. ACTION: Supalla will have Cabinet prepare retention schedules by departments at RCTC and bring back for faculty review. Schmall will also look into “banker boxes” for departments to use for storing files while on sabbatical and before purging them on an established cycle.

ITEM 6 (F) Websites – Israelson requested the topic of websites be added to a future agenda, noting that faculty are interested in assisting where they can to ensure program and department websites are relevant. Gross agreed that there is some confusion as to what templates to use for websites, and plans to invite Weber and Messenger to attend a Program Leaders/Division Coordinator meeting for guidance. Israelson stated some faculty believe the templates do not fit their needs, especially for program specific webpages, and the faculty wish to have more flexibility so they are able to highlight their programs. ACTION: The topic of Websites will be placed on a future meeting agenda.

ITEM 7 (A) November 1st Layoff Notice Deadline – Supalla reminded everyone that the deadline for faculty layoff notices is November 1st, and requested Gross and the Academic Deans determine if there are any potential layoffs that require a special meeting with Israelson and Atwood prior to the next FSGC meeting. ACTION: If Academic Leadership determines there are potential faculty layoffs, a meeting will be scheduled between Gross, Supalla, Israelson and Atwood in mid-October.

ITEM 9 (A) Facilities Update – Schmall provided an update on the facilities projects. Atwood stated several faculty were experiencing problems with their office phones in the Third Floor Plaza Building. ACTION: Supalla will notify Sahs that there are phone issues in the Plaza Building.

Adjourned at 3:19 p.m.

NEXT MEETING: October 23, 2012 – 2:00 p.m. – SS209