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Department Email Changes
There have been changes to most departmental-type email accounts at RCTC. For example, RCTC.HumanResources@roch.edu has been changed to HumanResources@rctc.roch.edu. The changes are due to planning for an upgrade to GroupWise and also for complying with MnSCU security policy. This will also affect how email addresses are looked up. There are multiple ways to find out the new email addresses. The first is to go to the following web page http://www.roch.edu/it/html/faculty/new-emails.html and simply click the new address link. This should open a new message in GroupWise and enter the correct address. The second is to go to http://146.57.212.132/eGuide/servlet/eGuide and search by first name for the desired department. For example, if you wanted Human Resources you can just enter Human in the text box with the drop down boxes set to First Name and Starts With, click on search and the results should be displayed. The third is to go to the Novell LDAP Address Book tab in the GroupWise address book. The Look in box should set to Faculty/Staff. Enter the department name you wish to find and click on retrieve. The results should be displayed. Please note that the Duplicating Services account has been separated into two different accounts, DuplicatingServices@ucr.roch.edu and DuplicatingConfidentialServices@ucr.roch.edu. Any tests or other confidential material should be sent to the confidential account. The old email addresses have been set up to forward to the new accounts. If there are questions please contact the Computer Helpdesk at x7243 or acomputer@rctc.roch.edu.

Spring Children’s Play
The RCTC Theatre Department is doing Schoolhouse Rock Live! for the Spring Children's play. Because it is such a fun show and a musical (which this department hasn't attempted since the 80's) it will be opened to the public for two performances (2:00 and 7:00pm) on Saturday April 3rd. We usually just offer the spring show to schools and the UCR family. If you’re interested in tickets, call the Theatre Box Office at x7200.
Weekly Stakeholder and Market Fact
The Community College Survey of Student Engagement (CCSSE) has established five national benchmarks. The second is called Academic Challenge.

This is defined by the following statement: Challenging intellectual and creative work is central to student learning and collegiate quality. Ten survey items address the nature and amount of assigned academic work, the complexity of cognitive tasks presented to students, and the standards faculty members use to evaluate student performance.

This is defined by the following statement: Students learn more when they are actively involved in their education and have opportunities to think about and apply what they are learning in different settings. Through collaboration with others to solve problems or master challenging content, students develop valuable skills that prepare them to deal with the kinds of situations and problems they will encounter in the workplace, community, and their personal lives.

RCTC’s composite score for this benchmark is 50.4. The composite includes a series of questions in the survey that link to academic challenge. The higher the score the better. The national benchmark is 50.0. The benchmark for other medium size institutions is 49.9. RCTC is performing above the national norm for this benchmark.

WEB address for the committee site is www.acd.roch.edu/asl

Staff Development Day Breakout Sessions
Friday, March 5, 2004
Sessions sponsored by the Assessment of Student Learning Committee

The Assessment of Student Learning Committee invites you to spend time as a department or program and work on your assessment of student learning matrix. Committee members will present examples and assist you in completing your matrix.

Breakout Session 1 (10:15-11:00 a.m.)
Program Assessment of Student Learning Workshop
Here's your opportunity to work as a program and complete the "Core Competency" matrix. Examples will be highlighted and many resources will be available to assist you in completing this matrix. Wouldn't it be nice to work March 5 and have this work finished! We encourage all program faculty to attend.

Breakout Session 2 (11:15-12:00)
Department Assessment of Student Learning Workshop
Here's your opportunity to work as a department and complete the "Core Competency" matrix. Examples will be highlighted and many resources will be available to assist you in completing this matrix. Wouldn't it be nice to work March 5 and have this work finished! We encourage all department faculty to attend.

Breakout Session 3 (1:00-1:50)
eLumen Software Highlighted
RCTC has recently purchased the rights to use eLumen, a computer software system designed to document department/program assessment of student learning efforts. The session will include an overview of e-Lumen software applications by the developer. David Shupe, the software developer will be on campus and demonstrate the modules and reports available to faculty using the software.

CROSSINGS CLASSIFIEDS
For Sale: Solid oak council with cup holders and trash bin to fit AC/DC television. Works great in vans. $35.00. Contact Roxy Roadway in SS212 for a viewing of digital image. (282-7536.)
Supalla’s Scribblings

The Rochester City Council, by a 6-1 vote, and the Olmsted County Board, with unanimous support, endorsed proposals for the Legislature to extend Rochester’s half-cent sales tax for another five years. If the state approves the plan, the extension will raise another $32 million, split evenly between the city and county to fund local highway projects; and an additional $8 million for UCR construction projects.

This was a big week for moving Rochester legislation along in the House of Representatives. Thanks to Teresa Tolmie, Nirmala Kotagal, Marilyn Hansmann, and Dave Weber who joined me in St. Paul for “Rochester Day at the Capitol.” Two committees, the House Higher Education Finance Committee and the Capital Investment Committee, both were briefed on the $11,745,000 Rockenbach renovation project. Following the hearings, a large contingent of local citizens, legislators, legislative staff, Office of the Chancellor employees, GRAUC Board members and others shared information about Rochester’s importance to the state economy at a gala exhibit and reception at the St. Paul Armory. UCR’s Spectrum of Learning exhibit and GRAUC’s booth showcasing the Health Sciences project were well received and RCTC’s “Sting” mascot buzzed the audience. In addition to bonding, please continue to support legislation that would extend the local sales tax by $40 million (including $8 million for UCR co-development), change the current language and expand the use of the sales tax funds for projects other than just athletic and recreation, and appropriate planning money for the collocation of the Rochester Workforce Center adjacent to Heintz Center. Your help in advancing these projects throughout the session will be most appreciated. Check out the MnSCU Web site for weekly updates.

Did you know…

- Phi Theta Kappa inducted 99 new honor society members this week. In addition, RCTC’s Omicron Chapter received a $100 Pinnacle Scholarship Chapter award for increasing its membership acceptance rate by ten percent over the previous year. Advisor Barb Mollberg was recognized by PTK International and the college for ten years of dedicated serve to our chapter. Congratulations to inductees, Omicron and Barb!
- RCTC has two new sites I encourage you to surf…Yellowjacket Web Portal and Campus Events. Go to the RCTC home page and click on Web Registration. It will take you to a new web portal that is much more student/user-friendly. While there, click on Campus Events and then UCR Campus Events (R25) to access a wonderful schedule search tool. Both of these updated sites will prove extremely valuable for students and staff.
- RCTC hasn’t done a musical production since the 80’s…but that’s all going to change in April. Jerry Casper and Gary Schattschneider are doing Schoolhouse Rock Live! this spring. Make plans now to attend a 2 or 7 p.m. performance on Saturday, April 3. Let your hair down and act like a kid again.
- Guy Hamernik put together a terrific 30-minute video that highlighted six nominees at the Carter Partnership Awards celebration at St. Thomas University last Saturday evening. Guy and RCTC were both acknowledged in the program and from the podium. The event, attended by more than 800 persons, including ten employees and friends of RCTC, many MnSCU reps, and President and Mrs. Carter showcased some wonderful community service work being done by Minnesota college and university faculty and students. Ask Guy and Dale if they’ve washed their hands yet...they both got to visit and shake hands with the Carter’s. What a great honor it was to have RCTC’s digital media staff selected to do this important work.
- Candy Ash and Kristie Stolzenberg sent me a wonderful thank you note complimenting the maintenance staff on the great job they did accommodating the many needs at this year’s Ronald McDonald’s KidsFest. KidsFest is an annual fundraiser that attracts thousands of children and adults to Heintz Center every February.
- RCTC will be recognized for our student contributions to the Peace Corps when the Assistant Director and Chancellor McCormick speak at UCR next Wednesday. The Peace Corps and the American Association of Community Colleges are embarking on a new program to encourage two-year college graduates to join the Corps.
RCTC was selected as one of three rollout sites in the country because of the high concentration of graduates who have already served the Peace Corps and because our current program inventory contains the kind of higher education training opportunities that serve the needs of Peace Corps volunteers.

**Thought for the week…**

“The universe is one great kindergarten. Everything that exists has brought with it its own peculiar lesson. The mountain teaches stability and grandeur; the ocean immensity and change. Forests, lakes, and rivers, clouds and winds, stars and flowers, stupendous glaciers and crystal snowflakes – every form of animate or inanimate existence, leaves its impress upon the soul.” -- Orison Swett Marden

*Assume your back in kindergarten again…enjoy it!*  Don

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**Lost and Found**

Lost and Found is overflowing again! If you've checked before, please stop before March 5 at the Atrium Information Desk and check it out. Coats, gloves, mittens, scarves, clothing, keys, textbooks, eyeglasses, jewelry, cell phones, calculators, backpacks, notebooks, and miscellaneous. Items not claimed will be donated to charity.

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**GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER HOURS**

March 8-14, 2004

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*Digital Media Center Closed

(Hours are subject to change)
Rochester Community and Technical College
Minnesota State College Faculty (MSCF) - Faculty Shared Governance Council
Minutes for Friday, January 30, 2004 – 10:00 a.m. – AT109

Present: Administration Hansmann, Lee, Mercer, Supalla
        Faculty Guenette, Gust, Wright (Chair)
        Recorder: Kingsbury
        Guest: Beth Arntson

ITEM 1 (F) Leave Balances (not yet posted for all faculty) – Wright announced he met with Supalla and Arntson in December and came to a mutual agreement that Arntson will reconcile the two data bases before distributing leave balances to faculty. ACTION: Arntson will complete and distribute faculty leave balances by the end of Spring Semester. Arntson will also provide appropriate training for faculty to read the reports, and work with individual faculty to resolve concerns.

ITEM 2 (F) Student Complaint Process – Wright requested Lee remind academic deans of the complaint process, specifically informing administrators of the RCTC policy that requires students to first visit with individual faculty members to try to resolve problems; if this is not successful the student is to see the department chair before proceeding to the administrative level. Lee responded past practice has included the questioning of students as to whether they’ve visited with the instructor first, and then Division Coordinator or Program Leader next, before visiting with an administrator. Lee also shared a card that has been used by the academic deans in the past to assist in the process. Supalla and Lee announced the informal complaint process is used whenever possible, and agreed to update the informal complaint process cards and distribute the cards widely throughout campus so all departments know the proper procedures. Arntson agreed requesting students see the instructor first in an informal complaint is a good idea, however not required, noting under certain circumstances (i.e. harassment) students may be uncomfortable addressing issues with the faculty member. Wright agreed with this exception. Wright also shared concerns that notes were being kept by administrators for complaints that are unsubstantiated. Lee and Supalla agreed notes are taken for personal files and may be referred to if a trend occurs, however the notes are only for personal reference and not placed in personnel files. Wright stated that unsubstantiated complaints cannot determine a trend. ACTION: Lee will remind the academic deans of the informal complaint process, update the informal complaint process cards and distribute the cards appropriately.

ITEM 1 (A) Faculty Absence Posting of Names – Supalla reiterated his desire to post faculty names for faculty absences (see November 25, 2003 minutes), and questioned if the request has been reviewed at Faculty Senate. Guenette concurred students identify classes by instructor’s names, and not course/section numbers. ACTION: Arntson will assist Wright in writing a proposal to post faculty names, along with course and section identification when provided, during faculty absences. Wright will share the proposal with Faculty Senate and bring a faculty position back to the next meeting.

ITEM 2 (A) Late Registration Proposal – Mercer shared a draft Application Deadline proposal, which would require students apply for admission at least 14 days prior to the start of Fall Semester, along with a similar deadline for spring admittance (no deadline would be enforced for summer session admission). Mercer also distributed statistical data that reflected GPA success rates of students who register late are significantly lower than those students who enroll earlier. Mercer added several other MnSCU colleges have indicated similar concerns and either have (or are investigating) similar policies. Hansmann added a deadline may be beneficial to the college should MnSCU change the informal complaint process cards and distribute the cards widely throughout campus so all departments know the proper procedures. Arntson agreed requesting students see the instructor first in an informal complaint is a good idea, however not required, noting under certain circumstances (i.e. harassment) students may be uncomfortable addressing issues with the faculty member. Wright agreed with this exception. Wright also shared concerns that notes were being kept by administrators for complaints that are unsubstantiated. Lee and Supalla agreed notes are taken for personal files and may be referred to if a trend occurs, however the notes are only for personal reference and not placed in personnel files. Wright stated that unsubstantiated complaints cannot determine a trend. ACTION: Lee will remind the academic deans of the informal complaint process, update the informal complaint process cards and distribute the cards appropriately.

ITEM 3 (A) Windows Available for Grade Submission – Wright announced he met with Shumaker and Supalla in December regarding the grading windows for Fall and clarified that faculty members who did not post grades prior to the campus closing for winter break were still given the opportunity to post grades the first week of January. After receiving the clarification, it was determined that adequate time was available for faculty to post grades. ACTION: Information Only.

ITEM 3 (A) Budget Process – Hansmann distributed handouts reflecting the FY04/05 budget proposal (previously submitted to MnSCU), along with proposed fee increases for FY05. Hansmann announced the Student Senate requested the Fitness Center fee be assessed on a per credit basis to all students. Supalla added consideration is being given by the Office of the Chancellor to assess a $5 per credit fee for all Internet classes, noting those funds would be designated to Minnesota Online. Supalla requested faculty review the differential tuition charges and submit to the appropriate deans any changes or additions for FY05. Hansmann reminded the faculty that funds received for differential tuition must be used during the fiscal year collected, and may not be used to “build up” an account for future purchases. Hansmann requested faculty submit departmental non-personnel budgets and capital equipment requests prior to May so the items may be purchased over the summer and available for Fall Semester. ACTION: Information Only.

ITEM 4 (F) Dollar Amount of Savings by Closing During Winter Break – Hansmann stated preliminary calculations reflect minimal dollar cost savings for the campus closing, however other issues reflect benefits. Supalla added preliminary feedback has been positive, with few complaints, and Hansmann will conduct a formal survey. Gust added some confusion was experienced by on-line students. ACTION: Hansmann will conduct survey and share results at the next meeting.
ITEM 4 (A) Goals – Supalla announced the College Goals will be shared at the next meeting. ACTION: Item deferred.

ITEM 5 (F) Disruptive Study Policy – Wright announced an ad hoc task force is working with Mercer to review the current Student Conduct Policy with particular attention being given to the process of how disruptive students can qualify to return to class. This may be a topic for staff development after the policy is completed. ACTION: The Task Force will share recommendations at a later date.

ITEM 5 (A) Faculty Leave Approval – Arntson announced formatting changes were being made to the current leave slip approval form, which will more appropriately reflect the leave codes and processes (Department Coordinators will no longer sign-off of the forms and the forms will not be generated by the Human Resources Office, but rather individuals will need to initiate the paperwork.) Hansmann reminded the faculty that all hires (such as those that are generated by grants) must go through Human Resources and will not be approved through purchase orders (i.e. stipends.) ACTION: Arntson will attend the February Faculty Senate meeting to clarify the leave form process. Faculty will forward comments directly to Arntson.

ITEM 6 (F) Religious Observance Accommodation – Wright announced the faculty rejected the inclusion of religious observances to the Student Excused Absence Policy, noting classroom absences are best addressed by individual faculty in course syllabi. Supalla agreed to drop the inclusion of religious observance absences in the Student Excused Absence Policy, with the understanding students may file a formal grievance if appropriate accommodations are not met. ACTION: The Student Excused Absence Policy will not include religious observance accommodations.

ITEM 6 (A) Consolidated Travel/Staff Development Form – Arntson announced a task force is working on consolidating travel/staff development forms. ACTION: Arntson will share the process at a future meeting.

ITEM 7 (F) Progress Report (Loading Pre-requisites into the Computer Registration System) – Mercer announced the data entry for prerequisites has been completed, but the ASAP score upload process appears to have problems. Mercer added the program should be functional for registrations in May, adding the system will alleviate some problems and generate others (i.e. waivers of prerequisites.) ACTION: The pre-requisite restrictions will be implemented on ISRS in May, 2004.

ITEM 8 (F) Proposed Stadium Costs (Source of Funding, Future Maintenance Costs, Financial Impact) – Wright questioned what fiscal commitments the College would have for maintenance of an on-campus football/soccer stadium. Supalla responded the stadium discussions are in early stages, but a business plan will be required to address the future maintenance issues to ensure the only financial burden on the college with be for RCTC’s share of the use of the facility, adding RCTC games will be played on the field this fall (without a press box). ACTION: Published with immediate implementation.

ITEM 9 (A) Satisfactory Academic Progress Policy (Financial Aid) – 1st Reading – Mercer outlined the proposed changes to the Financial Aid Satisfactory Academic Progress Policy, noting the changes were made to comply with federal and state regulations. Mercer requested a waiver of a second reading. ACTION: Faculty support the recommended changes and waive a second reading. The revised policy will be published with immediate implementation.

ITEM 10 (F) Football Bowl Expenditure – Wright acknowledged Mercer shared the bowl expenditures and revenues, which reflected $16,955 was spent from student life funds for the Heart of Texas Bowl appearance. In addition, the College was allowed to keep all ticket sales for tickets sold in advance. ACTION: Information Only.

Adjourned at 11:18 a.m.  Next Meeting: February 24, 2004 – 2:00 p.m. – AT109