Staff Development

All College Staff Development Day – Thursday, May 13 2004 at 8:00 a.m. in the Hill Theatre. Please mark your calendars to attend!

RCTC Honors Program - Are You A Winner?
You’re invited to find out! Listed below are TWO ways You can be HONORED and WIN on April 13th! Join us between 12:00-2:00 p.m. in the Quiet Lounge, (next to Hill Theater) on April 13th!

1) Learn more about RCTC’s HONORS program and its offerings for Fall 2004! Chat with program directors and professors! Make yourself a standout from the crowd! Challenge yourself with new and different coursework!

2) EAT FREE FOOD, listen to FREE MUSIC, and WIN $$$ in the form of bookstore gift certificates!

   - LIVE MUSIC by Roger Nelson!
   - FREE FOOD while it lasts!
   - RAFFLES for $75.00 certificates every ½ hour (MUST be PRESENT to win!)

Weekly Stakeholder and Market Fact
The 2003 Student Satisfaction Inventory (SSI) groups items into twelve categories. The category of Instructional Effectiveness includes nine survey items measuring helpfulness and approachability. The college's overall satisfaction rating last year for the Service Excellence category was 4.82 on a seven point scale, with seven being very satisfied. This compares to the 2003 national norm of 5.09. RCTC's composite score for this benchmark is 45.8. 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 49.2. RCTC is performing below the national norm for this benchmark.
Weekly Funny

Don't go in there! It's full of vets!

CROSSINGS CLASSIFIEDS
For Sale: Saris bike rack for 2 bikes. Fits 2" receiver. $75.00; DP Magnum 458 weight bench w/exercise station. $75.00; Century Pac and Play. Like new. $40.00. Call Pam Tryggestad at 289-0134 or ext. 3108.


Condolences
Condolences to Rae Gravenish whose grandfather, Armond Gravenish passed away. He was 93 years old. Our thoughts are with Rae and her family!

Congratulations!
Congratulations to Colleen Landherr, who will be united in marriage this Sunday, April 4 to Dan Maddox.

Congratulations to Lucinda McCormack who married Ray Norum on February 27, 2004. The couple plans to hold a confirmation ceremony with their family and friends on July 3rd.

Congratulations to Darci Jasperson and Jamie Prasser on their upcoming wedding in May, 2004.

Best wishes to all these people for a wonderful future together!

GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER HOURS
April 10 and 11, 2004
Saturday    9 AM-5 PM
Sunday      CLOSED
(Hours are subject to change)

Bookstore Contest!
Visit the RCTC Bookstore Now Through 4:00 pm on May 7th for Your Chance to Win!!

Guess the correct number of pieces of candy in the jar and win an RCTC sweatshirt!

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Supalla’s Scribblings

Now is the time to contact legislators and urge them to support legislation that can improve higher education opportunities for RCTC students. Rochester hopes to change existing language to expand the potential use of the local sales tax earmarked for UCR to include projects other than just athletic or recreational. In addition, the City wants to extend the local sales tax to raise an additional $40 million, $32 million for transportation costs and $8 million for UCR co-development. The Senate is prepared to approve the proposals but House approval is less likely. Please call, email, or write House and Senate members now, especially Tax Committee Chair Ron Abrams, and urge them to support these proposals. Funding of the Health Sciences renovation project continues to look promising, as does an appropriation for the Mayo/UoM genomic research facility. Waiting to make a legislative connection might be too late…do it now! Thanks!

Continued reduced state appropriation funding during the past few years has forced RCTC and other Minnesota public institutions to cut costs and increase tuition. The leadership team has been meeting with the RCTC Student Senate monthly and the first topic of discussion is always consultation on our 2004-05 budget. That discussion always leads to conversation about our proposed 15 percent tuition increase. In addition, the college will be requesting a 25-cent per credit parking increase and students are reviewing a potential increase in the student life fee. The reduction in state funding, coupled with double-digit tuition increases, must cause us to ponder the question of whether or not Minnesota can continue to provide an accessible, affordable, high quality two-year education for everyone interested. It’s clear that the state has moved to a high tuition, high financial aid funding model. If you believe, like I do, that this model no longer represents an appropriate state investment in public higher education, visit with legislators about the need to restore higher education funding. Joel Kramer, executive director of Growth and Justice (a private research organization), recently recommended to the Senate Higher Education Budget Division an increased investment of at least $100 million for higher education and a $40 million increase in financial aid for low-income and part-time students. Kramer told senators the state will need a 30 percent increase in the number of college graduates to meet Minnesota’s future economic needs. That amounts to more than 10,000 new graduates per year with the majority coming from MnSCU.

Ellen Nelson, MnSCU Program Director, worked with Judy Kingsbury to complete an electronic survey process to project the level of demand for online training from the incumbent workforce and corporate partners. Judy helped draft the Zoomerang survey, which served as a model for other potential MnSCU data collections. In her thank you letter, Linda Baer, Senior Vice Chancellor, wrote…

I appreciate your understanding of the critical role colleges play within the System. They lead by example and as I continue to work with you and others, we can practice meaningful collaboration, share best practices, and leverage resources that enhance collaborative systems’ approaches that maximize the unique capacities of our colleges and universities. Thank for sharing this new surveying technique with MnSCU, Judy!

Congratulations to Beth Arntson on having implemented all the corrective actions defined in our Voluntary Compliance Plan. RCTC is now in compliance with all Office for Civil Rights standards and guidelines reviewed during our last on-site review. Way to go, Beth!

As the only source of continuing education for many local government emergency services employees, MnSCU serves as the backbone of training and education for hundreds of police, fire and emergency medial departments. Almost 90 percent of Minnesota firefighters have enhanced their knowledge and skills through programs delivered by MnSCU. An estimated 7,000 Minnesota firefighters received system training last year.

Stephanie and I will be vacationing with our daughter and her family in Chicago from April 4-11. She has some painting and landscape projects lined up followed by trips to the Art Institute, Shedd Aquarium, Navy Pier and Brookfield Zoo. And, I anticipate a shopping detour down Michigan Avenue and State Street. Enjoy next week’s reprieve from Scribblings!

Thoughts on “Innovation”…

"People who drive change are the subjects of great scrutiny.” -- Carleton Fiorina

“Remember the six most expensive words in business are: ‘We’ve always done it that way.’” -- Catherine DeVrye

Keep experimenting, innovating, changing, and growing. Happy Easter! - Don
Rochester Community and Technical College  
Administration and MAPE Meet and Confer  
Minutes for Tuesday, February 10, 2004 – 11:00 a.m. – AT109

Present: Administration Arntson, Hansmann, Lee, Mercer, Supalla, Weber  
MAPE Dougherty, T. Kromminga, Krusmark (Chair), Mattson, Soukup  
Recorder: Kingsbury

ITEM 1 (A) Winter Break Campus Closing  
a) Survey Results – Hansmann distributed a copy of the UCR Campus Closing Survey results and was pleased to announce over 190 employees submitted responses. Copies of the entire survey and comments will be made available on the RCTC Intranet Website. Hansmann clarified the 50 respondents that indicated they worked during the break includes both staff and faculty. Soukup expressed her concern with the inclusion of faculty in the survey analysis because they were not required to take vacation or leave without pay during the closing. Hansmann responded the faculty were affected by the closing because they did not have access to their offices and files, or had delays in support services due to the absence of the staff. Soukup questioned the rationale for asking whether the break was a welcome time away or not, noting the question had nothing to do with the closing of an employee’s job site. Supalla responded the intent of the question was to determine if the winter break was an appropriate time for a closing, encouraging MAPE to review the comment sections of the survey for clarification. MAPE questioned if the faculty responses could be separated from the support staff responses. Supalla agreed to separate the faculty and support staff ratings, noting, however, that the results clearly reflect a positive response to a similar closing for 2004-2005. Supalla added the issue will be addressed by all bargaining units during the month of February with the intent to finalize a decision in March. Soukup indicated numerous student complaints were received in her area, adding, however, her maternity absence prior to the closing and the admission deadline may have magnified the student concerns expressed to her. Supalla responded zero student complaints reached his office, and the early application deadline was not a result of the campus closing.

b) Cost Savings – Hansmann distributed a Campus Closing Analysis, noting the vacation/sick/comp time figures were calculated based on employees’ using vacation and compensation hours prior to earning their annual step increases. The leave for salary savings category excludes administrators who had previously agreed to taking leave without pay prior to the closing decision. Krusmark questioned the formula used for the utilities savings. Hansmann responded those calculations were made by taking the total utility cost for one year and calculating the cost per square foot (excluding the Sports Center) for a per day calculation. Since the utilities were not actually shut off during the closing, the utility figures are only an estimate of what might have been saved during the twelve days the campus was closed. In addition, Hansmann announced the savings outcome was not as large as had been expected because there was no savings on snow removal, but the final savings total does equal a full-time position. Action: Supalla will have the survey results broken down between faculty and staff. The possibility of a UCR Campus Closing during the 2004-2005 Winter Break will be brought back to the next meeting for further discussion, and a final decision will be made ASAP in order to provide adequate time for employees to plan accordingly.

ITEM 2 (A) FY05 Budget – Hansmann announced RCTC has already been approved by the MnSCU Board of Directors for a 15% tuition increase for FY05, but an agreement was made with the Student Senate to re-evaluate the increase before final implementation. Because MnSCU colleges are considering implementing a drop for non-payment process, which may generate a significant enrollment decrease, and because of the unallotment by the Governor in FY03, which resulted in a reduction in capital equipment spending for essential instructional purchases, the 15% tuition increase may be necessary for FY05. Hansmann expressed her desire to replenish the repair and replacement budget in order to purchase necessary classroom furnishings (some of which have never been replaced since its original installation in 1968). Supalla noted the decision to increase parking fees in small increments over a period of years was made a couple of years ago after meet and confer discussions with the bargaining units. Action: Information Only.
ITEM 3 (A) Staffing Update – Arntson announced the search committee appointments were being finalized today and appointment letters will be forthcoming. There are currently four MAPE openings (Director of Institutional Research, Customized Training Representative, and two Academic Advisors.) Mercer added the student life position descriptions were being finalized, and Carol Nurmi is currently serving as Interim Director until the details are confirmed. Supalla added interested candidates for the .50 FTE MAPE student life position may also be applying for one of the coaching positions in order to have full-time status. **ACTION: Information Only.**

ITEM 4 (A) Search Committee Representatives – Arntson announced there were over 25 search committees being organized, and was pleased to have MAPE representatives on a number of them; however several faculty searches have no MAPE representation. Krusmark responded MAPE will have to readdress the search committee representation issue due to the large number of searches going on at one time. **Action: Information Only.**

ITEM 5 (A) Online Evaluation Update – Arntson announced the Zoomerang Program will be utilized for a 360° evaluation processes on campus for classified employees, adding no feedback was received from MAPE regarding the questions shared at an earlier meeting. Arntson added the pilot program for on-line evaluations will include 10% of the MAPE employee population. Supalla noted the response rate for on-line evaluations has been much greater then paperwork responses. Krusmark shared his support of the new on-line evaluation process. **Action: Arntson will send out an instructional memo on the new process to those employees who will be evaluated under the pilot project.**

ITEM 6 (A) Fitness Center Fee Proposal – Hansmann announced the employee rate is proposed at $30/semester for all UCR faculty/staff users of the center. The student senate has requested student fees be charged on a per credit rate for all students rather than as a user fee. Supalla added the intent of the fee is to generate dollars to coordinate more structured hours and replace/repair the equipment on a more routine basis. Consideration is also being given to hiring a full-time certified weight trainer to oversee the facilities and student help. Krusmark expressed his support of the employee fees if the hours were friendlier and a structured maintenance schedule was in place for the repair and replacement of the equipment. Hansmann added, due to the liability issue, the Fitness Center will only be available to employees and current students, and not family or friends. **Action: Hansmann will send out the Fitness Center Proposal electronically.**

ITEM 7 (A) President’s Day Holiday – Supalla announced concerns were raised regarding holidays when RCTC employees are scheduled to be off, yet other UCR partners are in need of an open campus (i.e. President’s Day and Veteran’s Day). Arntson added the current process for allowing employees to switch Veteran’s Day for another day has generated extra work in the Human Resources Department, hence requested MAPE consider a memorandum of understanding that would allow employees to either take the holiday off, or work the holiday and have the holiday hours be placed either into the employee’s vacation or compensation bank for use at a later date. Supalla noted such an agreement would provide necessary coverage for the campus, less work in Human Resources, and also provide more flexibility for the employees (a win-win-win situation). **Action: Krusmark will conduct a survey of the MAPE employees and report back with MAPE’s position on a memorandum of understanding.**

ITEM 8 (A) Leave Slip Forms – Arntson announced the leave slips forms were being modified with changes that align with the codes on timesheet and remove the Human Resources Department approval. The final form would be available on the “J” Drive as a “fill-in” printable form that can be signed by the employee and supervisor. The original leave slip would be returned to the employee for inclusion with their timesheet, and supervisors may keep a copy for their own records. Krusmark questioned the status of electronic signatures for timesheets, and Arntson responded that issue is being dealt with at the state level. Arntson also announced the entry of payroll in SEMA4 (along with other payroll issues) will be handled as a Business Office function in the future. **Action: More information/discussions will be held before final implementation.**

ITEM 9 (A) Seniority Roster – Krusmark questioned the status of the seniority roster. Arntson responded some changes and additions are needed for accuracy, but intends to complete the seniority roster within the week. **Action: Information Only.**

Adjourned at 11:50 a.m. 

Next Meeting: April 30, 2004 – 10:00am – AT109
ROCHESTER COMMUNITY and TECHNICAL COLLEGE  
Academic Affairs and Standards Council Minutes  
March 18, 2004; 2:00p.m. at UCR Alumni Room

Present: B Bakken, D Johnson (for T Brown), M Callister, C Fiegel, J Kehoe, N Kotagal, J Lee, K Olson, V Olson  
Guests: B Patnaude, A Pinsky  
Recorder: R Splittstoesser

J Kehoe called the meeting to order at 2:03p.m.

1. Other
   a. Carpentry (CR) Curricular Review report – B Patnaude distributed a copy of the Carpentry 2004 program review document. He noted that the program has experienced major changes this last year due to funding. A partnership was established with the Habitat for Humanity in Rochester as an alternative to the college purchasing land for the program. J Kehoe and D Rogne commended B Patnaude on the continuing success of the program. **Action: For information only.**
   b. English/English as a Second Language (ENGL/ESL) Curricular Review – A Pinsky was present to discuss the English as a Second Language review and distributed a review document. She stated that although ESL students are not currently being tracked, data indicates a definite need for improvements. A list of concerns and possibilities for solutions were noted. J Kehoe noted that implementation of the prerequisite function in the registration system may alleviate some of the issue. J Lee commended A Pinsky for the work that she has done on the review. **Action: For information only.**
   c. Administration objection/override of AASC procedures 6, 8, 10 – J Lee indicated that Administration would override item 6. He noted that although the Membership statement was previously agreed to, that Administration preferred it to read “three members of Administration and the DARS Coordinator” to ensure more accuracy. Regarding item 6, he noted that Administration believes that anyone should be allowed to submit proposals, including non-faculty, and noted that others should not be allowed to take credit for another members work. Regarding item 8, Administration said that they will not vote or abstain and will remain silent. They believe consensus is the goal. Related to Item 10, Administration believes that articulation agreements are reached between two presidents should not need the approval of this group and should be forwarded here for information only. Faculty strongly disagree and believe this to be a function of AASC. **Action: Despite Administration objections, items 8 and 10 were agreed to as written. Item 6 will be appealed to President Supalla.**
   d. Administration update on Adjunct Faculty meeting minimum qualifications/AASC Task Force – J Lee stated that at a recent Chief Academic Officers meeting, L Baer of MnSCU advised waiting until directives come from the state level. J Kehoe indicated that he would confer with the state union and will not pursue this at this time. **Action: For information only.**
   e. Updating Minnesota Transfer.Org – J Kehoe indicated that existing articulation agreements for the college are not available on the site. J Lee indicated that this is something that needs to be worked on. **Action: For information only.**
   f. Adding CIP Code field to New Program and New Course proposal forms – J Lee explained that each course and all programs must identify a CIP code and assistance in identify the correct number is crucial to coding for cost allocations. MnSCU is currently using both 1990 and 2000 CIP versions, which adds to the complexity, and although there is room for interpretation, the additional input would allow more accuracy. **Action: Tabled.**
   g. Adding RCTC/MnSCU policy numbers to policy proposal forms. **Action: Approved.**

2. 2003-2004 Proposals

Proposal 36A, Class Repetition, new curriculum policy – J Kehoe indicated that two changes were requested and acted upon when the list of courses was emailed to faculty members. **Action: Approved. J Lee asked J Kehoe to forward the most current electronic list to R Splittstoesser. It will then be placed on the college website.**

Proposal 37, Customer Service Office Assistant, new diploma program  
**Action: Approved.**

Proposal 38, Customer Service Office Assistant, new certificate option  
**Action: Approved.**

Proposal 41, PHED/REC 2294, Internships, course revisions  
**Action: Tabled.**

Proposal 75, Eight Year rule for graduation requirements, curriculum policy revision  
It was agreed to modify the policy to indicate that a student must meet new program requirements when gone for four or more consecutive semesters. **Action: Approved with revision noted.**

Proposal 76, BIOL 1100, Environmental Biology, new course  
**Action: Approved.**
Proposal 77, BIOL 1101, Elements of Biology, course revision
Action: Approved.

Proposal 78, DA 1265, Expanded Functions, course revision
Action: Approved.

Proposal 79, Dental Assistant, Diploma and certificate, program revisions
Action: Approved.

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Proposal 80, DA 1270, Expanded Functions II, new course
Action: Approved.

Proposal 81, Catalog policy, curriculum policy revision
J Lee noted that this proposal was prompted by a request from the faculty at Shared Governance for a year long schedule and due to the numerous curriculum changes that are difficult to manage accurately. J Kehoe noted that currently changes made during fall are implemented for spring and vice versa. He also noted that this is related Item 6 discussions for Other item 3. Faculty do not believe this is related to two deadlines. V Olson stated that the language is too limiting and needs adjustment. Action: Tabled. A subcommittee will work with J Lee to revise the language.

Proposal 82, Medical Secretary, AS degree, program revision
Proposal 83, Medical Secretary, AAS degree, program revision
K Olson gave rational for the changes. Action: Approved. M Olson will forward the properly formatted electronic copy to R Splittstoesser after meeting with B Mollberg.

Proposal 84, Medical Transcription, Diploma, program revision
Action: Approved.

Proposal 85, Medical Data Assistant, Diploma, program revision
It was noted that the statement “at least” regarding total credits should be removed. Action: Approved with revision noted.

Proposal 86, Medical Transcription, Certificate, program revision
Action: Approved.

Proposal 87, BTEC 2615, Planning and Forecasting Based on Customer Service, new course
J Lee noted that item 22 should indicate that it is not applicable. Action: Approved with revision noted.

Proposal 88, Engineering, A.S. degree, program revision
It was noted that this program is currently suspended. J Kehoe noted that two advisement sheets would be needed - one for the articulation with University of Minnesota and one for MnSCU colleges as the requirements for each would differ. Action: Tabled.

Proposal 89, Engineering, A.S. degree, articulated with University of Minnesota Institute of Technology, articulation agreement
J Kehoe noted that in the second paragraph, the last sentence incorrectly referring to an A.S. degree fulfilling the 40 credit MNTC should be deleted. Action: Approved with revision noted.

Proposals 97 and 98 were discussed next per D Johnson’s request.
Proposal 97, ENGL 0910, Basic Grammar and Usage, course revision
Proposal 98, ENGL 0940, Introduction to College Writing: Sentence to Paragraph to Essay and ENGL 0990, Introduction to College Writing: Paragraph to Essay
Action: Tabled.

Proposal 90, Health Information Technology, A.A.S. degree, program revision
V Olson noted that an asterisk should be added for ENGL 1117 and ENGL 1917 should be deleted and under Goal 3, the statement in parenthesis should be removed. Also, on page 4, under the course sequence for Semester IV, general electives should be replaced with MNTC Goal 6 for 3 credits. Action: Approved with revision noted.

Proposal 91, Coding Specialist, certificate, program revision
Action: Approved.

Proposal 92, BTEC 1820, Coding II, course revision
Action: Approved.
Proposal 93, BTEC 1830, Coding III, course revision
**Action: Approved.**

Proposal 94, BTEC 1840, Introduction to Health Records, course revision
**Action: Approved.**

Proposal 95, BTEC 2830, HIT Review, course revision
**Action: Approved.**

Proposal 96, Health and Physical Education requirements, curriculum policy revision
J Kehoe noted that this applied to the AA and AS professional and noted that a distinction of 4 credits should be noted in the policy.
**Action: Approved.**

J Lee indicated that B Mollberg asked him to relay that MnSCU has approved the Associate of Fine Arts degree. The meeting adjourned at 3:33 p.m.