Looking for some assessment tools?
Check out the RCTC Assessment of Student Learning website at http://www.acd.roch.edu/asl. Each month, a member of the Assessment of Student Learning Committee highlights an assessment resource or conference on our website. This month a summary of the "Classroom Assessment Techniques, A Handbook for College Teachers" by Angelo and Cross is provided. This practical handbook provides fifty classroom assessment techniques with a step-by-step procedure for implementing each tool. You can check out this handbook from our "Learning Assessment Resource Corner", a collection of books and videos about student learning assessment located in the Goddard Library.

Wondering who is on the Assessment of Student Learning Committee? Currently the RCTC Assessment of Student Learning Committee has eighteen members. Take time to meet our members by visiting our website.

How do you get involved in?
1. Participate in committee meetings, we meet the fourth Tuesday of each month from 3:00-4:00 p.m. Visit our website for agenda items and room location.

2. Participate in the summer pilots. Ten career and technical faculty are invited to explore assessment models and develop a model to pilot at RCTC in fall 2003. See attached application. Two of the ten faculty will be invited to attend the AAHE summer assessment conference (June 21-24) in Seattle. Don't miss this opportunity, deadline for applications are this Tuesday, April 15.

Bookstore Clearance Sale
Stop by and check out the bargains at the bookstore clearance sale starting April 16, 2003.

Evening Administration
April 12-17 – Gail Sauter
April 19 – Don Supalla
April 21-24 – Judy Harris
April 26-May 1 – Don Supalla

The evening administrator can be reached at 285-7262.
Weekly Funny

"Remember you dropped your cell phone in the lake while you were fishing? Well there's an obnoxious fish on the phone calling you from it."

Goddard Library and Library Technology Center Hours

April 19 and 20, 2003

Saturday, April 19
9:00AM-5:00 PM

Sunday, April 20
CLOSED

Service Learning

Did you know that the education committee, made up of students, presented the Adopt A River Program at the Mall on March 29th? Students also cleaned up part of the river last Saturday, (yes...in the snow) and will be at it again this Saturday with Lynn and Paul.

Did you know that Dental Hygiene Students are doing service learning at the Prison Thursday nights as well as being involved in the community in a variety of different areas?

Ask your co-workers who are doing service learning about all the positive ways that this is helping not only the students but people within our community.

Travel to Berlin, Munich, Prague and the Alps!

Travel to Berlin, Dresden, Prague, Nuremburg, Munich (& Dachau), Innsbruck and Lucerne during Spring break 2004 (approximately March 5-15). Approximate cost is: $1,513 for people under 25 years old and $1,818 for people 25 years old and over (insures you a double room).

Price includes flight to Europe and back, all transportation in Europe, 8 overnight stays in good hotels with private bathrooms, (really good) breakfasts and dinners every day, all sightseeing tours and special attractions. You can choose to pay a bit more for trips to Potsdam & Mt. Pilatus, and a Swiss Folklore Evening. The trip can be taken for college credit under Speech 2210: Field Experience in Intercultural Communications in Europe (3 credits). The cost of those credits are extra. The prices listed above are good through June 2003. If we get enough registrants early enough, we will be able to insure a lower cost. Warning: The trip may change depending on other registrants with the tour company. Our second choice excursion is similar to above, but is an 11-day excursion, adding Budapest, and is about $180 more. Please tell students and friends from the community about the trip!

Contact: Gary Dreier (285-7555) gary.dreier@roch.edu.
Supalla’s Scribblings

Finally, advocates of increased funding for higher education got a bit of good news during the last week. State Republicans released their biennial budget proposal that included reducing Governor Pawlenty’s higher education proposed cut by $50 million. Just a few days later, the Democrats announced that their budget proposal would reduce the Governor’s higher education cut by $150 million. It’s still unclear exactly how each proposal would impact MnSCU and the University of Minnesota. The Legislature finally took action this week to ratify public employee contracts with the only change being the removal of same sex insurance benefits. Legislation now on the House floor would require handgun permits be issued by local law enforcement officials provided there are no dangerous issues in the applicant’s background. Supporters of the legislation predict that permits will increase from fewer than 12,000 per year to more than 30,000. The concern for higher education is that colleges and universities are defined as “public places” where it is legal to carry a handgun. Senators are working on a more restrictive bill, but most observers expect that legislation will pass this year allowing guns on campuses. Senators moved forward with a 2003 bonding bill this week by passing a $45 million bill to repair MnSCU buildings. This is virtually the same bonding bill vetoed by Governor Ventura last year. So far, the House has not indicated that it will deal with a bonding bill during this legislative session.

Governor Pawlenty released his budget proposal weeks ago. Now that the Democrats and Republicans have their proposals on the table, serious negotiations to reach a compromise can begin. Legislators have just 40 days to complete their work before the scheduled end of the session. This would be a great time to contact your legislator and tell her/him to support the Democrats higher education funding proposal as an investment in Minnesota’s future. If your looking for legislators contact information or updates on what’s happening, consider these first-stop web page addresses...

State of Minnesota  http://www.state.mn.us
Minnesota House of Representatives  http://www.house.leg.state.mn.us
Minnesota Senate  http://www.senate.leg.state.mn.us

In 2001, the Minnesota legislature directed the MnSCU Board of Trustees to increase the percentage of the total general fund expenditures for direct instruction and academic support, as reported in the federal IPEDS report. By February 15 of each year, the Board shall report the percentages to the higher education finance committees of the legislature. In a recent report to committee chairs Representative Stang and Senator Pappas, IPEDS reports showed the following MnSCU’s changes in general fund instruction and academic support spending as a percentage of expenditures...

<table>
<thead>
<tr>
<th></th>
<th>FY01</th>
<th>FY02</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>48.4%</td>
<td>49.5%</td>
<td>1.1%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>14.9%</td>
<td>14.2%</td>
<td>-.7%</td>
</tr>
<tr>
<td>Total</td>
<td>63.3%</td>
<td>63.7%</td>
<td>.4%</td>
</tr>
</tbody>
</table>

During the 2001-02 fiscal year, RCTC spent 47.9% on instruction and 16.8% on academic support; a total of 64.7% on instruction and academic support…slightly more than the MnSCU average.

Congratulations are in order...

- Marilyn Treder received word this week that the RCTC Student Math League participants took first place in state competition. In addition, RCTC student Pavel Batrachenko took first place in the competition. RCTC and Pavel will be recognized at the State Math Conference in Duluth on April 24 & 25. The college will receive the traveling trophy for the second time in RCTC’s short five-year history of participation, and Pavel will get a $150 scholarship award. Rankings for the Central Regional and national standings won’t be announced for several weeks. Congratulations to Pavel and the math faculty who have embraced this competition and made our students’ success possible.
The college was notified this week that three students—William VanVugt, Nathan Van Loon, and Michael Nadolny—nominated by instructors Tom Soltau, Dave MacLeod, and Vern Bushlack—were selected as 2003 Morrie Anderson (former MnSCU Chancellor) scholarship award winners from the MnSCU Foundation. The Health Sciences Division has published the second edition of “Health Buzz.” The publication includes information about health programs, faculty, trivia, contact information and more. If you’d like to receive a copy, contact Nirmala Kotagal.

RCTC golfer Jeremy Voshage, NJCAA Men’s Tournament qualifier, was featured on the cover of the March issue of “Southeast Business Journal.” Chuck Siefert was recognized for his role in making the NJCAA National Wrestling Championships held at the UCR Regional Sports Center a “great success. As in the past, the staff and volunteers were fantastic.”

Thanks to all those who had a role to play in making Barbara Ehrenreich’s Visiting Scholar lectures a resounding success. More than 1500 college and community members heard this best-selling author share her real-life experiences as she researched information for writing NICKEL and DIMED. The Visiting Scholars Series has been an excellent forum for bringing some wonderful (and sometimes controversial) nationally recognized presenters to Rochester. One of the missions of a university (or university center) is to engage dialogue, stimulate thinking and evoke action...Barbara certainly did that! And, if you didn’t find time to stop in Goddard Library for the Grand Opening celebration on April 9, please do drop in when you’re in the area for a self-guided tour. Or, if you prefer a guided tour, talk with any of the library staff. They are rightfully proud of this 21st Century library, media, digital environment.

If you haven’t made a contribution to the “Fund for the RCTC Family,” please consider making a one-time donation (checks can be made payable to “Fund for the RCTC Family” and sent directly to Wells Fargo Bank, 21 1st Street SW, Rochester, MN 55902) or complete a pledge card today (available from the Human Resources Office). Helping a colleague is the right thing to do…and feels good!

Thought for the Week...

"The main dangers in this life are the people who want to change everything or nothing."

– Lady Nancy Astor

Don
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Friday, March 21, 2003 – 8:00 a.m. –AT109

Present: Administration Hansmann, Harris, Supalla, Thompson
Faculty Gust, Shafer, Israelson, Wright (Chair)
Recorder: Kingsbury

ITEM 1 (A) Registration Lock Out Follow-up – Harris reported her staff were entering course prerequisites into ISRS, however reminded everyone that only one prerequisite can be entered per course. Wright responded courses that can be taken concurrently will need to be addressed by the Academic Affairs and Standards Committee. Harris also noted that students currently enrolled in a prerequisite would be locked out of registering for the next course in a sequence (i.e. English 1117/118). Thompson added additional issues need to be addressed (transfer students with prerequisites completed at another institution and uploading of ASAP scores). Thompson indicated a move or addition of web-based computer assessment is being investigated adding, however, that computer and web-based assessments are more costly. The faculty suggested charging back incoming students for assessment test to offset expenses. Hansmann responded MnSCU policy prohibits the charging of placement exams for students. ACTION: Harris and Thompson will continue to implement the registration lock out process for Fall Semester 2003. Faculty agreed that the Course Readiness Policy will continue to be used as an option for students lacking prerequisites.

ITEM 1 (F) On-Line Classes (Tuition) and ITEM 2 (F) On-Line Classes (ASAP Test Information) – Wright questioned the tuition rate for on-line courses and how ASAP testing is handled for on-line course students. Hansmann responded MnSCU has not addressed on-line course tuition rates. Thompson reported that students enrolled in on-line courses are provided with alternative test options: (1) take the ASAP test at another Minnesota two-year college and have the results faxed to RCTC; or (2) take a similar assessment test from a non-MnSCU college with an evaluation faxed to RCTC reflecting where the student would place at their institution. Harris added the College’s participation in SOC (the Minnesota National Guard program) may also provide a model that can be used for on-line courses. Harris stated if no option is workable for a student, the college may request faculty to review ACT or SAT scores on an individual basis. Gust announced several out-of-state students recently enrolled in on-line courses and were sent letters requiring them to attend an ASAP testing session on campus. Gust noted the students withdrew from the courses because it wasn’t feasible to attend a session on campus. Tynsky is investigating the possibility of having the computer generate a different letter for on-line courses to avoid confusion in the future. Further discussions were held on the possibility of on-line courses being charged at a market driven rate, however Hansmann reminded the faculty that MnSCU does not receive appropriations from the State for non-resident students (including waivers). ACTION: Faculty will continue the discussion of on-line tuition waivers at the Senate level before further discussions are held with administration.

ITEM 2 (A) Website Follow-up – Harris reported the archiving of catalog/program sheets has not been completed, but has instructed her staff to make the project a top priority. ACTION: Previous semester catalog/program sheet information will be archived as soon as possible.

ITEM 3 (A) Rapid Response Team Update – Hansmann reported the Rapid Response Team completed the “brainstorming” process to reduce the budget for FY04, and recommendations will now be shared through proper exchange of view processes throughout the college. Hansmann also distributed scenario charts prepared by MnSCU reflecting how an appropriation reduction and limited tuition increase would impact each campus. Hansmann stressed the illustrations were not a reflection of action, but only used to reflect how drastic the Governor’s proposed reductions would be to MnSCU colleges. Hansmann reported that the MnSCU Board of Trustees will address an extension of the Iowa In-State Tuition Pilot Project for RCTC at their April meeting, and faculty must submit a list of courses requiring differential rates as soon as possible for requests to be considered by the MnSCU Board of Trustees.
Hansmann and Supalla stressed that a large increase of tuition will be a “hard sell” to MnSCU Board members, and encouraged faculty to not only contact area legislators about a budget reduction, but also MnSCU Board of Trustee members about tuition increase limitations. **ACTION: Information Only.**

**ITEM 3 (F) On-Line Classes (Syllabi and Grades)** – Shafer announced that the Faculty Senate passed a motion that course syllabi and grade placements on-line be optional and not mandatory. Harris reminded the faculty that providing syllabi and grades on-line is a convenience for students and WebCT space is available for all faculty to utilize. Although faculty are encouraged to take advantage of these opportunities, Harris concurred that faculty are not required to place syllabi and grade placements on-line. Harris reiterated there would be no penalty for instructors not utilizing the opportunities, but wanted the faculty to be reminded that the opportunity and training is available. **ACTION: Course syllabi and grade placements on-line is encouraged, but not required of faculty.**

**ITEM 4 (A) Staffing Update** – Harris announced there will be a retirement in the psychology department and requested a meeting with Israelson to discuss how the open position should be handled. **ACTION: Israelson and Harris will meet and resolve the opening in the psychology department.**

**ITEM 5 (A) Academic Affairs Update** – Harris announced a faculty meeting was scheduled for Tuesday, March 25 to share suggestions from the academic leadership for reorganization and budget realignment/reduction in the academic affairs areas. Harris distributed a draft document listing topics for the meeting. Shafer commended Harris and the Academic Dean for providing the opportunity for faculty to share pros and cons on the proposed suggestions. **ACTION: Information Only.**

**ITEM 4 (F) Evaluation Policy** – Shafer distributed (in Hill’s absence) suggestions for improving the evaluation process, and announced the faculty passed a motion to accept the changes. Shafer noted, however, that the second column on each chart should reflect “Not Required – Peer Review Encouraged”. Harris agreed to the changes. **ACTION: The Faculty Evaluation Policy/Process changes were approved and will be in affect for Fall Semester 2003, with a procedure review scheduled for Fall, 2006.**

**ITEM 6 (A) Clery Act – Campus Crime Reporting** – Hansmann announced the Clery Act is a federal law that requires colleges to disclose annual information about campus crime statistics for previous years, and the report must be made available to the college community. Campus Security Officer (Robert Morris) will be charged with this annual assignment. **ACTION: Information Only.**

**ITEM 7 (A) Student Activity Follow-up** – Following up on Item 7 (F) Football Stadium, addressed at the February meeting, Thompson distributed information summarizing details of athletic based student activities. Shafer questioned if a report could be generated reflecting line-item costs for specific sports (football and wrestling). Thompson reiterated his beliefs that RCTC should not be compared to Metro campuses, noting significant exposure is given to the RCTC programs in the community. Thompson also noted RCTC coaches carefully monitor academic progress of their athletes. Shafer commended the RCTC coaches for the work they do to ensure student success for athletes. **ACTION: Thompson will share with Shafer a line item cost analysis for football and wrestling.**

**ITEM 8 (A) Summer Class Syllabi Policy** – Following up on Item 6 (A) Summer Class Syllabi, addressed at the January 28, 2003 meeting, Harris requested feedback from the faculty about adding summer language to the current Class Syllabi Policy/Procedure. Faculty had no concerns with the addition. **ACTION: Summer semester procedures will be added to the Course Syllabi Procedure 3.22.1 effective for Summer Session 2003.**
ITEM 9 (F) Extra Fees and Differential Tuition – Following up on Item 8 (A) Extra Fees and Differential Tuition, addressed at the November 26, 2002 meeting, Harris acknowledged that course extra fees and differential tuition were clearly defined in the Spring Schedule. However, with tuition rates not yet set by the MnSCU Board of Trustees, a more generic notation will need to be published in the Fall Schedule. ACTION: Generic annotations will be used for extra fees and differential tuition rates in the Fall 2003 Schedule.

ITEM 10 (A) Accounts Receivable Policy – Hansmann announced an Accounts Receivable Policy will be submitted for review at a future meeting. The policy will address “writing off” uncollectible accounts. Thompson noted some of the uncollectible accounts are generated from Title IV regulations that require colleges refund the Department of Education for loans and grants of student who withdraw (based on the last date a student attends). Harris reminded the faculty of the importance of working with the Financial Aid Office in identify when students attend classes, noting last year approximately $60,000 was saved because of accurate attendance records. ACTION: Hansmann will share a draft of the Accounts Receivable Policy at a future meeting.

Adjourned at 9:15 a.m.

Next Meeting: April 22, 2003 – 2:00 p.m. – AT109