College Implements Student E-mail Policy

RCTC has implemented a new policy this fall making email an official form of college communications to students. All students will be required to have an RCTC email account. The intent of the policy is to use email as a means to communicate important information to students as set forth by the procedures. The policy and procedures for the email policy are attached in this issue of College Crossings.

All-College Committees

The RCTC All-College Committees are recruiting members for the 2003-2004 academic year. Memberships are determined annually and include faculty, staff, and student representatives.

1) Non-faculty members interested in serving on one or more of these committees should contact Judy Kingsbury.
2) Faculty members interested in serving on one or more of these committees should submit their names through either Gregg Wright or Ed Shafer.

If you served on a committee last year, and wish to continue to serve on the same (or another) committee, you will need to re-sign-up to serve for the 2003-2004 year. Please visit the RCTC Intranet Website at: http://www.adm.roch.edu/rctc/html/all-college_committees.html for more information on each of the committees. The 2002-2003 memberships are still listed on that site at this time, but will be updated as individuals sign-up for the 2003-2004 year. The committees recruiting include:

- Facilities, Grounds, Safety, and Security Committee (although a contractual committee, membership is expanded to include representatives throughout UCR)
- Fiscal Committee
- Employee Relations Committee
- Assessment/Institutional Effectiveness Committee
- Academic Standards Committee
- Technology/Distance Education Committee
- International Studies/ESL Committee

River Clean-up Meeting

There will be an organizational meeting for all students, staff and faculty interested in helping with the river clean up of the Zumbro River this fall semester. The meeting will be: Wednesday, Sept. 3, 2003 at 3:00pm in Room EA102
Weekly Stakeholder and Market Fact

Overall student satisfaction results for 2003 was tied with 2000 for the highest rating ever received since RCTC began using the Noel Levitz Student Satisfaction Inventory (SSI) in 1998. On a seven point scale with 7 being very satisfied, RCTC's overall satisfaction rating is 5.16. This is based on responses from 530 survey participants. The national average is 5.34.

Condolences
It is with deep sorrow that we announce the passing away of Alfred Beckman (father of Marilyn Etbauer) on Saturday, August 23, 2003. Our thoughts are with Marilyn and her family.

MnSCU/RCTC Policies
Several policies have been added or modified over the summer by either MnSCU or RCTC. Specifically, these policies include:

MnSCU Policy 5.21 - Possession or Carry of Firearms
http://www.mnscu.edu/Policies/521.html
Link to frequently asked questions
http://www.ogc.mnscu.edu/whatsnew.html

MnSCU Policy 1C.2 - Fraudulent or Other Dishonest Acts
http://www.mnscu.edu/Policies/1C2.html

MnSCU Policy 5.22 - Acceptable Use of Computers and Information Technology Resources
http://www.mnscu.edu/Policies/522.html

RCTC Policy 2.15 - Official Student Communication
http://www.rctc.edu/policies/html/student_policies.html#officialcommunicationprocedure

It is every RCTC employee's responsibility to familiarize themselves with, and adhere to, state, system, and college policies. All RCTC policies may be accessed through the RCTC website or by going directly to the following website: http://www.rctc.edu/policies/ To find a policy, type a keyword to search or choose from the list of categories. The website is intended to function as a convenient reference. Although the site is updated regularly, it is impossible to guarantee complete accuracy at all times. In the event of any discrepancy between the policy documents formally approved and the policies listed on this website, the former shall be the governing version.
Supalla’s Scribblings

Well, here we go! There’s no turning back now. Another academic year’s underway and the first-day enrollment numbers exceeded projections. Full-time equivalent students (based on credits sold) on the first day of classes totaled 4219, 9.73% more than 2002. Record numbers of students filled the parking lot to overflowing on the first day as 5777 students showed for classes, an 8.43% increase over opening day 2002. Although these numbers may erode slightly during the drop/add period, it’s almost certain that fall semester enrollments will exceed our 7% enrollment increase projection. Thanks to everyone who worked very hard to provide the pre-enrollment services and accommodate the needs of new and returning students. The hallways and parking lots will surge to overflowing once again next Tuesday when at least 500 WSU students begin day classes. In addition, hundreds of other WSU and UMR students will arrive at UCR next week for evening classes. Bulging at the seams is reality at UCR.

Thanks to Marilyn Hansmann (and her daughter, Laurel) and Ellen Nelson who joined me working the MnSCU booth at the State Fair last Sunday. The weather was hot and humid but didn’t deter record numbers of fairgoers in checking out the Education Building displays. We visited with lots of prospective students, met some Rochester and southeast Minnesota fairgoers, dispensed hours of information about MnSCU and RCTC programs, and networked with colleagues from other MnSCU institutions and Office of the Chancellor staff.

An editorial in August 26 edition of The New York Times focused attention on the plight of public higher education...

Public colleges and universities, which grant more than three-quarters of this country’s degrees, have been steadily undermined by state budget cuts and a mood of legislative indifference. They have responded by raising tuition beyond the reach of many poor and working-class families. Now, faced with less and less state support, some institutions have begun to cannibalize themselves by increasing class size and cutting course offerings, making it difficult for students to find the courses they need to graduate. This downward spiral began in the 1980’s, when many state legislatures began to back away from their commitments to public higher education, leading to higher tuition rates. Federal and state financial aid to those who cannot pay has failed to keep pace. This has increasingly discouraged the neediest students from applying to colleges at all. Unless the country renews its commitment to public higher education, the colleges and universities will find their faculties decimated and their degrees devalued—and the students who can afford to pay looking elsewhere for college degrees. The states will then learn that important institutions are easy to destroy and devilishly difficult to rebuild. Why not share this message with your legislator!

During a news conference on July 30, President Bush praised community colleges...

I know community colleges provide a very important role in worker training, worker retraining. I look forward to working with our community colleges through the Department of Education, coordinate closely with states, particularly those states in which technology is changing the nature of the job force. I’ve always found the community college—and this is from my days as governor of Texas—found the community college to be a very appropriate place for job training programs because they’re more adaptable, their curriculums are easier to change, they’re accessible. Community colleges are all over the place. We need to make sure that people get the training necessary to keep up with the nature of jobs, as jobs change.

RCTC has been welcomed to Service members Opportunity Colleges (SOC) for the 2003-2005 membership cycle.

Membership in SOC assures the institution’s commitment to fair, equitable, and effective policies and practices that recognize and deal with the special conditions faced by military students who want to obtain a college education. As a member of SOC, RCTC shares this commitment with more than 1700 SOC colleges and universities. SOC colleges are continually expanding their programs and now serve the National Guard, reserves, new recruits, and veterans in addition to more than 400,000 active-duty service members. As the U.S. military becomes smaller and more high-tech, colleges play an ever more significant role in the education of service members.

Thought for the week… “Luck is predictable; the harder you work, the luckier you get.” -- Brian Tracy

Best wishes for a safe and relaxing weekend. I appreciate your efforts in getting RCTC off to another great year.

Don
Taher Mug Day
See the attachment to this week’s Crossings to find out how you can get a FREE Taher Mug!

You’re Invited!

Student Support Services
“Welcome Back” Open House
Wednesday, Sept. 3, 2003 from 11:30am to 1:00pm in SS160

The SSSP staff invites you to kick off the school year with treats and to say “hello” to new and returning students.

Janell ● Sara ● Sharon ● Jennifer ● Carrie ● Deb ● Teresa

Please Join Us in Getting Our Ducks in A Row…..
The Assessment of Student Learning Committee will meet every 4th Tuesday September 2003 – April 2004, from 2:30-3:30 p.m. Everyone is welcome to participate.

AGENDA - September 23, 2003
• Overview Annual Assessment Plan
• Discuss General Education “Critical Thinking” Pilot
• Highlight Summer Program Pilots

Future Meeting Dates:
Tuesday, October 28, 2003
Tuesday, November 25, 2003
Tuesday, January 27, 2004
Tuesday, February 24, 2004
Tuesday, March 23, 2004
Tuesday, April 27, 2004

Faculty should contact Gregg Wright or Ed Shafer if interested in joining.

Committee Meeting
The Distance Education/Technology Committee will meet on Thursday, September 4th, at 3:00p.m. in the Charter Room at UCR. Please mark your calendars.
Institutional Leadership
President Supalla will speak more about Institutional Leadership at the Program Leaders and Division Coordinators meeting Tues. Sept. 2nd in Hill Theater at 2:10pm and any interested staff and faculty are welcome. A second topic will be Student Success Day.

CTL Leadership
A Faculty Application for CTL Leadership is attached to this week’s Crossings.

What’s New at Goddard Library
We are pleased to announce the addition of 3 new databases to our electronic library collections:

Informe - A collection of 50 Spanish-language and bilingual periodicals available full-text (not translations).

Consulta - A large collection of Spanish-language reference materials, some primary source documents, and a large library of images.

Proquest Newsstand - Access to over 350 state, national, and international newspapers many available full-text. See below for a comparison of full-text availability between this resource and our Lexis-Nexis resource.

<table>
<thead>
<tr>
<th>Proquest</th>
<th>Coverage</th>
<th>Lexis-Nexis</th>
<th>Coverage</th>
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<td>1986-current</td>
<td>Wall St. Journal</td>
<td>Citations only</td>
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<tr>
<td>L.A. Times</td>
<td>1988-current</td>
<td>L.A. Times</td>
<td>Current 6 months</td>
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<td>Chicago Tribune</td>
<td>1996-current</td>
<td>Chicago Tribune</td>
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<tr>
<td>USA Today</td>
<td>1997-current</td>
<td>USA Today</td>
<td>1989-current</td>
</tr>
</tbody>
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These databases were made possible by the Minnesota Department of Education’s funding support of the Electronic Library for Minnesota (ELM). All Minnesota Libraries that participate in ELM provide Minnesota residents with on-site and remote access to these web-based information resources.

To access these resources, go to Goddard Library’s homepage (http://www.roch.edu/library) and click on the ELM link. If you wish to go directly into one of the databases, from the Library’s homepage, scroll to “Article Databases” “List by Title” then click on the alphabetical range of your choice. Scroll to the database and click to enter it.
Up to Speed - Vol. 1 #2 - August 26, 2003

Opportunity for Application: RCTC is looking for one or two faculty members to become Center for Teaching and Learning Campus Leaders. To find out more about the role of campus leader, please take a look at the following CTL URL: http://www.ctl.mnscu.edu/programs/leaders/. Attached is an application form and directions for completion and submission. Reimbursement comes from MnSCU CTL and is $1,500 per college. Two leaders would split that stipend.

Faculty Absences: To report a faculty absence, please call 280-3145 by 7:00 a.m. for day absences and by 2:45 p.m. for evening absences. Faculty absences will be posted on the internal TV kiosks located at UCR Main, the UCR Regional Sports Center and at Heintz Center, on the website (Look under “enrolled students.”) Click on “Daily class cancellations), and on the UCR Atrium Information Desk. In addition, your Instructional Secretary will post your absence on your office door; however, this will not happen before 8 a.m.

Essential to reporting absences is the following information:
- Your name
- Date of your absence
- Subject area
- Course number for each course you will miss
- Section number for each course you will miss
- Room where each class meets
- Time of class meeting for each course you will miss
- Instructions to your support staff

Please keep this information by your phone at home or in your wallet or purse. To broadcast your absence for morning classes, all of this information is necessary to report. Thank you.

Below is an example of the information you will need to call in a faculty absence.

Judy Harris, English 1117, sections 3 and 17.
Section 3 meets on Tues. at 11:00 in MH 214
Section 17 meets on Tues. at 1:00 in SH 108
I will be absent all day on Sept. 5, 2003.
Note to Instructional Support: Sue, please put a note on my office door asking Sally Innes to call me on Wed.

Absences for Instructional Support Staff:
Please make note of your supervisor’s phone number and report all absences directly to your supervisor.

Duplicating and Mail: Instructional Secretaries will pick up and deliver duplicating and mail twice daily. Each secretary will post their most likely pick up and delivery times.
In order to complete their work, I have asked secretaries not to make additional trips to duplicating or the mailroom. If you need to take something to duplicating or the mail room in addition to the two trips per day, you will need to do so yourself or if a work study student is available, they can do so.

Proctoring Tests: Instructional Secretaries are not responsible for proctoring tests in a classroom and should not be asked to do so. If you need help proctoring a test, exchange times with a colleague or ask a Dean to assist in an emergency. Instructional Secretaries may distribute make-up tests as long as you understand they are not responsible for monitoring the test except to hand it out and to collect it.

Dates to Remember:
- Sept. 2 Program Leader/Division Coordinator Meeting—All faculty and staff are welcome; TOPICS: Institutional Leadership (President Supalla) and Student Success Day Discussion in Hill Theater
- Sept. 4 Distance Education/Technology Meeting at 3:00 p.m. in Charter Room
- Sept. 15 Syllabi submitted electronically 15 of each month—Curriculum Proposals for the next month need to be submitted electronically
- Sept. 30th Tues All Faculty and Staff Meeting in Hill Theater at 2:00 p.m.
- Oct. 1 Student Success Day
- Oct. 1 Sabbatical reports due for those returning from sabbatical
- Oct. 6 Spring and Summer Schedules due (more info soon)
### Visiting Transfer College/Universities

#### SEPTEMBER
- **Monday, Sept. 8th**  Luther College  11:00-1:00  Counseling Center
- **Tuesday, Sept. 16th**  MN. Private Colleges  9:30-12:30  Atrium
- **Tuesday, Sept. 30th**  Palmer College  10:00-1:00  Counseling Center
  *(Chiropractic)*

#### OCTOBER
- **Wednesday, Oct. 22nd**  UM-Twin Cities  10:00-1:00  Atrium

#### NOVEMBER
- **Tuesday, Nov. 25th**  DLITE  6:00-10:00pm  AT103
  *(on-line Elem. Ed program)*

*For additional information, check with the RCTC Counselors:*
- Bob Ekstam  285-7263
- Jim Kehoe  285-7231
- Audrey Lidke  285-7469
- Karen Machlica  280-5005
- Gregg Wright  280-3515