Official Student Communication

There is an expanding dependence on electronic communication among students, faculty, and staff at RCTC. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing dependence and acceptance of electronic communication, RCTC approved an Official Student Communication Policy and Procedures over the summer. The intent of the new policy is to utilize electronic mail as a means to communicate important information to our students in a timely manner. All students enrolled in credit bearing coursework are assigned an official RCTC e-mail account, and official college communication shall be sent to these accounts. The Office of the Vice President of Student Affairs is the keyholder of the official student email addresses. All items for student wide distribution must be submitted to Audrey Clausen according to the guidelines listed below. The Office of the Vice President of Student Affairs has the right to deny requests based on these guidelines.

Guidelines:
* Items must be submitted to Audrey Clausen in an electronic format.
* The use of attachments is discouraged.
* The use of web links will be strongly encouraged.
* Requests must be received at least ten working days prior to the intended e-mail distribution date.

Examples of Appropriate Student Wide Distribution:
* Communicating Student Life Activities and information
* Communicating important deadlines (drop/add, payments due date, last days to withdrawal, etc.)
* Surveys that are sanctioned for UCR/RCTC purposes.

Examples of Inappropriate Student Wide Distribution:
* Information unrelated to UCR/RCTC business
* Solicitation
* Promoting political viewpoints
* Messages containing confidential information such as grades, financial aid awards, etc.
* Emails that violate the Official Student Communication Policy.

If you have any questions or concerns, please don't hesitate to contact Audrey Clausen at 285-7127.
Weekly Funny

"Unlike cats, I don't have 9 lives, so I have to take care of the one I have. So get off your lazy butt and take me for a walk."

Weekly Stakeholder and Market Fact

The 2003 Knowledge and Awareness Survey indicates RCTC has very strong brand awareness. When asked what institution comes to mind as you think of about higher education, seventy-one percent identify RCTC. The survey includes persons 18-49 in a 30-mile radius of Rochester.

Reminders from the Office of Academic Affairs

The deadline for proposals for the next Academic Affairs and Standards Committee is Monday, September 15th. All proposals must be submitted electronically on the j: drive to the Academic Affairs folder.

The deadline for submission of Fall Syllabi is Monday, September 15th. Syllabi should be submitted electronically on the j: drive to the Academic Affairs folder.

Study in Costa Rica

Study horticulture in Costa Rica! For more information, see the attachment to this week’s Crossings.

Science Learning Center

There will be a learning center available in the Science area as follows:
Barb Beck is staffing a Biology learning center on Fridays from 10-12 in ST305.
Teri Hill is staffing a Chemistry learning center on Mondays from 1-2 in ST313.

Service Learning

There is not a coordination position so far. I am willing to be a contact person for staff who are looking for information or interested in beginning service learning in your classroom. I am also maintaining a bulleted board outside MH438 with updated service learning opportunities for students and information about workshops, etc. for staff. If you are aware of any service learning opportunities for students please send them my way and I will post them. We have a Student Fellow, Lena Salazar, who will be working on campus to develop as part of the national student civic engagement campaign - Raise Your Voice: Student Action for Change. She will be attending a weekend retreat with student leaders from Minnesota, Wisconsin and Iowa. We will update you with the plans for the year when she returns. MANY NEW MATERIALS ON SERVICE LEARNING ON RESERVE IN THE LIBRARY. CHECK THEM OUT, THERE ARE BOOKS SPECIFIC TO DISCIPLINES WITH MANY GREAT IDEAS. - CAROL BAILEY
Supalla’s Scribblings

The Office of the Chancellor has released a list of a series of visits Chancellor McCormick will be making to selected MnSCU institutions. Tentatively, the Chancellor and members of his leadership team are scheduled to be at UCR on Wednesday, October 8. He will begin his day having breakfast with 10-15 leading community business representatives. He has requested that presidents work with the executive director of the local chamber of commerce to identify the business invitees.

Following the breakfast, the Chancellor will spend time learning about each of the projects on the MnSCU priority bonding list (RCTC’s Health Sciences Building) and touring the site of the renovation. The college has also been notified that the Senate Higher Education Committee will visit RCTC to tour Rockenbach Gym on October 22 and Representative Knoblach will be at UCR to learn more about the Health Sciences project on October 30. It seems that the Health Sciences project has caught the attention of some of the Legislature’s most influential committee members.

For the fifth year, Beloit College is distributing the “Mindset List” to its faculty and staff as an indicator of the many ways in which entering 17 and 18 year-olds see the world differently from their instructors, coaches, and mentors. The list is a reminder that the world view of today’s new college students is significantly different from the intellectual framework of those students who entered only a few years earlier. This year’s entering students have grown up in a country where the Presidents have all been Southerners, and in a world with AIDS and without apartheid. Satrums have always been on the street, the Fox Network has always been on television, and prom dresses have always come in black. The evil empire is not earth-bound, the drug “ecstasy” has always been available, and with the breakup of AT&T, nobody has been able to comprehend a phone bill. Here are a few other items from the Class of 2003 Beloit “Mindset List.”

> Most of this year’s students entering college for the first time were born in 1981.
> They are the first generation to be born into Luvs, Huggies, and Pampers.
> John Lennon and John Belushi have always been dead.
> There has always been a woman on the Supreme Court, and women have always traveled into space.
> They never heard Walter Cronkite suggest that “That’s the way it is.”
> They were born and grew up with Microsoft, IBM PCs, in-line skates, NutraSweet, and fax machines.
> Somebody named Dole has always been running for something.
> Cats has been on Broadway all their lives.
> They never heard anyone say, “Book ‘em, Dano,” “Good night, John-boy,” or “Kiss my grits,” in prime time.
> They have never had to worry about the packaging of Tylenol.
> Yugoslavia has never existed.
> The moonwalk is a Michael Jackson dance step, not a Neil Armstrong giant step.
> Travel in space has always been accomplished in reusable spacecraft.
> They have always been able to get their news from USA Today and CNN.
> They have no idea how big a breadbox is.
> President Kennedy’s assassination is as significant to them as that of Lincoln or Garfield.
> They have probably never dialed a phone or opened an icebox.
> The only thing the “chuchkey” has ever opened for them is the church.
> They have never seen white smoke over the Vatican and do not know its significance.

Make you feel old? Want to know more? You can review the entire list (other years too) at http://www.beloit.edu/~pubaff/mindset/2003.html.

Harvey Mackay has developed a list of “Ten Commandments for the Office (and other places).” Think about it!

1) **Be respectful.** This includes respect for other people’s property, ideas, and time.
2) **Follow through.** If you promise to do something, do it. No ifs, buts or maybes. No excuses or whining.
3) **Think before you speak.** Mindless thoughts often come back to haunt you.
4) **Help out.** So what if it’s not in your job description. If you can be useful, jump at it.
5) **Learn something new every day.** You have millions of brain cells waiting to work for you!
6) **Pay attention.** Always keep your antennae up.
7) **Ignore pettiness.** Rise above it, or you'll be dragged down with it.
8) **Be patient.** What will you gain by losing your cool?
9) **A good attitude is up to you.** Bad attitudes are contagious. Positive attitudes are catching, too.
10) **Do your best.** Decide early on how you will conduct yourself when a crisis erupts or challenge arises.

**Mackay's Moral:** *Some rules are made not to be broken.*

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**Drop-In Tutoring**
Please see the attachment to this week’s Crossings for information on drop-in tutoring at RCTC. Drop-In is FREE to all RCTC students. Also new this semester is the drop-in schedule ONLINE!! To access that information, follow the instructions below:

- Go to the RCTC website [http://www.rctc.edu](http://www.rctc.edu)
- Click on Enrolled Students - Go to Quick Links: Student Support Center - Click on Tutoring - Go to Tutoring Schedule Online

Direct URL to bookmark: [http://www.rctc.edu/student_support_center/html/tutoring_schedule.html](http://www.rctc.edu/student_support_center/html/tutoring_schedule.html)

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**RCTC Homecoming Week Activities**
- Monday, September 15, 2003: Carnival outside the atrium from 10:00am to 2:00pm.
- Tuesday, September 16, 2003: Karaoke in the atrium from 9:00am to 2:00pm.
- Thursday, September 18, 2003: Powder puff football game at the Sport Center from 6:00 to 8:00pm.
- Friday, September 19, 2003: Pepfest in the atrium from 11:45am to 12:15pm.
- **HOMECOMING FOOTBALL GAME – RCTC vs. Hibbing:** Saturday, September 20, 2003 at 1:30 at Century High School.

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**Sex offender notification**
Please visit the following link for information on a level three sex offender at UCR. Any questions should be directed to Bob Morris, UCR Campus Security Officer, at (507) 529-2789.

[http://www.roch.edu/dept/facilities/](http://www.roch.edu/dept/facilities/)

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**Use It Now: The Three-Minute Conference**
Attached to the college crossing is an assessment tool that faculty and staff may find useful for our Student Success Day - October 1st. Other resources can be found at the Assessment of Student Learning (ASL) resource corner located in the Goddard Library. Check out the list of resources on our website – [http://www.roch.edu/dept/asl](http://www.roch.edu/dept/asl)

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**Condolences**
It is with deep sorrow that we announce the passing away of Bev Hawkinson's mother, Doris Rhoads. Our thoughts are with Bev and her family!
ITEM 1 (A) Staffing – Supalla announced national searches would be conducted during the academic year for a Vice President of Academic Affairs, Vice President of Student Affairs, and Director of Nursing with an anticipated start date of July 1, 2004 for the new hires. During the interim, Supalla announced an internal appointment would be made for Thompson’s replacement, and an internal search would be conducted to replace Harris. Supalla added Bonnie Mercer has been approached on the possibility of a temporary appointment as the Interim Vice President of Student Affairs. Mercer has shown an interest in returning to the administrative position on a short-term basis if her sabbatical is postponed for one year, but she has no interest in applying for the position permanently. Supalla announced the departure of both Vice Presidents provides an opportunity for reorganizing the RCTC Cabinet functional areas and responsibilities. Shafer indicated that, although Mercer has been a fine instructor, faculty who have voiced problems working with her as an administrator should be consulted regarding her appointment. Supalla responded Thompson has been visiting with the Student Affairs leaders on the possible appointment. Supalla also noted any internal appointment would likely generate concerns by a member of the college community. Shafer questioned if consideration was being made to consolidating the two Vice President positions. Supalla responded MnSCU campuses that combine the two Vice Presidents generally reflect an organizational structure of a Senior Vice President and several other vice presidents (including a Vice President of Finance), hence resulting in no reduction of administrators. Supalla added discussions were held with the Office of the Chancellor Staff and, considering the size of RCTC and the added responsibilities that the UCR partnership brings, a joint academic and student affairs vice president doesn’t appear to be practical at this time. Wright asked how many new faculty were hired for Fall Semester. Harris responded she did not know the exact number, but Supalla added new employee orientation invitations mailed in August reflected numerous faculty hires but only one temporary staff hire, confirming the growth in enrollment is being handled with little additional support staff. ACTION: Harris will forward a new faculty hire report to Wright upon completion of placement on payrolls.

ITEM 2 (A) Student Success Day – Thompson shared his ideas for the October Student Success Day structure, which may include a presentation for everyone working with students and several breakout sessions. Thompson added the challenge being faced is building a day that reflects the different approaches departments take when working with students. Harris reminded everyone that September 30 is a fifth Tuesday and may be an opportunity to finalize the Student Success Day activities. Although presentations and breakout sessions are important, Shafer requested students be given the opportunity to meet with faculty throughout the day in order to meet the work schedules of many students. ACTION: Wright will be the faculty point person for the organization of Student Success Day on October 1, 2003.

ITEM 1 (F) Room Assignments – Shafer reiterated his beliefs that the assigning of rooms for classes continues to be unfair, specifically noting a faculty member housed at UCR Main is teaching at Heintz Center with no office/space to utilize during the breaks between her classes. Harris responded the new scheduling software doesn’t allow the Scheduler to choose a specific room, but is based on criteria needs for a class (i.e. computer lab, special equipment, etc). Harris added discussions have been held with WSU-RC to utilize a laptop computer cart for classrooms that need minimal computer access. Supalla requested more details on the specific concerns/problems that have been experienced by the faculty. ACTION: Shafer will request faculty members share specific details with room assignment problems directly with their Division Coordinator and Dean.

ITEM 3 (A) UCR Winter Break Closing – Supalla announced ramifications will exist for everyone when the UCR Main and Heintz Center campuses close during the winter break. Specifically, faculty are being requested to plan early for purchases, duplicating, audio visual requests, etc. prior to the December 24, 2003 closing. ACTION: Information Only.
ITEM 4 (A) PAC Proposal – Supalla requested feedback from the faculty on the PAC proposal shared at the May, 2003 meeting. ACTION: Wright and Shafer will forward comments to Supalla.

ITEM 5 (A) Capital Equipment – Hansmann explained the definition of capital equipment and announced another call for equipment needs was forwarded to RCTC-All for equipment requests, and the additional requests will be sorted by academic departments, reviewed, and brought to the Finance Committee for consideration. ACTION: Information Only.

ITEM 2 (F) Parking – Shafer questioned if the $5 charge for additional parking stickers was discussed through the meet and confer process, adding the charge should be removed until the issue is addressed. Hansmann responded the charge of $5 for additional stickers was implemented because of additional costs associated with the new stickers. Hansmann reminded everyone that the $5 charge is only assessed to individuals requesting the convenience of more than one sticker. Hansmann added that the new cling sticker can easily be removed from one vehicle and placed on another vehicle for those individuals driving multiple vehicles. Wright asked for reconsideration of the $5.00 charge for a second sticker. Shafer questioned the unilateral decision to charge a late fee for those individuals that haven’t purchased their parking sticker by a specific deadline. Hansmann reminded the faculty that students cannot be charged a late fee if state employees aren’t charged the same fee. Hansmann also noted several employees are billed three or four times before finally purchasing parking stickers, which generates additional work for the Business Office. In addition, Hansmann noted the issue also addresses fairness for individuals that purchase parking stickers on time. Shafer responded it is a process issue, and future changes to fees need to be brought to Faculty Shared Governance for discussion. Supalla noted future issues will be brought to Faculty Shared Governance for discussion before implementation. A question was raised on whether all faculty pay for parking (i.e. faculty that teach only online courses.) Hansmann responded if a faculty member has office/work space on campus, then the employee pays for parking. ACTION: Supalla will reconsider the $5.00 charge for additional stickers.

ITEM 6 (A) Student Satisfaction Surveys – Weber distributed a Stakeholder Research Summary, listing the status on current survey projects. Weber announced findings from these reports will be shared through upcoming issues of Crossings, and specific summary briefings will be shared with appropriate committees on campus working on related issues. Supalla announced positive feedback is being received from the students on the relationships with the faculty, and the faculty should be commended for the efforts they’ve made in assisting students. Supalla also thanked the faculty for a great start to a new academic year. Harris shared her gratitude to the faculty and division coordinators for their extra efforts in securing sections and making changes at the last minute to accommodate the additional student growth. Thompson thanked the faculty and staff in student affairs for successfully handling the additional number of students with basically the same amount of staff, specifically thanking the counselors for their cooperation during the process. Wright concurred, noting RCTC definitely did “more with less” this past summer, however, at some point “less will be less.” Wright added Student Services cannot continue to serve more students with the same number of faculty/staff, noting services are diminishing. Supalla added the community is already feeling the pinch with budget reductions and enrollment growths when several individuals complained because they weren’t able to enroll in the courses they wanted because they waited until the end of August to apply. Supalla added consideration is being given to setting an application deadline of mid-August in the future. Wright agreed a deadline would be beneficial for a number of reasons; noting that the Admissions Office has statistics indicating the success rates of students enrolling late is lower than those students who apply early. ACTION: Information Only.

Adjourned at 3:00 p.m.

Next Meeting: September 23, 2003 – 2:00 p.m. – AT109