Assessment of Student Learning Meeting

Please join us for the Assessment of Student Learning committee meeting Tuesday, September 28th, 2:00-3:00 p.m. in room AT-102. Everyone is welcome to attend!

AGENDA:
* Welcome and Introduction of Members
* Overview of 2004-2005 Plan (Member Responsibilities, Communication Plan)
* Preview and Discuss ASL Draft Training Module

Blood Drive on Campus

Mayo Clinic Blood Bank is holding a blood drive here on Tuesday, September 28, in AT301 (note - this is a new location.) This blood drive is open to students, employees and the public.

Please consider donating - - encourage co-workers and students to donate, too!

To schedule a specific time to donate, call the Blood Bank (284-4475) for an appointment. Walk-ins are also welcome!

Additional UCR Blood Drives are scheduled for these days.
Wednesday, October 27
Tuesday, November 30

For more information on blood donation, visit the Mayo Clinic Blood Bank's website: [http://www.mayoclinic.org/donateblood](http://www.mayoclinic.org/donateblood)
Weekly Funny

SNAPSHOTS at jasonlove.com

The day Jack discovered that Uncle Sam was really his Big Brother.

Crossings Classifieds

FOR SALE: 22 cubic foot Amana refrigerator, freezer on bottom. Textured white finish, very good condition, VERY clean. Simply will not fit into our down-scaled new home. $250 or best offer. Mike Bequette - home (285-1945) - work (285-7256).


Marketing Fact

According to the National Center for Public Policy and Higher Education's just released report "Measuring Up 2004: The National Report Card on Higher Education" (September, 15, 2004), Minnesota is one of only 3 three states scoring a grade of 'C' or higher when comparing higher education affordability to 1994.

You’re Invited…

Please come to a
RETIREMENT PARTY
for Arlouene Bothun

Friday, October 1, 2004
11:30am to 1:00pm
3rd Floor of the Atrium

National Depression Screening Day

Thursday, October 7 from 8-2pm
Counseling Center
Free and Confidential
Classes are welcome

Thank You

This is a “GREAT BIG THANK YOU” for the fabulous birthday card and the beautiful clock I received from “MY RCTC FAMILY” on Sunday (September 12) from Dave Weber at my Open House. You have a “Genius” on your staff, namely, Jenee McGurren, who I understand is the key person responsible for the comprehensive card – the blending of the “old and the new” – “My Home Away From Home” for 29 wonderful years, and the 22 years of retirement. I hope it will be possible for every member of your staff to get to see a duplicate of it. I urge all of you to please “Keep Up The Good Work” – you have the privilege of representing one of the BEST two year colleges in the nation. Again, to “My RCTC Family” – Thank you and Best Wishes. (A copy of Charlie’s card is attached)

- Charlie Hill
Supalla’s Scribblings

The University Center will host a Higher Education Services Office (HESO) Town Hall Meeting from 4-6 p.m., Monday, September 27 in CF202. The meeting is one in a series of six HESO public meetings to gather views and information on the higher education budget and policy for fiscal years 2006 and 2007. Legislative action in the 2003 session elevated the Services Office to a cabinet-level state agency. Director Susan Heegaard serves as the Governor’s chief advisor on higher education policy and budget issues. The Services Office invites comments on higher education programs, policies, and services as part of the executive branch biennial budget development for the 2005 legislative session. If you can’t attend the public hearing, written comments are welcome. Comments can be sent to MHESO Communications, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

The MnSCU Finance and Facilities Committee of the Board of Trustees will be holding public hearings regarding the FY06-07 biennial operating budget request at two upcoming public hearings. These public hearings are the principal opportunity to assist the Board in understanding the current funding situation at colleges or universities. The first hearing will be held on Thursday, September 30 from 1-4 p.m. at MSU-Mankato. A second opportunity to testify is at North Hennepin Community College, 1-4 p.m., Thursday, October 14. If you’re planning to testify at one of the hearings, please contact Cynthia Nelsen at 651-296-3755 to reserve a time.

Students have spoken! The number one academic concern expressed in previous student satisfaction surveys is, “I don’t know how I’m doing in my classes.” Student Success Day on September 29, from 9 a.m. – Noon, provides students an opportunity to meet with teachers and find out how they’re doing before it’s too late.

President Emeritus Charlie Hill is very appreciative of the many birthday cards and congratulatory messages he received as he celebrated his 90th birthday. Thanks to all who took the time to drop him a note or stop in at his open house. Please check out the attachment of the birthday card the college sent and his note of thanks reprinted on page two in this edition.

Former history teacher and current Post-Bulletin contributor Tom Ostrom’s book, “USCG 1790 to the Present” was recently published and is available through amazon.com (ISBN 1932762159). Way to go, Tom!

Congratulations to Lillyam Arroyave who has been recognized in the 2003-04 publication of Who’s Who Among America’s Teachers. Lillyam has been recognized for her contributions as a RCTC Spanish instructor. In addition, Lillyam has received recognition for her contributions to RCTC’s Global Connections Days (don’t miss the upcoming activities), Rochester World Festival, and was a recent Fulbright Scholar. Congratulations, Lillyam!

Measuring Up 2004 is the third biennial report card on the performance of higher education in the nation and the states. As in its predecessors, each of the 50 states is graded and compared to other states along critical dimensions of college opportunity and effectiveness, from high school preparation through the bachelor’s degree. The series of Measuring Up report cards does not assess the quality or prestige of individual colleges or universities. Rather, it gauges the educational health of the population of each state in terms of five categories of college opportunity and achievement…preparation, participation, completion, affordability and benefits. Overall, Minnesota has performed better than most states over the past decade in providing an affordable higher education for students and families. Minnesota is among only a few states that have held the line over the past decade in the percentage of income that students and families pay to attend the state’s two-year colleges. Minnesota’s high scores in preparation mask disparities in college enrollment by ethnicity and family income. Here’s Minnesota’s 2004 report card…Preparation – B+, Participation – A, Affordability – C-, Completion – B+, Benefits – A. For more details or to check out the full report, please see Measuring Up 2004: The National Report Card on Higher Education at http://www.highereducation.org.
Cell phone use by students and staff has grown significantly in the last few years. Here are some tips for raising your cell-phone courtesy quotient. **Speak in a low voice.** The tendency is to talk more loudly, so be mindful of this and avoid being disruptive. **Set your cell phone ringer on low or vibrate mode.** **Use your cell phone in private.** Find an out-of-the-way place to have your conversation. **Keep your conversation brief.** Inform your caller you will call back at a more suitable time and place to talk. **Limit your cell phone use to essential calls.** Work-related calls that are not critical can wait until you return to the office.

**Ralph Waldo Emerson said,**

"Do not go where the path may lead, go instead where there is no path and leave a trail."

I encourage each of you to take a new path this week…may you leave a number of new trails.  

Don
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council

Minutes for Tuesday, August 24, 2004 – 2:00 p.m. – AT109

Present:  Administration Bequette, Cram, Hansmann, Supalla
          Faculty Fruth Dugstad, Gust, Israelson, Wright (Chair)
          Recorder: Kingsbury
          Guest: Nirmala Kotagal

INTRODUCTIONS: Everyone introduced themselves. Wright explained the purpose of the Faculty Shared Governance Council (FSGC) is, by contract, to serve as the official meet and confer process that allows the faculty to share concerns with Administration, and make recommendations to the Administration on various topics noting, however, informal meetings are also held between Supalla and Wright to discuss issues before bringing to the FSGC. ACTION: Information Only.

ITEM 1 (F) and ITEM 1 (A) 2005-2006 Proposed Academic Calendar – Supalla announced the proposed FY06 Academic Calendar reflects only one Staff Development Day before Fall Semester, and another day later in the semester. Wright responded the faculty’s position is to only hold one student success day, preferably during fall semester to more evenly distribute the contact days. Supalla requested clarification of the contract, which he believed states the configuration of the calendar shall be by agreement with two meetings or the calendar reverts back to the same configuration as the previous academic year. Wright indicated additional time was needed by the faculty to meet and resolve issues before finalizing. Wright also disagreed that today’s meeting is considered as one of required meetings; the college and faculty have always reached agreement in another setting. Supalla disagreed, noting if the item is on the FSGC agenda, the college and faculty have always reached agreement in another setting. Supalla disagreed, noting if the item is on the FSGC agenda, then it is considered an official reading. ACTION: Wright will share the draft calendar with the Faculty Senate and bring forward a recommendation.

ITEM 2 (F) Budget Process – Wright noted it was agreed last spring that the budget process would be revisited before implementing for FY06, reiterating the faculty’s desire to have more input in the process. Hansmann distributed a draft flowchart reflecting the process for budget review and decisions, and provided an update on the budget allocations formula, noting the budget was set based on a 15% tuition increase and 5% enrollment increase. Hansmann noted discussions have begun to prepare a biennial budget (FY06 and FY07) using 50% based on the new MnSCU budget allocation and 50% based on previous base allocation. Staff from the Office of the Chancellor will be on campus in the next few weeks to conduct a forum to explain the new model. Wright questioned the flowchart’s definition of “obtain input,” indicating the faculty fiscal committee would like to begin the process sooner rather than later. Hansmann explained the definition reflects last year’s process, which required equipment requests accompany a continuous improvement plan; the appropriate dean/director work with the department or program leaders/division chairs to priorities requests; followed by the vice presidents’ making the final decisions. Wright stated it was the faculty recommendation that a faculty fiscal committee be involved at the last step before the final decision is made. Supalla stated faculty input is already obtained throughout the process (program/department leaders discussions with the deans, the all-college fiscal committee, and through the FSGC). Hansmann concurred, stating a separate faculty fiscal committee meeting wasn’t practical because it would require separate meetings with the other bargaining units also. Wright stated the faculty felt their input was overlooked through the process last year. Supalla responded the process can be revised, but a separate fiscal meeting beyond the program leaders meeting and FSGC would not be conducted. Wright concluded by indicating the faculty would see how the process unfolds; however reserves the right to bring back budget issues through Faculty Shared Governance. Supalla responded it is always the right of the faculty to bring budget concerns to FSGC. ACTION: Budget updates will be discussed at future meetings.

ITEM 2 (A) Nursing Department Joint Appointment (Mayo Clinic and RCTC) – Kotagal provided background information on discussions being held with Mayo School of Health Sciences regarding joint appointments, i.e. nursing instruction, noting joint appointments have already been done throughout MnSCU colleges/universities. Kotagal indicated joint appointments would be beneficial to both institutions, providing more efficiency and effectiveness with up-to-date knowledge in clinical settings. Other benefits include more flexibility for instructors to teach at both institutions. Wright questioned if a joint appointment would provide any liability if the employee is not employed by the state of Minnesota. Kotagal clarified a joint appointment would reflect the individual is employed by both institutions. Supalla noted that it is not uncommon even at RCTC for a faculty to supervise and evaluate students (i.e. Building Utilities Mechanic Program. ACTION: Wright will share the information with the faculty union and return with a position at the next meeting.

ITEM 3 (A) Staffing Update – Supalla announced initial figures reflect a 2.75% FYE increase and flat headcount for fall semester, with an overall 7% increase comparing enrollment to summer and fall of 2003. Everyone agreed the admissions application deadline has provided for a smoother start of the academic year. ACTION: Information Only.
ITEM 4 (A) Travel/Professional Development Form – Hansmann announced changes are still being made to the form and process.  
ACTION: The travel/professional development form will be shared at the next meeting.

ITEM 5 (A) Summer 4-Day Work Week – Hansmann announced preliminary discussions have been held with the UCR partners on the possibility of implementing a four or four and one-half day work week during the summer. Surveys will be done with MnSCU campuses that have already implemented the work week reduction to review. Wright responded the faculty will consider, but expressed a concern about adequate class time for instruction with the elimination of Friday classes over the summer.  
ACTION: Hansmann will share results of the MnSCU survey and bring back for further discussion.

ITEM 6 (A) Employee Communication Policy (2nd Reading) – Wright questioned Part 5 Monitoring of Communications; noting e-mail is not protected for privacy. Hansmann responded that e-mails should not be used for private information, and the policy is addressing public information that needs to be shared campus-wide. Supalla added there may be specific language that can be used in Part 5 to address what is protected and what is not. Further discussions occurred on examples of private student information being shared via e-mail (i.e. student sharing stinger ID or social security number with faculty for on-line classes.) Wright asked for language that would indicate that administration restraint and reasonable suspicion of wrong doing be determined before faculty e-mail is ready by administration.  
ACTION: Faculty will review the policy draft and bring back a recommendation to the next meeting. Administration will add clarifying language that addresses concerns expressed by the faculty.

ITEM 7 (A) Year-Long Calendar – Bequette confirmed preliminary discussions have begun on the possibility of a year-long calendar, but is still reviewing the history before implementing a plan. Wright provided some background information on the need to better serve students with a year-long calendar. Bequette noted Riverland recently implemented a year-long calendar and is now experiencing the “pain” and challenges that occur with the temptation to alter the calendar, which defeats the purpose. Israelson noted a year-long schedule was prepared by the department chairs a few years back, but is unaware of what happened to the information. Supalla noted that with Resource 25 capabilities, the roll over of schedules will be more efficient and less time consuming. Bequette suggested the room scheduling be tied to the year-long schedule because a year-long schedule will reduce the ability to change room efficiencies in the future. Wright agreed, but requested the schedule be implemented before adding in the room usage to the process. Supalla noted preparing a year-long schedule that effectively uses rooms may result in a schedule not driven as much by faculty (i.e. more late afternoons, Friday classes, and weekend offerings). Wright disagreed it is necessary to tie a year-long schedule to room use. Supalla responded two recent utilization studies of MnSCU colleges/universities reflected inadequate use of campus space before 9:00am, after 2:00pm, and on Fridays. Bequette questioned what might be done to expedite initiation of a year-long schedule. Wright answered by indicating that a year-long schedule and room use are two different issues and should not be tied together.  
ACTION: Both parties agreed to review the possibility of a year-long schedule.

ITEM 8 (A) Winter Break Closing 04-05 Update – Supalla reiterated the UCR Campus (with the exception of the Regional Sports Center) will be closed beginning at midnight on December 23, 2004, and remain closed through January 2, 2005. Anyone needing access to the campus and their offices can obtain a security code. Hansmann has requested employees contact the Maintenance Department at 285-7262 if they are entering the buildings during the break so the security alarms are not activated.  
ACTION: Information Only.

ITEM 9 (F) Faculty Offices – Wright shared some security concerns expressed by the faculty housed in the former 70s Room, i.e. do the entrance doors lock automatically, may curtains be hung on the windows for privacy, may cubicles be purchased for workstations, are there keys for the file cabinets. Hansmann responded the entrance doors do not automatically lock, no plans were being considered for curtains, and the faculty may contact her office to obtain keys for the locking files. If inadequate faculty office space is an issue, Supalla indicated the administration may investigate the possibility of converting some smaller classrooms into faculty offices. Bequette confirmed his office would review the possibility of converting smaller classrooms into offices once the semester is underway and a space utilization study is available. Wright expressed a concern that converting further classrooms to offices will make it more difficult to schedule classes.  
ACTION: Hansmann will send an e-mail to the faculty housed in the former 70s Room notifying them that it is a temporary arrangement and instructing them to see her for keys to the files. Bequette will investigate the possibility of converting smaller classrooms into faculty offices.

Adjourned at 3:05 p.m.

NEXT MEETING: September 28, 2004 – 2:00pm – AT109