Visiting Scholar Series presents…
Polarized Politics and the Rise of the Independent Voter - A discussion by Former Congressman Tim Penny - October 12, 2000, 11:00 a.m. – UCR Hill Theater

Tim Penny is a senior fellow at the Hubert H. Humphrey Institute of Public Affairs. Last spring, on the brink of announcing his run for the U.S. Senate, Penny instead announced his intention not to run, citing his desire to put his family first. From 1976 until 1982, Penny was a member of the Minnesota State Senate, representing a legislative district in south-central Minnesota. From 1982 to 1994, Penny represented southeastern Minnesota’s First Congressional District in Congress. Widely respected for his moderate political views and practical approach to governance, Mr. Penny also holds the position of Senior Counselor to the Minnesota-based public relations firm, Himle-Horner.

Penny is a board member and policy chair for the budget watchdog group, the Concord Coalition. He co-chairs the Committee for a Responsible Federal Government and is an advisory member for the clean campaign project, the Minnesota Compact. Among other activities, Penny serves on the Board of Trustees for Wells Fargo Funds. He is associated with two think-tanks, serving as a policy fellow with the Washington-based CATO institute and the Minnesota-based Center for the American Experiment.

A co-author of three books, his latest book is titled, The Fifteen Biggest Lies in Politics.

Phi Theta Kappa Information Sessions
The following information sessions are open to all students who may be eligible to join Phi Theta Kappa, the international honor society for two-year colleges:

Monday, Oct. 16, 8 am, Charter Room, UCR College Center
Monday, Oct. 16, 12 noon, Heintz Center C107
Tuesday, Oct. 17, 10 am, Charter Room, UCR College Center

Students are eligible to become members if they meet either of the following chapter requirements: at least a 3.5 GPA after 12 semester credits or 3.4 GPA after 16 semester credits. If you have students who think they may be eligible, please encourage them to attend one of these sessions.
**Weekly funny…**

![Image of a cruise ad with text: "Your cruise ship looked a lot bigger in your ad."]

**RCTC Chiropractic Clinic**

"While other professions are concerned with changing the environment to suit the weakened body, Chiropractic is concerned with strengthening the body to suit the environment"  
*B.J. Palmer*

**RCTC Chiropractic Clinic Hours:**  
Mon-Thurs 2-6 pm - Suite HC211  
Phone: 507-529-2736 or 1-800-247-1296

### Baldrige Banterings

Design criteria – staff input, September 25, 2000  
Staff participated in the “Stinger Café” an interactive tool to gather input from faculty and staff about the draft design criteria statements. Using 10/4 voting participants were asked to choose the most important design criteria and least important design criteria. Each participant had up to ten votes and could not cost more than four votes for any one item. Additionally participants were asked to identify what was missing from the draft design criteria statements.

<table>
<thead>
<tr>
<th>Design Criteria</th>
<th>Most</th>
<th>Least</th>
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<tbody>
<tr>
<td>Continuous response to change with flexible, accessible programming</td>
<td>71</td>
<td>13</td>
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<tr>
<td>Broad-based planning, continuous improvement, and quality service, widely communicated</td>
<td>33</td>
<td>25</td>
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<tr>
<td>Resources are aligned to support the mission of the college.</td>
<td>103</td>
<td>19</td>
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<tr>
<td>Staff is enamored with their jobs at RCTC.</td>
<td>92</td>
<td>94</td>
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<tr>
<td>RCTC, as part of its world class facilities, has the latest in technology.</td>
<td>109</td>
<td>30</td>
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<tr>
<td>Continuous evaluation processes include staff performance and stakeholder input.</td>
<td>17</td>
<td>60</td>
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<tr>
<td>Student services at RCTC will provide flexible transferability between institutions, user friendly entry systems for secondary students and seamless paths and/or connections between all program/credit choices (including allowances for life experience).</td>
<td>140</td>
<td>6</td>
</tr>
<tr>
<td>Up-to-date credentialed staff focus on students and continuous improvement</td>
<td>65</td>
<td>47</td>
</tr>
<tr>
<td>Community embraces the vision of RCTC and RCTC continues to respond to community needs.</td>
<td>88</td>
<td>12</td>
</tr>
<tr>
<td>Diverse values are evident in the services and programs offered to all students.</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>Partnerships with education and business utilize common resources to meet common goals</td>
<td>111</td>
<td>6</td>
</tr>
<tr>
<td>RCTC’s excellence and quality are recognized worldwide.</td>
<td>27</td>
<td>203</td>
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<tr>
<td>Program delivery, personalized services, and effective communication reflect RCTC’s belief in the individual student</td>
<td>99</td>
<td>4</td>
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<tr>
<td>Stakeholder expectations determine student success</td>
<td>5</td>
<td>218</td>
</tr>
<tr>
<td>College will adapt to meet the changing market needs.</td>
<td>109</td>
<td>24</td>
</tr>
<tr>
<td>Funding should be based primarily on performance and customer satisfaction.</td>
<td>6</td>
<td>239</td>
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<tr>
<td>“Policy supports practice.”</td>
<td>27</td>
<td>147</td>
</tr>
<tr>
<td>Administration, faculty and staff performance will be based on continuous improvement and reflect the mission and vision of the college</td>
<td>25</td>
<td>30</td>
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</table>
November 9th - Career Day 2000 outline

Information Sessions on the Heintz Center Campus are offered from 8:00 – 11:30 with sessions at: 8:00, 8:30, 9:00, 9:30, 10:00, 10:30, and 11:00 (7 sessions)

Information Sessions on the UCR Campus are offered from 9:30 – 1:30 with sessions at: 9:30, 10:00, 10:30, 11:00, (lunch break) 12:00, 12:30, 1:00 1:30 (8 sessions)

8:00 – 9:00: Rochester Public Schools begin to arrive on the Heintz Center campus and students plan to attend 2 sessions at 8:00 and 8:30. They move to the UCR campus to arrive there in time to attend sessions at 9:30, 10:00, 10:30, and 11:00. We feed them pizza in the commons from 11:30 – 12:00 – and move them to the gym to visit the career fair or to more sessions and activities around the campus. The Fashion Show starts at 1:30. The Rochester Public Schools load their buses at 2:15 and leave the campus.

9:00 – 11:00: The Outer City students arrive on the Heintz Center campus and begin attending sessions. They attend sessions at 9:00, 9:30, 10:00, 10:30, and 11:00. We begin feeding them pizza in the commons at 11:20 and move them to the UCR campus. They attend sessions at 12:00, 12:30, 1:00 and 1:30. The Fashion Show starts at 1:30.

Career Information Sessions: The career information sessions are presented by faculty, business people or both. These are half hour sessions representing over 70 career opportunities and information presented may cover some of the following topics:

1. What is a typical day like in this career field, what do I do, where could I work?
2. What is the salary range and what are some of the other employment opportunities in this career field?
3. Where do I receive the training or education I need to do this job?
4. What type of aptitudes and skills are needed and how do they relate to this career?
5. What courses are very important in this career area and what are the courses like?

Career Day 2000 Books: Career Day gives students from Southeastern Minnesota High Schools an opportunity to learn about a wide range of careers. The Career Day Books were developed to be used by students as a planning tool before they arrive at Career Day. Listed on pages 19 and 20 is a complete schedule of the activities that are planned for November 9th, 2000 in addition to maps and room assignments. These books can be used on an individual basis or in a classroom setting. Please note that Page 2 of this book contains a tear out permission form for students to use. The last page contains a tear out evaluation form to be completed by students and returned to RCTC for help with planning next year’s event. Students should bring these books to Career Day 2000. Contact Deb Rogne at 280-3120 or email deb.rogne@roch.edu for more information.

The Business Fair in Rockenbach begins at 11:00 and ends at 4:00. The Business Fair is comprised of Rochester and Southeastern Minnesota area businesses who set up display booths and talk to students about opportunities and employment needs in their career field areas.

The Career Fashion Show is offered from 1:30 – 2:00 in Rockenbach. The Fashion Show is coordinated and presented by the Retail Merchandising students at RCTC.

Thank you
I would like to thank the administration, faculty and staff for the fruit basket, cards, phone calls & the e-mails that I have received since my car accident. Your thoughtfulness and well wishes are so very much appreciated!!

- Patty Stevens
Supalla’s Scribblings

On September 16, Child Care Resource & Referral and RCTC co-sponsored the 18th Annual “Keys to Quality Care” early childhood training conference on the UCR campus. Lisa Klossner, CCRR Training Coordinator, wrote…”The time, energy, and organization of so many on the RCTC staff certainly contributed immensely to its [conference] success. It would be impossible to put on a conference with close to 300 people in attendance, and have it run so smoothly without the help of the good people at RCTC. I would especially like to commend Luanne Schmidt, Dave Carr and the media services staff, Jack Denny and the maintenance staff, Gary Peterson and the food service staff, and Carol Naatz for their kindness and efforts in meeting our needs. I would like to express my gratitude for the co-sponsorship of RCTC. The use of the facility enables us to provide training to people who provide early care and education to the children in eleven counties in southeastern Minnesota. We look forward to having the opportunity to work with your very talented staff at future conferences, including the “Focus on the Children” Conference on April 21, 2001.” Almost everyday I hear glowing reports of how RCTC staff accommodate and delight our visitors and guests…thank you!

Steve Murray, AS/400 Education Specialist in the CE/WD Department, has been selected for an IBM International Technical Support Office (ITSO) residency. Beginning October 9, Steve will serve on a working team that will write an IBM Redbook on AS/400 Operations Navigator. IBM Redbooks are developed through a unique program that teams IBM technical professionals with business partners, customers, and IBM product development staff. The team of residents is chosen through a competitive nomination process and works at one of the ITSO centers for two to eight weeks, devoted to developing an IBM Redbook. IBM Redbooks are technical books, much like textbooks, dealing with very complex technical issues on IBM products. For Steve to have been selected from many candidates, on a competitive international level, speaks very well of his professional abilities, and reflects favorably on RCTC. Congratulations, Steve! Thanks are also due Ivan Imm and Ellen Nelson who presented at the recent Workforce Development Conference in Rochester. Ivan’s “white paper” on the current health care worker shortage crisis was featured in the conference program.

Many kudos to Tony Peyla who continues to get numerous compliments for working with the Student Senate to organize a wide variety of campus events, both educational and social, and then keeping staff updated via weekly “Here’s What’s Happening” e-mails. You don’t have to search very hard almost any day of the week to find some special event on campus. As Tony often reminds us…”Yes, it’s me again, inviting you to join in on some more fun.” Why not take him up on the offer?

In the next few weeks, you’ll be hearing more about the results of our “2000 Awareness, Attitude, and Usage Study” conducted by the SNG Research Corporation. The survey of adults residing within RCTC’s service area provided the College with statistically valid measures of awareness and attitudes regarding both RCTC and UCR. Just a few of the survey results from the Executive Summary…

✔ When asked, on an open-ended, unaided basis, which institutions in the Rochester area come to mind when thinking about higher education, more than half of the respondents mentioned RCTC, a significant increase compared to previous years.

✔ The portion of respondents saying RCC, Community College, Vo-Tech, Technical College, or Riverland dropped considerably, indicating that there is less confusion as to the name of the institution.

✔ Respondents in 2000 were more likely than in 1999 to say they’re “very familiar” with the programs and services offered by RCTC and half of respondents stated that they feel at least somewhat familiar.

✔ As in previous years, when asked to rate their impressions of RCTC on several factors, the attribute that respondents rated most highly was “location,” followed by “overall value for money.” The only area that showed a significant decrease compared to previous years was “access to computers and technology.”

✔ Two areas that seem as more important in 2000 than in 1999 were “offers innovative programs/courses” and “offers flexible enrollment options such as independent study.”
Two-thirds of respondents recalled seeing or hearing some sort of advertising or promotion for RCTC in the past 60 days.

About one-in-five respondents took any credit or non-credit courses at a Rochester area college or university in the past year, compared to one-in-ten that had taken courses during the previous year when asked in 1999.

Seven-in-ten respondents expressed at least some interest in taking on-line courses through RCTC if they were available and one-fifth were “extremely interested.”

Until the next Scribblings…Don

Recipients for vacation donation program
Listed below are the new individuals who have been approved as recipients for the vacation donation to the sick leave account program. These individuals may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to these individuals or any other recipients on the sick leave account. More details regarding these individuals and forms to donate leave are available from the human resources office.

Larry Bune - Mn. Correctional Facility/Oak Park Heights
Larry Senger - Department of Public Safety
Wanita Huerd - Department of Human Services

Menu of the Week
Taher, Inc.

This week's panini – Montana ranch chicken breast.......................... $3.50
This week's wrap – Smoked turkey with fruit salsa.................................$3.95

MONDAY – Cream of cauliflower and chicken gumbo soup
Pasta Extravaganza! Choose from three pastas, two sauces, two meats, with salad and garlic bread............ $4.25

TUESDAY – Baked potato and chicken noodle soup
Beef and lamb Greek gyros with rice...................................................... $4.25

WEDNESDAY – Tomato florentine and vegetable beef soup
Chicken pot pie with a biscuit .................................................................... $4.25

THURSDAY – Cream of turkey and seven bean soup
Taco platter with three tacos, Spanish rice and refried beans.................. $4.25

FRIDAY – Chef’s choice of soup
Chicken or beef fajitas with peppers and onions ....................................... $4.25

Food Drive – Sponsored by RCTC Nursing Forum
Tuesday, October 10 from 8am-12noon – Main Campus Atrium
Wednesday, October 11 from 8am-1pm – Main Campus Cafeteria
Thursday, October 12 from 8am-12noon – Main Campus Atrium

Proceeds to benefit Channel One Food Bank - Cash Donations are Welcome!
Up to Speed

Below is a portion of an e-mail I received a couple of weeks ago:

“My name is Thorunn Bjarnadottir, and I'm the local contact for the group that will visit your school Oct. 10...This group from Iceland is the schoolmaster association. This is an association of schoolmasters of what we call the comprehensive high schools or colleges. The kids who go to these schools are in the age range from 16-20 years old. They have a choice between a liberal arts track or a track that is more vocational in nature. They are visiting Minnesota as a sort of a professional development. We are going to visit Your College, the Zoo School, Lake Superior College and Hennepin Technical College. The theme for their visit is Educational Leadership. They are particularly interested in learning about the particular focus of each school, and why that focus was chosen, what went into making these choices and how it has worked out. They would like to see the building and learn about the kinds of education the students can get there, and where students go from there….” Thank You - Thorunn Bjarnadottir

In September RCTC hosted two post secondary educators from Nambia thanks to Karin Wilking’s Kellogg Fellowship and her trip to Nambia this past August. What a wonderful experience that was. I look forward to another wonderful experience with Thorunn and the schoolmasters. They are coming to RCTC to learn about nursing and allied health programs, in particular. They’ll be here from 10-2:30 on Oct. 10th. If any of you in any area would like to share in this great international opportunity to visit with 22 Icelandic schoolmaster or to highlight your program, let me know via e-mail. RCTC: “world class institution!”

Judy Harris

A reminder from the UCR Facilities Committee on posting of signs

Only temporary directional signs are to be posted in the first floor Atrium, in the hallways, and in the entrances to the buildings. Care should be taken to ensure that signs do not block visibility for people as they enter or leave campus. Most entrances have glass areas (that are not doors) that should be used for these directional signs. Use only masking tape. Do not use scotch tape. Dates should be included on all posted signs.

There are mauve fabric bulletin boards at UCR to be used for posting of course offerings and student activities. They are located in the following areas:

♦ first floor landing of Endicott Hall
♦ first floor Coffman Center by the drinking fountains
♦ first floor Singley Hall stairwell landing
♦ hallway leading from Science/Technology Hall to Rockenbach Gym
♦ second floor hallway between Atrium and Singley Hall
♦ student study area on third floor Atrium
♦ first floor stairwell of Memorial Hall
♦ first floor across from the door to the RCTC Business Office
♦ elevator waiting area on the first floor of Plaza Hal
♦ second floor hallway of Plaza Hall (wall opposite the nursing lab)
♦ second floor of College Center on wall opposite student TV lounge
♦ first floor of East Hall on the left after you enter the building
♦ first floor hallway between East Hall and the College Center
♦ brick area on second floor stairwell landing between East Hall and Hill Theatre

The UCR Facilities Committee will be reviewing the bulletin board areas at Heintz Center and will publish locations of posting opportunities in an upcoming Crossings.
Celebration the diversity advantage!

Join us for GLOBAL CONNECTION WEEK AT RCTC
October 9, 12 and 13, 2000

Program begins Monday, Thursday and Friday at 11:00 a.m. – SHARP. Each day different cultures are explored! Activities include: Language activities, crafts from around the world, games, international performers, performance by the RCTC jazz band, children’s day and panel discussions.

On Friday, October 13 there will be a FREE PARTY with music and dancing and lots of FUN!!!! The party is from 7:00 to 11:00 p.m.

Rochester Community and Technical College - Administration and CCFA Meet and Confer Minutes for Tuesday, September 26, 2000 – 2:00 p.m. – Presidents’ Room

Present: Administration Harris, Mercer, Supalla, Swenson
Faculty Brown, Israelson, Lidke, Shafer, Tacinelli
Chair Supalla
Recorder Kingsbury

ITEM 1 (F) and ITEM 2 (A) Vice President Positions – Shafer announced the following resolution was passed by RCCFA: RCCFA endorses a national search, with local candidates invited to apply, for the two vice-president positions. Shafer noted if RCTC was a “world class institution” then it should consider from a “world class” pool of candidates. Shafer added CCFA would like to recognize those individuals that have been serving in the roles by allowing them full consideration in the search. Shafer noted the equity issue of requiring national searches for one-year full-time faculty appointments should require an identical process for permanent administrative positions. Supalla appreciated CCFA’s feedback, and announced the October 5th RCTC Open Forum will be another avenue for obtaining feedback. Supalla also announced Sheehan was compiling an organizational structure comparison of both stand alone and consolidated MnSCU colleges of similar size to RCTC, and the preliminary information indicates no clear cut structure exists within MnSCU colleges. Action: For Information.

ITEM 1 (A) Independent Study – Harris raised a concern with a recently filed grievance, noting the independent study process followed past precedents and changes to the process may have financial economic impacts on both faculty and the college. Harris added that the grievance was not in the spirit of serving students. Shafer responded the practice may have been conducted previously, but because of previous grievances, it was understood that the contract would not be violated again. Harris was unaware of any previous grievances. ACTION: Shafer will share documentation of previous Independent Study grievances.

ITEM 2 (F) West Staff Parking Lot Signs – Swenson acknowledged the old signs could be installed temporarily until the new ones arrive, however he noted the new signs should be arriving shortly. Swenson also announced the issuing of warning ticket would resume next week, with official tickets being issued a week later. ACTION: Swenson will post temporary Staff Parking signs in the West Parking Lot if the new signage doesn’t arrive within a week.
ITEM 2 (A) Staffing – Harris announced Diane Nicholls will be serving as Director of Nursing for both the LPN and AD Nursing programs, and that Anne Niccolai will be serving as Interim Dean of Health Related Sciences. Supalla also announced Jay Lee has been locally approved for a six month sabbatical to work on the Regional Public Safety Training Center project, however an official vacancy posting would not occur until final approval is received by the Chancellor. Action: Information Only.

ITEM 3 (F) Personal/Sick Day Reports – Shafer acknowledged the personal/sick day reports were received via intercampus mail today, but requested a follow-up be done on the accumulation of days since the last reports were generated. Action: Sheehan will be requested to have the reports reflect back to when the last reports were generated. Faculty having questions regarding the current report should contact Kim Peters in Human Resources.

ITEM 3 (A) Curriculum Council Impasse – Supalla announced a meeting would be held on September 27th to resolve the Curriculum Council issue. ACTION: Information Only.

ITEM 4 (F) Math Specialist Search – With the issue of counseling/advising roles currently at arbitration, Shafer requested the Math Specialist job description be changed, or the search be suspended until the arbitration is resolved. Mercer responded she wasn’t aware of any conflicts between the position and the arbitration. ACTION: Shafer will share more details with Mercer and discussed informally.

ITEM 4 (A) FY01 Budget – Swenson distributed the latest FY01 budget figures, noting even with adjustments there still appears to be a shortfall of over $320,000. Possible resolutions discussed included a freeze on new hires, a request to MnSCU to allow contingency funds utilized with a plan of action for replenishment in place, or an increase in Spring tuition revenues to offset the deficit. Shafer suggested, with an energy crisis expected this winter, that a reduction to four day workweeks be investigated. ACTION: For Information.

ITEM 5 (F) Scheduling of Insurance Meetings – Shafer requested insurance and other informational meetings be scheduled on the hour. It was also suggested that the sessions be videotaped for checkout by faculty teaching during the scheduled times. ACTION: Sheehan will be informed of the “meeting on the hour” request and will investigate the feasibility of videotaping future informational meetings.

ITEM 5 (A) 5th Tuesday – Harris announced there are two 5th Tuesdays during the 2000-2001 academic year, and suggested the focus of those session be on continuing discussions from previous staff development sessions. ACTION: For Information Only.

ITEM 6 (F) Retirees Pictures – Shafer suggested the Memorial Lecture Hall (MH223) be utilized for the expansion of the retiree pictures, noting its size and security would be two benefits. Supalla agreed with the location possibility and indicated the Audio Visual Department was in the process of collecting missing retiree pictures and has agreed to display those they have by the end of October. ACTION: For Information Only.

ITEM 6 (A) Self-Study/Quality Site Visit – Supalla announced a team of eight individuals from the Minnesota Council for Quality would be on campus October 24-26, 2000. ACTION: For Information Only.

ITEM 7 (F) Future Calendar – Monday Duty Days – Shafer requested Duty Days not be scheduled so close to the beginning of a semester, and to avoid Mondays because of lab set-up issues. ACTION: Administration will distribute a draft 2001-2001 academic calendar to faculty prior to the next meeting.

ITEM 7 (A) Career Day – Harris announced Career Day would be held on November 9th, adding an additional career day request, one that would target 8th grade District 535 students, has been received. Harris clarified Perkins Grant Funds are not available for 8th grade students, but other alternative arrangements could be made. It was also suggested that RCTC classes not be cancelled, thus allowing students the opportunity to view classes/labs in session. ACTION: For Information Only.
ITEM 8 (F) Notice to RCCFA Members Serving on All-College Committees – Shafer distributed the latest version of a notice to be distributed to all RCCFA members reiterating that the viewpoints of the members serving on All-College Committees/Task Forces, are only individual or departmental viewpoints, and do not represent the position CCFA may or may not have on issues. Supalla indicated UTCE has a similar viewpoint. **ACTION:** Shafer will work with UTCE to combine the two statements and have the final consolidated statement added to the All-College Committee listing, as well as including the statement in all future notices regarding solicitation of membership.

ITEM 8 (A) Spring Schedule – Harris announced the spring schedule was distributed via intercampus mail today, and that revisions were needed as soon as possible. Harris also requested faculty forward summer session course offerings to her office prior to Spring Semester registration. **ACTION:** For Information Only.

ITEM 9 (A) Professional Development Forms – Because Faculty Staff Development Request forms are still being received in the President’s Office after the conference/course is over, Supalla reiterated his desire to eliminate the “sign-off of the president” step and requested a summary report (outlining who utilized staff development funds, amount of funds approved, and where the faculty member went) be generated instead. **ACTION:** Shafer will forward the request to the Chair of the Faculty Staff Development Committee.

Adjourned at 2:44 p.m.

Next Meeting: October 24, 2000 – 2:00 p.m. - Presidents’ Room
ITEM 1 (A) Staffing – Harris announced Diane Nicholls will be serving as Director of Nursing for both the LPN and AD Nursing programs, and that Anne Niccolai will be serving as Interim Dean of Health Related Sciences. Supalla also announced Jay Lee has been locally approved for a six month sabbatical to work on the Regional Public Safety Training Center project, however an official vacancy posting would not occur until final approval is received by the Chancellor. **Action: Information Only.**

ITEM 3 (F) Sub Pay for Teachers Recruiting – G. Wright shared his recollection of an informal approval for faculty recruiting to utilize funds for substitutes in the classroom. Harris reminded the faculty that five extra student contact days are available and may be flexed by mutual agreement for such recruiting purposes. Supalla agreed many recruiting possibilities exist (i.e. Riverland Community College’s Career Day), and that faculty invited to participate should try to take advantage of the opportunity. **Action: Administration will review the allocated funds available for substitute pay and place the item back on the agenda in October.**

ITEM 3 (A) Curriculum Council Impasse – Supalla announced a meeting would be held on September 27th to resolve the Curriculum Council issue. **ACTION: Information Only.**

ITEM 2 (A) Program Review – Harris stated faculty wishing to retrieve program review information may do so through the ISRS MnSCU System, but that Lee would continue to be available for assistance. Watters responded the directive to the program leaders came across as if the reports generated may generate potential layoffs in a program. Watters also reiterated his position that the retrieving of data is a support person’s job. Harris responded instructional secretaries may be utilized for the generation of the reports, and the information generated from the reports should not be taken negatively (noting it often provides impressive data on the number of general education credits generated from a program). **ACTION: Harris will provide a template for the review of the data in program review.**

ITEM 4 (F) Minutes/Summary Reports for Department Coordinator/Program Leader Meetings – G. Wright requested official minutes be taken at the Department Coordinator/Program Leader Meetings. **ACTION: Harris will provide support staff to document minutes at future meetings.**

ITEM 4 (A) Professional Development Forms - Because Faculty Staff Development Request forms are still being received in the President’s Office after the conference/course is over, Supalla reiterated his desire to eliminate the “sign-off of the president” step and requested a summary report (outlining who utilized staff development funds, how much money was allocated, and where the faculty member went) be generated instead. **ACTION: G. Wright will forward the request to the Faculty Staff Development Committee.**

**Business and Industry Internships** – Supalla stated the Business and Industry Internship process (as stated in the UTCE Contract) was not being followed, and that a selection committee (similar to sabbatical requests) must be utilized to determine approval of requests. **ACTION: G. Wright will follow-up to identify faculty representatives on the committee.**

ITEM 6 (A) 5th Tuesday – Harris announced there are two 5th Tuesdays during the 2000-2001 academic year (October and January), and suggested the focus of those session be on continuing discussions from previous staff development sessions. Waters suggested reviewing the Stinger Café’ information at the October session. **ACTION: For Information Only.**

ITEM 7 (A) Self-Study/Quality Site Visit – Supalla announced a team of eight individuals from the Minnesota Council for Quality would be on campus October 24-26, 2000. **ACTION: For Information Only.**

ITEM 8 (A) Career Day – Harris announced Career Day would be held on November 9th, adding an additional career day request, one that would target 8th grade District 535 students, has been received. Harris clarified Perkins Grant Funds are not available for 8th grade students, but other alternative arrangements could be made. It was also suggested
that the sessions be held during the Student Contact Days scheduled after graduation.  ACTION: For Information Only.

ITEM 9 (A) Spring Schedule – Harris announced the spring schedule was distributed via intercampus mail today, and that revisions were needed as soon as possible. Harris also requested faculty forward summer session course offerings to her office prior Spring Semester registration.  ACTION: For Information Only.

ITEM 6 (F) MnSCU Funding Formula – A discussion was held on the funding formula used by MnSCU. Supalla explained the ratio varies among programs, but generally there are high, medium, and low classification. Supalla added these are theoretical ratios, and for every class under the minimum ratio, there is an expectation that another class would exceed the ratio (i.e. foreign language courses are required in liberal arts, yet enrollment is generally not met, however the philosophy and sociology courses always exceed the ratio, hence balancing out the overall figures.) ACTION: Administration will provide a report at the October meeting.

Adjourned at 4:15 p.m.

Next Meeting: October 24, 2000 – 3:00 p.m. - Presidents’ Room