Chancellor visit
On Thursday, November 7, from 11:15 am to Noon, Chancellor James McCormick will host a College Forum as part of his visit to UCR. The College Forum is open to all faculty, staff and students and will be held in Coffman 206/208.

Students raise money for Oxfam America
Sociology students concerned about world hunger will be coordinating a Fast for a World Harvest to raise funds for Oxfam America. They will be accepting pledges and donations in the Atrium on November 13th and 14th from 10:30 a.m. until 1:00 p.m. and collecting pledges on Monday, November 18th during the same times in the Atrium. Please be generous with this very worthy cause!

An Evening of Giving
Upward Bound Students and Staff are now selling tickets to “An Evening of Giving”, a private evening of holiday shopping at Apache Mall, which will take place on Sunday, November 24, 2002 from 7:00 to 10:00 p.m.

This special event for ticket-holders only will feature special offers and discounts from Apache Mall merchants as well as beverages and hors d’oeuvres, door prizes, free gift wrap, and live holiday entertainment!

Tickets for “An Evening of Giving” are $5.00 in the form of a donation. Proceeds will benefit the Upward Bound Scholarship fund. Tickets may be purchased at the Upward Bound Office (SS #150).

Purchase tickets today, help Upward Bound raise money, and get a jump-start on your holiday shopping!

TICKETS NOW ON SALE IN SS#150!!
Office Hours
Bookstore closed Monday, 11/11/02.

GODDARD LIBRARY AND LIBRARY TECHNOLOGY CENTER HOURS
November 9-11, 2002
Saturday, Nov. 9  9 AM-5 PM
Sunday, Nov. 10  1 PM-5 PM
Monday, Nov. 11  7:30 AM-10:00 PM

Weekly Funny
"They're the best set of headphones I've ever owned. When you're listening to music, you can't hear your parents yell, but you can hear the phone ring."

Sam’s Club – One Day Passes available
One-day pass to Sam’s Club are available on the table outside the Student Life Office, CC401, on the table in the mail room and at the Heintz Center Info Desk. Pick up your free pass today.

Educational Technology Department
The Educational Technology Department is available for project assistance (contact missy.hagen@roch.edu - phone 6126) and distance education services (contact scott.sahs@roch.edu - phone 2785). We assist faculty and staff with incorporating technology into the classroom or workplace. From WEBCT to interactive cds to website creation. Give us a call for your personal project, or enroll in one of our November classes:

11/4: 10:00  DreamWeaver Website Creation
11/7: 2:00   Access Databases
11/11: 10:00 Access databases
11/14: 2:00  DreamWeaver WEBSITE creation
11/18: 10:00 Projects Open Lab
11/21: 2:00  Projects Open Lab

Program Leaders/Division Coordinators Meeting
Tuesday, November 5, 2002
2:10pm in HA142 (not HC105 as previously e-mailed)

Nancy Shumaker will be present to discuss FERPA (Family Educational Rights and Privacy Act).
Supalla’s Scribblings

Thanks to those responsible for coordinating and participating in Tuesday’s wonderful memorial tribute to Senator Wellstone. Paul was a friend to those in need...students, dislocated workers, senior citizens, disabled persons and others. Less than two weeks ago he visited UCR where he participated in a Minnesota Public Radio Senate debate. As always, Paul spoke from the heart. Senator Wellstone will be remembered for fighting for those unable to advocate for themselves, his “Energizer bunny” enthusiasm, and his fiery speeches. Paul Wellstone, our friend, will be sadly missed.

If you haven’t been following the political campaigns of recent weeks, this is your last chance. Take some time before voting on Tuesday to inform yourself on the issues and the candidates...read the paper, watch TV, surf the Web, attend forums, talk politics with your friends...then VOTE! Those who win on Tuesday will impact the future of higher education!

Congratulations to the RCTC students who were recognized for their academic achievements at Monday evening’s Phi Theta Kappa Induction Ceremony. More than 50 students were inducted into RCTC’s Omicron Chapter. Advisor Barb Mollberg coordinated a wonderful program celebrating the academic accomplishments of these talented inductees. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

The 34 MnSCU institutions have intensified student retention efforts since last week’s release of enrollment information. Enrollment information released last week showed a 5.5 percent increase in the number of students taking credit-based courses system-wide than at the same time last year. This fall, 165,915 students are taking credit courses, an 8673-student increase. MnSCU schools have a retention rate of about 70 percent of first-year students returning to school the next fall. MnSCU will be requesting a $107.6 million biennial funding increase from the legislature, including $5.3 million to fund access and diversity initiatives. RCTC’s fall semester headcount increased 8.1 percent and credits sold increased 5.8 percent.

Colleen Landherr received word that the Staples Foundation has awarded the Voyageur Program a $5,000 grant! The local store manager was very influential in the Foundation’s decision. The RCTC grant is one of only 40 awards made from more than 300 grant applications. Congratulations, Colleen!

Jennifer Petersen, graduate of Suzanne Dinusson’s Retail Merchandising Program, was featured in the October issue of the University of Minnesota’s College of Human Ecology newsletter. Petersen, a Rochester native, decided on a career in the jewelry business and that the best route was through RCTC’s program. Thanks to a new articulation agreement with the University of Minnesota that makes transferring easy, Jennifer became the first RCTC student to enter the College of Human Ecology’s B.S. degree in Retail Merchandising.

According to Lori Gilbertson, CHE’s coordinator of new student services, the partnership with the Rochester program is a strong one, mainly due to RCTC retail merchandising program chair Suzanne Dinusson. “I couldn’t ask for a better partner than Suzanne,” she said.

Kudos to Deb Hare and the Yellowjacket soccer team whose great season came to an end with a loss in the Region XIII play-offs to a strong Bethany Lutheran College team. Best wishes to Jean Musgjerd and the women’s volleyball team who continue post-season play. Coach Hosier and the football team will vie for a chance to play in the State Championship game on Sunday, November 10 in St. Cloud when they take on Hibbing CTC at Century HS, 1 p.m. Saturday. Anne Green’s golf teams finished the season a few weeks ago and representatives will participate in the NJCAA tournament next spring. Congratulations to all our athletic teams. Don’t forget to pick up your tickets for the fall theatre production. Stay tuned for ticket information about upcoming musical productions. And people say there’s nothing for young people to do in Rochester?
At its September meeting, the Minnesota State College Faculty Board of Directors voted to fill two of four At-Large Executive Committee positions with RCTC faculty members, Jim Kehoe and Gregg Wright. Congratulations, Jim and Gregg!

Thought for the Week…

"All of us are watchers – of television, of time clocks, of traffic on the freeway – but few are observers. Everyone is looking, not many are seeing."

– Peter M. Leschak

Observe…and VOTE! Don

Career Fashion Show

The Retail Merchandising Program at Rochester Community and Technical College will present a Career Fashion Show during the RCTC Career Day on November 12, 2002. The show will take place at 10:30 a.m. and again at 1:30 p.m. in Rockenbach Gym. Stores featured in the show include: Herberger’s, Laura Ashley, Learner New York, Marshall Fields, Tyrol Ski and Sports, JC Penney, Express and Satin and Silks. Special thanks to the following for their help: RCTC Dance Line; Sound and Lighting: Sonic Elipse; Security: RCTC Law Enforcement Program; RCTC Horticulture Program.

Minutes – Pages 5-8
ROCHESTER COMMUNITY and TECHNICAL COLLEGE
Academic Affairs and Standards Council
October 8, 2002 – 2:00 p.m. – UCR – Presidents Room

Members Present: J Harris, J Helmers (Chair), J Kehoe, N Kotagal, B Mollberg, A Niccolai, V Olson, J Rodakowski
Recorder: J Kingsbury (in absence of R Splittstoesser)

Meeting convened at 2:10 p.m.

1. Other:
   a. Review contract language for Curriculum – J Harris
      The Committee name will be Academic Affairs and Standards Council. The faculty will chair and set agendas. If
      consensus is not reached on an issue, the RCTC President will be invited to attend the meeting. Membership will be two-
      thirds faculty and one-third administration. While it is recognized that the college president reserves the ultimate
      decision-making authority, the norm shall be to follow the decision of the AASC absent a compelling reason to do
      otherwise. J Lee, J Harris, N Kotogal, and B Mollberg will represent the administration, with others invited as guests on
      an “as needed” basis. A question arose on the replacement of B Bakken for J Rodakowski and the lack of representation
      from large areas (i.e. science, nursing, social science). Action: Faculty will clarify membership with Faculty President

   b. Committee Procedures – J Harris
      The Faculty Curriculum Council will meet the fourth Tuesday of each month with a curriculum proposal submission
      deadline of the 15th of each month. The Academic Affairs and Standards Council agenda will be distributed the Friday
      preceding each meeting. A template for the minutes will be used reflecting only final decisions. Attachments to the
      minutes will be incorporated once proposals are submitted electronically. K Machlica will review minutes with R
      Splittstoesser the Wednesday morning following each meeting, and minutes will be published upon final review by J
      Kehoe and J Helmers. Action: At the next meeting, Harris will provide a demo on the convenience/efficiency of
      electronic proposal submission.

   c. Proposal submission process – J Harris See (b) above.

      A Lidke and J Dahl will represent faculty on the task force. The task force will be charged with regular systematic
      review of all curriculum. Action: Information Only.

   e. Articulation process/procedure – J Harris
      J Kehoe will draft a MNTC General Education Reviews process and share with J Harris. Action: Item will be brought
      back to next meeting.

   f. Curriculum minutes – J Kehoe See (b) above.

2. 2001-2002 Carry Over Proposals

   Proposal 110, Computer Information Systems 2+2 WSU Articulation, program revision
   Approved pending 67-credit requirement. RCTC only requires 64 credits, but WSU requires an additional course. J
   Harris will follow-up with R Lohmann.

   Proposal 117, GSCL 1415, Medical Terminology, course revision
   Approved.

   Proposal 118, GSCL 1500, Understanding Human Relations in the Workplace, course revision
   Withdrawn by administration.

   Proposal 134, BU 1560, Basic Electricity, course deletion
   Withdrawn by faculty. Proposal missing course outline, but may be resubmitted.
In compliance with the rules recently established by the Academic Affairs and Standards Council, incomplete forms (including those lacking course outlines) will be withdrawn until appropriate documentation is received. The proposal may be resubmitted once the forms are completed in full. Because many course proposals and revisions lack the course outline in the proposal, the outline form will be incorporated in the proposal form currently available on the “J” Drive of the network.

Proposal 135, BU 1641, Electrical Theory II, course revision  
Withdrawn by faculty. Proposal missing course outline, but may be resubmitted.

Proposal 206, SPCH 1114, Fundamentals of Public Speaking, course revision  
The change of title was previously approved at the May 2, 2002 meeting.  
Denied inclusion in Emphasis #9 for MnTC. Proposal missing objectives and specific criteria, but may be resubmitted.

Proposal 207, Mechanical Technology, program revision  
Denied - Program revisions do not meet MnTC or general education requirements.

Proposal 208A, Digital Arts: Web Design and Development, program revision  
Approved.

*Coinciding honor courses for English, sociology and economics need to be included consistently in all program sheets.
*The need to include both old and new program sheets with proposals is desired and will be requested on the instruction sheet.

Proposals 234-241, ASF course revisions  
Tabled until rationale is received for tally max change. Administration does not support the lowering of tally max unless there is an obvious functional problem or teaching methodology to support the change. J Helmers will follow-up with J Dahl. Proposals may be approved if resolution is made with Administration prior to the next meeting.

Proposal 242, BTEC 2355, Microcomputer Business Applications with PowerPoint, new course  
Tabled – Administrations supports the proposal if the one credit PowerPoint class is delete, listed as a concurrent enrollment course, or the new course is a variable credit course. B Mollberg will follow-up with appropriate individuals.

Proposal 243A, Radiography, program revision Approved.

3. 2002-2003 Proposals  
Proposal 1, HUM 2942, The Nature of Nurture, Honors POD for Fall 2002, new course – for information only  
No Action Needed – Concern raised about listing of some Honors PODS for science credits of humanities content. An “umbrella” approval was granted in a previous year for courses with similar approach, but different content. B Mollberg will forward copies of minutes reflecting the “umbrella” approval. After reviewing the minutes reflecting the “umbrella” approval, the issue will be brought back for discussion at the next meeting.

All course proposals must be submitted and approved through Academic Affairs and Standards Council prior to advertising or inclusion in the term schedule. Faculty Curriculum Council does not accept proposals by adjunct faculty (unlimited fulltime assigned field signature required, ex. Ed Shafer, Humanities).

Proposal 2, HUM 2963, Headline Hype: Medical Research Design for Writers and Consumers of Health News, Honors POD for Fall 2002, new course – for information only  
No Action Needed – see Proposal 1.

Proposal 3, ENGL 2260, Latin American Writers, new course Approved.

Proposal 4, DA 1280, Dental Assisting Internship, course revision Approved.
Proposal 5, Supervisory Management, A.A.S. and Concordia University College of Graduate and Continuing Studies School of Human Services (CSHS), Articulation Agreement  Approved.

Proposal 6, Supervisory Management, A.A. S. and Concordia University College of Graduate and Continuing Studies School of Accelerated Learning (CSAL), Articulation Agreement  Approved.

Proposal 7, DA 1215, Dental Practice Management, course revision
Tabled until rationale is received for tally max change. Administration does not support the lowering of tally max for the sole purpose of room size, noting appropriate room accommodations can be made. N Kotogal will follow-up with B Crawford. Proposal will be approved if resolution is made with Administration prior to the next meeting.

Proposal 8, Horticulture Technology and University of Wisconsin – River Falls, Articulation Agreement.  Approved.

Proposal 9-39, Veterinary Assistant and Veterinary Technician programs and courses
Approved pending appropriate change in hours per week. J Lee will make appropriate changes.

Proposal 40, MATH 2208, Fundamentals of Statistics, course revision
Tabled until rationale is received for tally max change. Administration does not support the lowering of tally max for the sole purpose of room size, noting appropriate room accommodations can be made. B Mollberg will follow-up with J Buchl. Proposal will be approved if resolution is made with Administration prior to the next meeting.

Proposal 41, Health Information Technology, program revision
Tabled pending approval of Proposal 42. Concern raised about general education listing. B Mollberg will follow-up.

Proposal 42, BTEC 2830, Health Information Technology (HIT) Review, new course
Approved pending final approval from J Helmers. Concern was noted that tally max isn’t consistent with other HIT courses. The Distance Education/Technology Committee will review the tally max for alternative delivery courses and a recommendation will be forward to Academic Affairs and Standards Council. B Mollberg will follow-up with J Gust.

Proposal 43, CAD 1230, CAD Data Management, course revision  Approved.

Proposal 44-47, CAD course revisions  Approved pending J Lee’s review and approval.

Proposal 48, MUSC 1601, Electronic Music Synthesis I, course revision
Approved pending outline review. Helmers and Mollberg will follow-up.

Proposal 49, MUSC 2292, Studio Projects, new course
Tabled – Administration noted concern that other project opportunities currently exist within music discipline (independent study, project courses, internships.) B Mollberg will follow-up with K Dobbe.

Proposal 50, JOUR 1192, Latin American Film Studies, new course.  Approved.

Proposal 51, GSCL 1500, Understanding Human Relations in the Workplace, course deletion.  Approved.

Proposal 52, PHED 1125, Yoga for Life, new course.  Approved pending J Lee’s review and approval.

Proposal 53, Credit By Exam, Curriculum Policy revision
Approved – It was noted that a grade of “D” will count as a passing grade for Pass/Fail and Credit by Exam.
Proposal 54, Cardiovascular Invasive Specialist, program revision  Approved.

Proposal 55, Associate Degree in Nursing (A.S.) Registered Nurse (RN), program revision
Approved - It was suggest that the sentence “Some courses may be used to meet a Goal in 1-6 and one goal in 7-10,” and the listing of Goal 7-8 be deleted from the program sheet. N Kotogal will follow-up with D Nichols.

Proposal 56, NURS 2207, Maternal Newborn Nursing, course revision  Approved.

Proposal 57, GERM 1000, Traveling in German-Speaking Europe, new course
Approved pending change from “annual” to “periodically” so the trip can be re-evaluated, and also pending course outline justifying three-credit assignment and method of evaluation to be used. J Helmers will follow-up with G Dreier and resolve before October 15.

The meeting adjourned at 4:03 p.m.