Baldrige Banterings
If Moe Schmoe walked into your office today and wanted to know what his grade was, could you tell him? Students at RCTC have indicated through satisfaction surveys that they want up-to-date information on how they stand in the class. Like all of us, they don’t like surprises at the end of the semester. This issue was one of the topics in our Rapid Response sessions last Spring. These brainstormed solutions will be turned over to a new Rapid Response team that is being formed to study this issue in more depth. Since this is a Teaching and Learning issue, the Rapid Response team will be an ad hoc task force reporting to T and L. Please contact Judy Harris if you would like to be on this team. Current grade information is just one of the ‘satisfaction gaps’ that we are attempting to close before the next student satisfaction survey.

Staff development opportunity
Minnesota Department of Human Rights 17th Annual Conference – Human Rights Day 2000 – Friday, December 1, 2000 – Touchstone Energy Place @ RiverCenter, St. Paul. The conference fee is $125, which includes all workshops, hand-out materials, and lunch. The conference features 12 powerful new workshops, packed with information on the latest trends, emerging issues, best practices and key decisions shaping the future of human rights, presented by outstanding speakers and panelists. Who should attend? Employers, Human Resource professionals, affirmative action officers, educators, diversity trainers, students. Visit the Department of Human Rights website for more information on conference agenda and registration information: http://www.therightsplace.org/

RCTC Chiropractic Clinic
RCTC Chiropractic Clinic Hours: Mon-Thurs 2-6 pm - Suite HC211

Who: The Chiropractic Technician Students
What: Mini Massages
When: Wednesday November 22 from 11:00 a.m.-1:30 p.m.
Where: UCR Campus, Atrium
Why: To relax you before the Thanksgiving break
Cost: $2.00 donation for a field trip planned this spring
Weekly funny…

So, you say you’re feeling a bit overwhelmed with your workload?

RCTC staffing update

Administrative
- **Acting Dean of Academic Affairs**. Internal search; application deadline 11/10/00.
- **Dean of Health Sciences** (MnSCU Administrator). Position currently being posted/advertised nationally.
- **Director of Nursing** (MnSCU Administrator). Position currently being posted/advertised nationally.

Faculty
- **Instructor of Health and/or Physical Education and Head Football Coach** (UFT MCCFA). Position currently being posted/advertised nationally.
- **Instructor of Computer Science** (UFT MCCFA). Position currently being posted/advertised nationally.
- **Instructor of Horticulture Technology** (Adjunct UTCE). Position currently being advertised locally.

Unclassified Professional/Supervisory
- **Math Specialist - SSSP** (UFT - MnSCU Program Director 1). Appointment pending.
- **Workforce Development Specialist** (UFT – Custom Training Representative). Position currently being posted/advertised.

Classified AFSCME
- **General Maint. Worker** (Intermittents). Applications accepted ongoing.
- **General Maint. Worker** – Work Area B. (UFT 2nd shift position). Position posted; bids accepted through 11/20/00.
- **Office and Administrative Assistant** – Student Affairs Work Area (Admissions & Records Office) (UFT). Dera Johnson appointed.
- **Office and Administrative Specialist Intermediate** – Academic Affairs Work Area (UFT - UCR Scheduler). Appointment to be made from DOER eligible list.
- **Customer Service Specialist (Stores Clerk)** – Institutional Services Work Area (UFT). Sue Bunton appointed.
- **Customer Service Specialist (Cashier’s Office)** – Institutional Services work Area (UFT). Position on hold.

Classified MAPE
- **Information Technology Specialist 2 (Helpdesk Lead)** (UFT). John Putman appointed.

For information on any of the above openings, contact the human resources office at x7125.

Holiday Drawing

Attached to this week’s *Crossings* is a flier with information on the Upcoming…

Lucky 7 Holiday Drawing

Sponsored by the: RCTC Upward Bound Program.

Make sure to get your tickets soon!
Supalla’s Scribblings

Congratulations to Susanne Sheehan and all who contributed to the drafting of RCTC’s Affirmative Action Plan. I was notified this week that the MnSCU Office of Diversity and Equal Opportunity has approved our 2000-2002 Plan. Michael Watts, Director of the Office, said…”Your school has a good plan that should advance affirmative action efforts in state service during the next two years. Your next affirmative action plan is scheduled for submission July 31, 2002.” Way to go, Susanne!

Brock Dubbels, English adjunct instructor, has received a Fulbright Scholarship. Only America’s brightest educators qualify for this prestigious scholarship. Congratulations, Brock!

The application deadline for the Internal Search for Acting Dean of Academic Affairs (Jay Lee’s sabbatical replacement) is November 10. Applications will be accepted from qualified staff currently employed in one of the three UCR public higher education institutions. The search committee, chaired by Barb Mollberg, will begin the selection process next week.

Retirement rumors abound on campus…This time each year, speculation centers around who might be considering retirement. The college has already begun to develop a list of faculty/staff vacancies for the 2001-02 academic year. If you’re considering possible retirement at the end of this school year and have questions, Susanne Sheehan is an excellent source of information. The leadership team is always appreciative of those retirees who make their intentions known early so that the college can make staffing plans and, if necessary, post vacancies early in 2001.

The American Association of Community Colleges conducted a study to expand the knowledge base concerning the role of community colleges in providing remedial education. An analysis of the responses yields these findings:

- An average of 36 percent of students new to higher education in fall 1998 were enrolled in at least one remedial course.
- The majority (75 percent) of institutions requiring assessment for all students also require placement into remedial courses.
- More than 95 percent of responding institutions use computers in at least one remedial subject area.
- Nearly half (45 percent) of institutions provide contracted remedial education courses to business and industry.

Minnesota’s hiring demand index (HDI) is a key measure of workforce demand measured by the demand due to factors other than turnover – mainly the demand for new entries to the field. The HDI provides a measure of the balance (or imbalance) between vacancies and the pool of jobseekers by controlling for turnover. If the number of vacancies is high compared to the annual level of turnover or replacement hiring that takes place, this suggests a shortage of qualified, interested jobseekers. The six occupational groups with the highest current HDI values in Minnesota are: community and social services, healthcare support, healthcare practitioners and technical, construction and extraction, personal care and service, and computer and mathematical. MINNESOTA EMPLOYMENT REVIEW, September 2000 (August 2000 data)

I know that some of you have already started your holiday shopping. As you’re making purchases, please keep in mind our annual Teddy Bear Drive. The drive to collect teddy bears was started as a way to say thanks to law enforcement and safety personnel for their involvement in Myatt Helmer’s rescue. The drive continues as a way to collect bears that ride with police officers and sheriff’s deputies and are used to comfort children involved in difficult situations. The bears will be collected at the annual Holiday Reception, December 13. Why not donate a whole den of bears!
Did you know…Today over 10 million students attend more than 1100 community colleges throughout the United States. Since their beginnings 100 years ago, community colleges have offered a unique educational opportunity for transfer, vocational training, and community service. The underlying principles of access and equality are at the core of the community college mission. Just a few of the reasons why students select a community college:

- Qualified and Accessible Faculty
- Class Size
- Wide Variety of Majors
- Flexible Course Schedules
- Diverse Student Population
- Low Tuition Rates
- Responsiveness
- Student Satisfaction
- Articulated Programs to Four-Year Colleges
- Focus on Meeting Community Needs
- Technology Infrastructure
- Convenience

Thought for the Week…”You can’t stop the waves, but you can learn to surf.” – Jon Kabat-Zinn

Don

Menu of the Week
Taher, Inc.

This week’s panini – Vegetable vegetarian………………………………………….  …………$3.50
This week’s wrap – Roast turkey with cranberries……………………………………………. $3.95

MONDAY – Cauliflower and cheese and chicken bistro soup
Meatloaf with garlic red skinned potatoes, veggie and a roll………………………………………... $4.25

TUESDAY – Cream of asparagus and vegetable beef soup
Broccoli and cheddar quiche with pasta salad and fresh fruit………………………………. $4.25

WEDNESDAY – Beef barley and potato cabbage soup
Beef stroganoff over rice with vegetables and roll………………………………………………... $4.25

THURSDAY – Cream of turkey and chicken dumpling soup
Grilled chicken in brandy cream sauce with fettuccine noodles……………………………………. $4.25

FRIDAY – Chef’s choice of soup
Grilled rueben sandwich with French fries and 20 oz. Fountain drink ……………………………. $4.25

COAT DRIVE EXTENDED!!!!
Just a reminder that the coat drive for Christmas Anonymous has been extended to Wednesday, November 15. Coats may be dropped off at the UCR or Heintz Center Information Desks. Call CHOICES at x5510 if you have any questions.

RCTC fall concert
The RCTC Music Department will present "Let the Music Begin" concerts on November 15 and 16 at 7:30 pm in Hill Theatre. For more information or tickets, call Rhonda in the RCTC Music/Theatre Office at 285-7200.
TeachNet Inservices

November

2- GroupWise 1 & 2 - SH 203 - 3-5 PM
This session will cover the new Groupwise enhancements. Includes features such as default settings, signature files, folder management, attachments, calendars, appointments and web access.

6- GroupWise 1 & 2 - SH 203 - 3-5 PM
This session will cover the new Groupwise enhancements. Includes features such as default settings, signature files, folder management, attachments, calendars, appointments and web access.

13- Fireworks - SH 203- 3-5 PM
An introduction to Macromedia’s graphics product. Includes creation of vector or pixel-based graphics, web settings, animations, rollovers, buttons, special effects, exporting and converting file formats.

14- Net Meeting – ST110 – 12:30-1:30PM
A demonstration of a live, two-way interactive video/audio meeting using a web cam and microphone/speakers. Users can meet with students, colleagues, instructors or experts located around the world. Includes a basic presentation of requirements and setup, whiteboard, file sharing and resource sharing.

16- Dreamweaver - SH203 - 3-5 PM
An introduction to the Macromedia web site creation program. Includes local and remote site definitions, layer management, layout, picture importing, links and publishing.

20 - How to teach ITV - ST110 - 1-2:30 PM
A demonstration of the ability to use ITV to transmit and interact with remote sites. Includes the definition of technology, techniques for effective instruction, common challenges, techniques for increasing participation and use of mixed media.

27- Web Enhanced Courses using Blackboard - SH203 - 3-5 PM
A hands-on session that will enable participant to leave with a fully functional class web site. Includes account setup and creation, control panel options, assignments, course content, online testing, grade books, tracking, enrollment options, and site management.

30- Open Lab - SH 203 - 3-5 PM
Bring your project related to any software product and TeachNet staff will be available for questions while you work on your project.

December

4- Excel 2000 - SH 203 - 3-5 PM
An introduction to Microsoft’ spreadsheet program. This class will demonstrate the setup for a grade book file and includes default settings, options, formulas, charts, text formatting, worksheet management and output options.

6- Guiding Principles for Distance Learning - SH 101 – 10-11 AM
7- Powerpoint 2000 - SH203 - 3-5 PM
An introduction to Microsoft’s slide presentation program. Participants will be involved in hands-on exercises including default settings, new slide options, layout, templates, designs, pictures and clip art, audio and video, and output options.

13- Alternative Storage Demo - ST110 - 1-2:30 PM
A demonstration of the various hardware and software tools available for file storage. Some of the devices include Zip 100/250 drives, CD-writeable drives, Super disks, floppies, JAZ drives, ORB, Internet folders such as X drive, compression tools such as WinZIP and others.

14- Word 2000 - SH 203 - 3-5 PM
An introduction to Microsoft’s word processing program. Includes demonstration of page setup options, tool options, formatting, picture use, font properties, importing and exporting, spelling and grammar, web publishing and output.

20- Grades - SH 203 - 10:15-11:00 AM and 1:15-2:00 PM
An open lab aimed at assisting instructors in entering or updating their course grades online through the MnSCU system. Requires the knowledge of account information (Stinger ID and password) and student grades.

Sarah Prigge/Operations Coordinator -(507) 280-2924

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Visiting Scholar Series presents…

American Diplomacy: A Global Perspective on the Past and to the Future
A lecture by Former Ambassador Rozanne L. Ridgway

November 15, 2000
11:00 a.m. – UCR Hill Theater and 7:00 p.m. Rochester Public Library

Ambassador Rozanne L. Ridgway has been an American foreign policy leader since the Nixon administration. Her expertise as an international negotiator has been demonstrated in complex multilateral and bilateral agreements she negotiated on behalf of the United States.

In the early 1970’s, Ridgway skillfully negotiated longstanding issues over fishing rights in Brazil, Peru and the Bahamas. During her tenure as Deputy Assistant Secretary of State, she negotiated the 200-mile fishing rights treaty. Subsequent negotiations by Ridgway led to the return of property belonging to U.S. citizens in Czechoslovakia, an arrangement that will provide the basis for similar negotiations with Cuba when relations are normalized. Her success dealing with these issues -- complicated mix of domestic politics, economics, foreign policy and international security issues – prepared her for substantial contributions at the highest level of government.

As Special Assistant to the Secretary of State for Negotiations and, subsequently, the Assistant Secretary of State for Europe and Canada, she was the lead negotiator at all five Reagan/Gorbachev summits. These brought the first substantive reductions in nuclear weapons, signaled the beginning of the end of Communism and the Cold War, and established the fundamental realignment of global power as America prepared for the 21st century.

Between Ridgway’s positions at the Department of State, she served as America’s Ambassador to Finland from 1977 to 1980 and as the Ambassador to the German Republic between 1983 and 1985.
Rochester Community and Technical College

Administration and CCFA Meet and Confer

Minutes for Tuesday, October 24, 2000 – 2:00 p.m. – Presidents’ Room

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

ITEM 1 (F) and ITEM 1 (A) Vice President Positions – Supalla announced a national search process for both the Vice President of Student Affairs and Vice President of Academic Affairs would commence in November/December, with interims eligible to apply. Some responsibilities of the positions are being modified (moving AV/ITV/Media Services from Academic Affairs to Information Technology, and returning the Institutional Advancement role to the Student Affairs area). Supalla also indicated consideration is being given to adding institutional effectiveness to the Marketing/Communication area. Action: For Information.

ITEM 2 (A) Budget – Swenson distributed copies of the former Community College Allocation Model and the proposed MnSCU Allocation Framework which will be implemented in FY02. The proposed instructional allocations will be based on Classification of Instructional Program (CIP) Codes. For complete accuracy, courses are being properly coded with a CIP code and all expenses will be properly linked to the respective cost centers. Shafer requested the Faculty Fiscal Committee be involved from the onset in the structuring of the FY02 budget. Swenson also shared the revised FY01 Budget Summary including recent adjustments. ACTION: For Information.

ITEM 2 (F) Math Specialist Search – Shafer shared CCFA’s concern that, according to the Memorandum of Understanding, the math specialist position description reflects counselor work. Mercer responded the duties reflect “B” work, which is not limited to counselors. ACTION: Both Faculty and Administration will wait for the outcome of the arbitration hearing before pursuing the issue further.

ITEM 3 (A) Policy Revisions – 1st Reading and ITEM 6 (F) Disclosure of Educational Records

   Fresh Start – Mercer reported the proposed changes would not affect the intent of the policy, but only provide for “fairness” to students throughout the academic year. Shafer suggested that this matter be handled in Curriculum Council (particularly if that would resolve it sooner). Harris responded “Fresh Start” was not a curriculum matter, hence better served by a discussion at General Matters EOV.

   Fundraising – Mercer announced the proposed policy would establish a process for clubs/individuals raising money for the college.

   Student Data Privacy – Mercer announced the proposed changes would reflect current practices. Shafer asked what academic records were dealt with by the Athletic Department, and Mercer responded it was the Athletic Director’s responsibility to verify eligibility requirements.

   Travel Management – Supalla announced a college credit card was available for lodging and airline purchases. All airline reservations purchase orders must be processed through the Business Office.

Action: Faculty will review all policy changes/additions and bring comments back at the next meeting.

ITEM 3 (F) Sick/Personal Day Reports – Shafer questioned if the reports could be tracked back to the last prepared reports. Supalla responded the amount of time to complete the process for every CCFA member would be unrealistic, however, faculty may submit tracking requests to the Human Resources Department on an individual basis. Action: Faculty will be encouraged to contact the Human Resources Department on an individual basis for clarification of individual sick/personal day balances.
ITEM 4 (A) Mission/Vision Statements – Supalla announced the mission and vision statements attached to the agenda reflected changes based on input from faculty, staff, and committees. RCTC is scheduled to take the mission/vision statements to the MnSCU Board for approval in December. ACTION: Information Only.

ITEM 4 (F) Smart Classroom/Computer Lab Availability and ITEM 6 (A) 2001-2002 Class Schedule – Shafer shared the faculty concerns of lack of adequate access to classrooms with computers/projectors, and requested appropriate funding be provided for more classrooms, and that an equal opportunity be provided to all faculty in requesting usage of the rooms. Harris announced Rachelle Splittstoesser has returned to her former position of administrative secretary, and that Michelle Stahlman has accepted a temporary appointment as the UCR Scheduler to the Academic Vice President. The UCR Scheduler will use Schedule 25 to develop a template of all rooms, and user requirements will be taken into consideration as the software helps optimize room utilization. Faculty may need to be flexible in scheduling smart classrooms. Supalla also announced TELEPro will be adding additional data projectors, cameras, and smart boards in the next few months. ACTION: Harris will investigate the possibility of a rotation for smart classroom requests.

ITEM 5 (A) 2001-2002 Calendar – Supalla outlined the three proposals and requested feedback or an alternate proposal from the faculty. ACTION: The 2001-2002 Calendar will be revisited at the next meeting.

ITEM 7 (A) 2000 Awareness, Attitude, Usage Study – Supalla encouraged the faculty to review the report and forward questions/comments to Dave Weber. ACTION: For Information.

ITEM 8 (A) December Meeting Date – Supalla questioned if CCFA would prefer to reschedule the December meeting. ACTION: The December meeting is tentatively rescheduled for December 19th at 3:00 p.m.

ITEM 9 (A) Class Cancellations – Supalla announced the Human Resources Department would be adding a Class Cancellation site on the Internet to announce what classes are cancelled each day. Shafer requested the instructors’ names not be included, but rather course ID and section numbers be utilized. ACTION: Supalla will notify the Human Resources Department not to use faculty names in the announcements.

ITEM 10 (A) Director of Student Support Services Program Posting – Supalla shared the posting for the Director of Student Support Services Program. ACTION: For Information.

Adjourned at 3:04 p.m.

Next Meeting: November 28, 2000 – 2:00 p.m. - Presidents’ Room

"In the Spotlight"

Resurrecting Two on Tuesdays--responding to your request. Every second Tuesday of the month from 2-4 an academic department or program is invited to share its story with faculty and staff--a time to highlight/showcase what is going on in your area. A second program or department is invited to volunteer as host for the event, providing treats for those in attendance. The same process will occur on the 4th Tuesday of the month from 2-4 except that a nonacademic area will be highlighted.

November 14th from 2-4 Law Enforcement
Join Brian Watters for a demonstration of the law enforcement simulators at HC. Host program is the CE/WD Division.

HOPE TO SEE YOU THERE!!!
Come to a panel discussion
What do Muslims, Jews, Catholics, Protestants, Mennonites and Buddhists have in common? Come to a panel discussion of religious leaders on issues relating to sex and gender and find out! The discussion is Monday, November 20 from 12:00-1:15 pm in CF206/208. Issues such as abortion, sex education, the roles of men and women, birth control and sexual orientation will be discussed. This promises to be a lively discussion, so plan on attending! For more information, contact Lynn Guenette at 280-2928.