Assessment of Student Learning Committee Meeting

DATE: Tuesday, November 23, 2004
TIME: 1:00 - 2:00 p.m. (Please note time change – join us when you can)
PLACE: AT-102 Conference Room

AGENDA
- Updates
  - Fifth Tuesday- English ASL Project, Tuesday, November 30, 2004
  - ASL Department/Program Training PowerPoint
  - Upcoming Workshops/Conferences
- ASL Strategy #1 - Assess Student Learning at the Program/Department Level
  - Facilitate Completion of ASL Component of Program Review (ASL Matrix)
  - Sign-up to co-facilitate with Anne or Tammy one Department/Program Assessment Discussion (Dental Hygiene, History, Digital Arts, Health, Electronics, MTS, Business, HUC, Humanities, Horticulture, Journalism)
  - Prompt Questions to complete ASL Matrix
- English Assessment Project Highlight (Julie Rodakowski)

In recognition of World AIDS Day 2004
RCTC Student Health Services and the Professional AIDS Network (PAN) present: Blood Lines (A film about fear and confusion, hope and anger, joy and the remarkable resilience that HIV positive young people share.) Blood Lines presents a montage of interviews telling one story. Statistical data and information about the epidemic are shared throughout the video. It is an emotionally powerful, yet ultimately uplifting view of young, positive people - a view that is completely personal because it is seen from the inside out.

World AIDS Day - Wednesday, December 1, 2004 - CF206-208
Show times - 9:00, 10:00, 11:00, 12:00 & 1:00
This film is less than 30 minutes in length. Students, staff and faculty are welcome attend.
Weekly Funny

SNAPSHOTS at jasonlowe.com

Carol simply couldn’t relax knowing that at any moment five rowdy men might scream “HUMBIE!”

Marketing Fact
According to the Spring, 2004 Campus Quality Survey, 65% of faculty and staff surveyed had a "Good" or "Excellent" overall impression of RCTC, down from 71% in 2003.

Getting to know the RCTC Foundation Board of Directors – Barbara Swisher

The Rochester Community and Technical College Foundation was created in 1961 through the efforts of then college President Charles Hill and local business and community leaders interested in providing philanthropic support to the college. The early founders focused on alumni relations and set about to establish scholarships, both annual and endowed. The current board continues that tradition as well as works to enhance the visibility of the college. Recently the board completed a strategic planning process where it reviewed its mission, vision and values. During the working session the board recognized the importance of its role both within the college and in the lives of students. Barbara Swisher Amundson is the President of the board this year. She became a board director in June 2001. Her link to the college began when her late husband Dr. Joel Swisher came to RCTC as its football coach in 1995. Joel had a successful career here as head football coach but died suddenly of a massive heart attack in 2000. He was 56 years old. Barbara is originally from Saskatoon, Canada. She received her BA, summa cum laude at Jamestown College in North Dakota, majoring in business administration and history / political science. She went on to receive her law degree from University of North Dakota and practices family law as a partner in the law firm of Patterson, Ostrem and Swisher. In 2003 Barbara married Dr. Kevin Amundson. She has two grown sons, Todd and Tyler. When asked about her commitment to RCTC and her leadership role on the RCTC Foundation, Barbara replied, “I am a believer in higher education and I have seen up close the impact this school makes on its students. I saw it in the players who were on my late husband’s teams, my youngest son Tyler went to RCTC and it is apparent throughout this community, the number of residents who attended RCTC.” “You see them as nurses at the clinics, mechanics and machinists, in law enforcement and teaching at schools after getting their start at RCTC.” she continued, “RCTC is such a community asset, it gratifies me to support it in any way I can.” After Joel Swisher’s death, a scholarship was created in his memory. Each year Barbara attends the scholarship ceremony and presents the award certificate to the recipient. “This scholarship helps celebrate Joel’s life and allows his family the opportunity to witness his legacy.” stated Barbara. Barbara is leaving a legacy herself with the tireless effort she gives to the RCTC Foundation.

RCTC 90th Birthday Planning to Begin
In September 2005, RCTC will turn 90. A series of year-long celebration activities including a birthday party, documentary, website and other events are to be planned. If you are interested in being part of the planning group please contact Dave Weber. The task force will hold its first meeting in early December. A number of small groups charged with planning and executing parts of the larger plan will derive from the parent task force.
Supalla’s Scribblings

This week, Governor Pawlenty received the long-awaited Citizens League Report on Higher Education. The report makes the case for higher education reform to meet the challenges posed by changes in Minnesota’s economic, demographic and state budget climate. The higher education review and report was requested by the Governor earlier this year and includes broad recommendations to position Minnesota more competitively for the 21st Century. Governor Pawlenty said he will carefully consider the report while building his higher education agenda. He said he is particularly interested in recommendations that would more effectively prepare high school graduates for college-level work. The Governor also expressed interest in a recommendation to bring more clarity, focus and differentiation to the missions of Minnesota’s public colleges and universities. The Governor said he will ask the Higher Education Services Office to explore a strategy to develop a consumer-oriented accountability system to provide Minnesotans with clear and objective information about the performance of Minnesota’s colleges and universities—a need identified in the report. In a nutshell, the report indicates “The Citizens League sees trouble ahead in higher education and proposes improved high school preparation, a new K-14 standard, improved accountability, and greater focus at public institutions.”

The Citizens League panel conducted a six-month study of the future of higher education in Minnesota. The commission concludes, in a summary released this week, Minnesota is not “ready for the future.” Among the “troubling” trends cited in the report:

- The United States has fallen from 2nd to 15th internationally in the proportion of students going on to higher education
- The percentage of Minnesotans aged 18-24 enrolled in college, but who have not graduated, declined from 43 percent in 1992 to 36 percent in 2002

The report proposes a new “always excellent, always available” vision of higher education premised on three goals:

1) The best educated workforce in the world
2) A globally competitive center for excellence in research and innovation
3) Leading the nation in transferring this knowledge to citizens, businesses and communities

The report recommends several immediate and long-term recommendations, including:

- Raise standards and participation in higher education
- Understand that Minnesota’s $6 billion K-12 education system and $1.3 billion higher education system need to be a seamless enterprise to equip Minnesotans for successful living and working in the 21st Century
- Adopt a K-14 expectation as the minimum level of education competency for 21st century through expansion of post secondary educational options, and pilot projects between MnSCU and local school districts
- Make better use of the resources taxpayers invest in K-12 education by requiring a college preparatory curriculum for all students, and by “rethinking the senior year.”
- Improve accountability and transparency
- Provide parents, students, policy leaders and employers with better information
- Replace the existing Higher Education Services Board with a new Higher Education Performance Council, independent of higher education providers
- Create annual report cards detailing the strengths and weaknesses of higher education providers
- Foster centers of excellence and accelerate the creation of MnSCU centers of excellence
- Improve the focus of Minnesota higher education institutions and promote more centers of excellence
- Support the contributions and new growth of private and career college institutions
- Increase the University of Minnesota’s focus on research and development
- Maintain access and affordability
- Use the challenges of Minnesota’s current fiscal situation to rethink how we ensure higher education remains accessible and affordable
➢ Appoint a panel of experts to review Minnesota’s present methods for ensuring affordability
➢ Give MnSCU similar autonomy as the U of M by requiring a two-thirds vote by the Legislature to override decisions by the MnSCU Board on the allocation of resources and facilities

RCTC’s existing partnerships at UCR, collaborations with K-12 and continuous improvement process culture provide a great foundation for implementing many of the League’s recommendations. If you’re interested in reviewing the entire 27-page “Trouble on the Horizon” report, it’s available at www.citizensleague.net.

Thought for the week…
There is no power for change greater than a community discovering what it cares about.

– Margaret Wheatley

Don

Crossings Classifieds

For Sale: Century convertible (front/rear facing) infant car seat with T-shield, $20; red metal toddler bed frame, $20. Call Deb Schloegel #7230 or 280-0932 after 5 p.m.

Wanted: Good used super single, or double sized waterbed. Call Mona Perman at 529-1451, evenings.

Volunteers Needed: Christmas Anonymous Needs Your Help! Christmas Anonymous is an all volunteer organization that helps over 1,500 children in Olmsted County have a wonderful Christmas. The organization provides toys, books, clothing, etc. to children who might not otherwise have any gifts to open at Christmas. How can you help? Please consider volunteering to be an escort on the day of the “store.” On Saturday, December 11 parents are escorted through the “store” and assistance is given in selecting age-appropriate gifts for their children. They will also receive a food box designed to provide them with a Christmas meal. The shift times are 8:00-11:30 a.m.; 10:00 a.m. – 1:30 p.m.; and 12:30-4:00 p.m. You can also choose to work the entire day. Please send us an e-mail or leave us a voice message if you can help out. In addition to your name, let us know when you would like to work and please provide your address so a follow-up reminder card can be sent. If you would like to donate a new toy for this event, there will be a KTTC-sponsored Toy Drive on Saturday, December 4 from 9:00 a.m. – 4:00 p.m. at the KTTC studio. We’ll be there to accept your generous donations. Come be a part of the spirit of giving that is alive and well in our community. Call Gail Sauter, ext. 5114 or June Meitzner, ext. 7213

Festival of Giving…Tickets available NOW!

RCTC Upward Bound is now selling tickets to A Festival of Giving, a private evening of holiday shopping at Apache Mall, which will take place on Sunday, November 21, 2004 from 7:00 to 10:00 pm. 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, and live holiday entertainment. Tickets for A Festival of Giving are $5 each and available from Deb in SSSP or from an Upward Bound staff person in HA 116. Ticket sales will continue through Thursday, November 18, 2004 so purchase a ticket today, help the Upward Bound Scholarship Fund, and get a jump-start on your holiday shopping. Alternatively, just come and enjoy the evening festivities.

What’s New at Goddard Library

We have another trial database available for you to try. It will be available for 14-days starting Monday, November 15, 2004. ARTStor – This is a digital library that contains approximately 300,000 art images that document artistic traditions throughout history. The images include architecture, painting, sculpture, photography, decorative arts, design, as well as other forms of visual culture throughout the world. The Museum of Modern Art in New York, the Carnegie Arts of the United States, and the Huntington Archive of Asian Art are just a few of the collections contributing to this database. Please let us know what you think about this database. A brief online evaluation form appears as you exit the database.
ITEM 1 (A) 2005-2006 Proposed Academic Calendar – Wright summarized the outcome of a meeting held with Supalla regarding the proposed 2005-06 academic calendar, noting Supalla supports two student success days and expressed concerns about removing the spring day. Supalla added student satisfaction surveys have continually reflected the students’ desire to know how they are progressing in classes, feeling these days should provide the assistance necessary to answer those questions. Wright responded he doesn’t agree the Student Success Days are resolving the issue, but agreed to work with Bequette to convene a task force to review past activities and propose a new plan. Both parties agreed to table the calendar discussions until November in order to allow the task force an opportunity to address the issue and present an alternative plan. If no plan is received, or if the plan is unacceptable with Administration, Administration has the right to revert back to the previous year’s calendar. ACTION: The 2005-06 Academic Calendar will be finalized at the November meeting.

ITEM 1 (F) Machine Tool Equipment Sales – Wright expressed his appreciation to Hansmann for providing the detailed information on the Machine Tool Equipment Sale profits and expenditures, however indicated his assumption that the space renovation expenditure items were coming out of Repair and Betterment (R&B) funds. Hansmann agreed, stating normally expenditures would come from R&B, but with budget reductions and limited funding available, it was necessary to utilize the machine tool equipment sale profits to make necessary R&B for other academic programs. Hansmann also noted R&B funds are not fenced, but come out of the general operating budget. Further discussion was held regarding the desire to have R&B budgeted at $1.50 per square foot, but realistically the College is only able to fund 65 cents per square foot, which is in the middle range of what other MnSCU colleges are doing. ACTION: Information Only.

ITEM 3 (A) Biennial Budget – Supalla announced the MnSCU Board of Trustees rejected the students’ request for a tuition freeze and distributed summary information from the October 20, 2004 MnSCU Board of Trustees meeting. Supalla also noted, although MnSCU rejected the freeze, the state student organization will probably make a similar tuition freeze request to the Minnesota Legislature. ACTION: Information Only.

ITEM 3 (A) Library Code of Conduct – Cram announced the draft Library Code of Conduct is not an official College Policy, nor will the entire document be published in the Student Handbook, but the Code would be referenced in several locations to notify students of disciplinary action if it is not followed. Cram also noted the Library Code of Conduct received support from the Student Senate. ACTION: Wright waived the second reading and the faculty support the Library Code of Conduct. Cram will distribute the information appropriately to the students/staff, and reference the Library Code of Conduct in the next Student Handbook.

ITEM 4 (A) Student Conduct Policy (1st Reading) – Cram outlined the proposed changes to the existing Student Conduct Policy, noting his desire to be more generalized in the disruptive behavior examples in order to provide more latitude for the faculty. It was agreed that the disruptive conduct examples should be coordinated through the Office of the Vice President of Teaching and Learning as a part of new faculty orientation and reminders should be sent out the faculty at the beginning of each semester. Bequette suggested common language be available for the faculty to place in their syllabi. Marconett questioned when a situation would go before a judicial board. Cram responded it is always hoped to have situations resolved informally, but the judiciary board would be called if needed. Everyone agreed that a faculty member has the right to remove a student from a class if the situation warrants, however the student has the right to return to the class during the appeal process, hence the necessity to move quickly in the process. Hansmann suggest III (b) be corrected to reflect the College only has one faculty bargaining unit. ACTION: Wright waived the second reading and the faculty support the Student Conduct Policy as revised. Cram will distribute the information appropriately to the students/staff, and reference the information in the next Student Handbook.

ITEM 6 (A) Faculty Evaluation for Online Courses – Gust announced that Len Goldfine is putting the faculty evaluation in an online format to allow for evaluation of online faculty per the MSCF contract. Bequette added the proposal is to have the information aggregated with the inability to disaggregate. ACTION: The final proposal for Online Assessment will be shared through the Academic Affairs and Standards Council.
ITEM 7 (A) Academic Program Improvement Policy (1st Reading) – Bequette outlined the proposed changes (which include input from faculty) to the Academic Program Improvement Policy. Bequette noted the current policy did not accurately reflect the guidelines/process being used and the proposed changes align with current practice. The proposed policy changes will be shared at an upcoming Division Coordinator/Program Leader meeting and the guidelines and template are still being finalized. ACTION: Bequette will forward an electronic copy of the proposed changes to Wright and the item will be brought back to the next meeting for a second reading.

ITEM 1 (F) Minimum Qualifications – Wright noted one of the difficulties that exist with the MnSCU Board Policy 4.3 (Designated Assignments and Minimum Qualifications for Faculty) is that the College has already hired faculty without the minimum qualifications. Wright suggested temporary part-time faculty be notified that their continued employment opportunities may be contingent to them meeting the minimum qualifications, or to establish a timeline for which they must meet the minimum qualification. Bequette responded it is the commitment of the Academic Affairs departments to no longer offer employment to new hires that do not meet the minimum qualifications without written rationale and his approval, hence reducing the number of faculty that don’t meet the policy. In addition, Bequette plans to notify current faculty not meeting the minimum qualification that their consideration for full-time employment may be in jeopardy without the qualifications. Everyone agreed search committees need to be aware of the minimum qualifications so they don’t forward a recommendation for a candidate that doesn’t meet the minimum qualifications. Marconett questioned the status of those faculty that do not meet the qualifications now. Bequette reiterated that those individuals would not be affected at this time if they continue in their same part-time status, but may be in jeopardy for any advancement. Supalla added it was the intent of the College to grandfather those individuals, but if additional directive is received by MnSCU, or future bargaining negotiations require a change, then the College will have to reconsider the position. Wright also questioned the position on increasing part-time work (i.e. .3 FTE to a .8 FTE). Bequette reiterated his position that the minimum qualifications were being directed to new hires. ACTION: Bequette will prepare a letter with the minimum qualification directive for distribution to Search Committees, and send letters to those current part-time faculty not meeting minimum qualifications notifying them of the risk of advancement without the qualifications.

ITEM 8 (A) Strategic Planning – Supalla announced the President’s Advisory Council (PAC) along with individuals from the Academic Affairs and Standards Council (AASC) and outside constituency groups (GRAUC, UCR Advisory Council, RCTC Foundation) will comprise the Strategic Planning Task Force. Wright has indicated his plans to represent faculty for both PAC and AASC. The first meeting is scheduled for November 4 with three additional one-half day sessions over the next few months. ACTION: Information Only.

ITEM 9 (A) Other – Hansmann reminded everyone that communication has been distributed to the employees about the UCR Campus Closing during the semester break, suggesting anyone with questions contact either Hansmann or Arntson. ACTION: Information Only.

Adjourned at 3:05 p.m.