Changes in the Office of the Vice Presidents
As many of you know, Audrey Clausen will be retiring on December 5 after 34+ years of dedicated service in various offices at RCC and RCTC. Please join us at a reception honoring her on Thursday, December 4, 10am-noon in the 3rd floor atrium. We wish her the best as she enjoys more time with her grandchildren and the warmth of the southwest sun.

Roxy Roadway has joined the VP team full time and will be providing assistance to both the VP of Student Affairs and the VP of Academic Affairs. Roxy brings a broad range of experience to the office and we are lucky to have her complement the team. Welcome Roxy!

Roxy will support the functions of the VP of Student Affairs office as well as make appointments for Judy Harris. There is now one number to call, 7127. In addition, she will also provide general receptionist duties for Christine Clements (WSU).

Rachelle Splittstoesser will continue her responsibilities for AASC, Program Sheets, Independent Study, Permission to Override, ISRS--curricular and course scheduling, R25 Implementation, submission of Academic Affairs documents to MnSCU, and lead instructional support person. Rachelle has moved to SS-303 sharing an office with Mona Permann. Her phone number remains 7234.

Darlene Baldwin will remain in the Office of the VP of Academic Affairs temporarily.

Assessment of Student Learning
Please join us for the November Assessment of Student Learning Committee meeting.

DATE: Tuesday, November 25
TIME: 2:30-3:30 p.m.
PLACE: President Room College Center

AGENDA
* Overview of Supervisory Management Assessment Pilot
* Highlight E-Lumen Assessment Software
* Updates (Critical Thinking Assessment, Assessment Reporting Rubric, Assessment Budget)
Weekly Stakeholder and Market Fact
The total statewide economic impact of Minnesota State Colleges and Universities in 2001 was over $3.0 billion.

The enhanced productivity of graduates of degree programs and training programs offered by MnSCU contributes over $2 billion to the Minnesota economy each year.

When compared to estimated net state spending, the economic benefits returned to Minnesota by MnSCU amount to $6.28 for every dollar spent.

Next week RCTC's economic impact will be highlighted.

Weekly Funny
"That's an artist's rendering of a fish I caught but got away. It's the actual size... at least I think it is. I never actually got to see it."

Weekly Stakeholder and Market Fact
The total statewide economic impact of Minnesota State Colleges and Universities in 2001 was over $3.0 billion.

The enhanced productivity of graduates of degree programs and training programs offered by MnSCU contributes over $2 billion to the Minnesota economy each year.

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Next week RCTC's economic impact will be highlighted.

Lucky 7 Holiday Drawing!
Try your luck at winning one of seven wonderful prizes! Get your tickets soon! For more information, see the attached flier!

Tutor Needed
Upward Bound is in need of a tutor for the St. Charles school district on Tuesday's from 3:00 - 5:00 PM. We are in need of someone to tutor two sophomores and a junior in all subjects, however Spanish and Math subjects have the greatest need. Experience is not necessary but a definite plus. If you know of any students fitting these qualifications, please have them call Nathan Tesch at 280-2917, email at nathan.tesch@roch.edu, or stop by SS 156.

You’re Invited!
Please join me in celebrating my retirement from RCTC by accepting my gift to the RCTC staff and faculty, an evening of entertainment and delight in the form of a theatrical performance by:

The Reduced Shakespeare Company's
Complete Works of William Shakespeare Abridged
presented by Jerry Casper, Nick Mezacapa and Greg Miller

The entertainment begins at Hill Theatre on Thursday, December 18 from 3:30 to 6:00pm. Spouses and significant others are encouraged to join you. Come, fill the theatre!

Rather than a card or gift, please consider a dollar or two contribution for RCTC scholarships. Dave and I will match every dollar collected on the 18th...as long as it isn't more than my severance!

Judy Harris

Bookstore Closing
The RCTC Bookstore will close at 4:30pm on Wednesday, November 26th for the Thanksgiving break.
Supalla’s Scribblings

Chancellor McCormick’s excerpts, drawn from television interviews done this summer on KCCO’s Twin Cities Business Radio, appeared in the September edition of the Twin Cities Business Monthly.

How will the education system look in 2013? The students of 10 years from now will want our service to be more convenient, 24 hours a day, seven days a week, anywhere. We’ll rely more on technology for delivering higher education, and of course globalization is entering the picture.

What will the growth areas be? There will be great growth in continuing education that all of us will have to have as we change jobs six or seven times a career. But that will have to be delivered in very efficient and student-centered ways. We’ll also have to do a better job of measuring the results of the investment, and we’re going to have to be more efficient.

Former MnSCU Chancellor and Governor Arne Carlson’s Chief of Staff authored a guest editorial in the November 3 St. Paul Pioneer Press. Here’s what Morrie had to say about education. “…more than 50 percent of respondents don’t believe that the state is doing better than it was 30 years ago and 76 percent don’t believe it will be better 30 years from now. This interpretation of the poll says Minnesota is resting on its reputation and not doing the things that build a strong future. … Higher education is a critical factor in the vision equation. Minnesota lags behind most Midwest states in participation in higher education. It’s been on a decline for nearly a decade. A recent white paper points out that there is mismatch between our economic growth desires and our educational outcomes. Of 37 high-tech-related positions, Minnesota colleges and universities provide degrees in only 17 of these fields. Student debt continues to rise as we give 50 percent of the aid to 15 percent of the students. Technology application is poor. Quality and access are on a collision course due to funding decisions. Our K-12 system has become a one-dimensional discussion. If we have ‘acceptable standards’ and we can test against them, then we will have somehow created a successful learning environment. A quality education system also needs to invest in professional development of all teachers.

Minnesota Education…

- More than 89% of Minnesotan’s have a high school diploma – the third highest rate in the nation. The state’s 2001 graduation rate was fifth highest at more than 82%, and far greater than the U.S. average of 67.2%. That same year, about 28% of Minnesotan’s age 25 and older had bachelor’s degrees compared to less than 26% nationally.
- Minnesota’s public schools averaged 3.2 students per computer for the 2001 school year – better than the U.S. average of approximately 4.2 students per computer.
- In the fall of 2001, more than 297,000 students were enrolled in Minnesota’s institutions of post-secondary education. That number is as high as it is, in part, because Minnesota has made higher education access a priority. During the 1970s, the Minnesota Legislature set a goal of making available at least two years of public, post-secondary education within a half-hour’s drive of 90 percent of the state’s residents. Achieving that goal was expensive – it involved building modern new schools in several of the state’s less-populated regions – but it was accomplished in time for a wave of baby boomers who were reaching adulthood. It helped create a workforce of Minnesotans who are literate, informed, and ready to meet the demands of today’s workplace.
- The MnSCU system includes 7 state universities, 6 community colleges, 9 technical colleges, and 12 combined community and technical colleges. MnSCU colleges and universities comprise 53 campuses around the state.
- Minnesota’s community, technical, and combined colleges served more than 105,000 students in the fall of 2001. About 93% of students from two-year institutions found jobs in their field of study soon after graduation.
- Minnesota is home to 30 private four-year institutions and 13 private graduate schools. The state also has an array of private institutions offering occupational training.

A sincere thank you to everyone who played a role in making the Fifth Annual Career Day a tremendous success. More than 2000 area high school students had a chance to step foot on campus, learn about potential careers and higher education options, interact with faculty and community reps, view the latest in fashions, and meet new friends.
Judy Bird was recognized as a Board member of the Southern Minnesota Association of Fundraising Professionals at the Chartering Celebration on November 10. For more than 40 years, AFP has been the standard-bearer for professionalism in fundraising, working to advance philanthropy through advocacy, research, education, and certification programs. AFP is the professional association of individuals responsible for generating philanthropic support for a wide variety of nonprofit, charitable organizations. Have you made your annual RCTC Foundation contribution yet?

A forum about the effect of state budget cuts on childcare assistance will be held at 7 p.m., Monday, November 17 in Room CF206/208. The 2003 Legislature cut $90 million from the childcare assistance program for working families.

A couple from Dallas, who received a letter from their niece as part of a writing assignment, wrote their own letter complimenting Ivonne Tjoe Fat. “We have been the fortunate recipients of two of the four letters from one of your students in the General Psychology class. Your student is our niece. We always look forward to hearing from her but these have been unusually enlightening topics and we want to congratulate you on this thought-provoking assignment. As prejudice as we can be when it comes to our niece, her personal experiences intertwined with the intellectual theories made for interesting reading and analysis. Again, congratulations on finding a unique opportunity to expand your students’ growth.” Way to go, Ivonne!

**Thought for the Week…**

Neil Armstrong once said, “You only have to solve two problems when going to the moon: first, how to get there; and second, how to get back. The key is don’t leave until you have solved both problems.”

*Shoot for the moon! Don*

**Legalization of Marijuana Debate Scheduled**

Steven Hager and Robert Stutman will debate the issues surrounding the legalization of marijuana. Following the debate Dr. Billy Martin will offer a nonbiased scientific perspective of the use of marijuana. "Heads vs. Feds: The Great Debate" will be conducted LIVE via satellite broadcast on Tuesday, November 18, 2003, at 8:30 in ST118. This seminar is offered through the Phi Theta Kappa Honor Society. For a more detailed flier on this, please contact Sue Solberg at 285-7245.

**Panel Discussion**

**Islamic Culture and Its Values:** A Profile of One Rochester Community

Date: Monday, November 24, 2003 from 12-12:50 p.m. at UCR in rooms CF 206/208

The purpose of this student panel discussion is to:
* build understanding and awareness
* build bridges between interfaith communities
* provide the opportunity to learn more about your Islamic students, work colleagues, friends, and neighbors

**Moderator:** Mustafa Mohamed

**Panel Participants:** Deka Hassan, Haneef Vilo, Taylor Jordan

*This program is free of charge. All are welcome to participate!*

**Reminder**

Youth Camp Letters of Intent are due on December 23rd, 2003. For more information contact: Colleen Landherr at 280-3113.
Inclement Weather Policy

Inclement Weather Policy - Periodically the administration needs to close the University Center Rochester campus or cancel academic or non-academic activities due to inclement weather or other emergency conditions. The specific policy relating to the Closing of the University Center Rochester may be found at http://www.roch.edu/rctc/policies/html/weather.html.

Attached to this week's College Crossings is the procedures and work schedules followed when it becomes necessary to close the campus or cancel classes and activities, or delay the opening of college due to inclement weather or other emergency conditions. Each year the National Weather Service and the Minnesota Division of Homeland Security and Emergency Management promote winter safety and individual preparedness for all citizens wherever they are: in their homes, on the road, at work, and at play. Unfortunately, many people each year suffer needlessly because they are unaware of the potential dangers of the winter season.

In preparation for the winter months, please remember:

**Winter Weather Preparations:**
* Keep ahead of the winter storm by listening for the latest weather statements, watches and warnings.
* Your vehicle should also be ready. Get it winterized, before the onset of winter weather.
* Be equipped for the worst. Carry a winter survival kit in your car, especially when traveling in rural or open areas. Try to travel with others.

**When Driving:**
* Yield to snowplows, and give them plenty of room to operate.
* If your vehicle becomes stranded, stay with it until help arrives.
* Do not try to walk for help during a blizzard, you could easily become lost in the whiteout conditions.

**Outdoor Activities:**
* If you will be outside during storms or extreme cold, dress in layered clothing and avoid overexertion.
* Do not exhaust yourself shoveling snow. Shoveling is very hard work and may induce a heart attack.
* If you will be snowmobiling, avoid alcohol. Most snowmobile deaths are alcohol related. Take a snowmobile course offered by the DNR or check with your snowmobile dealer.
* There were five fatalities in Minnesota last winter when people fell through thin ice.

**Home Safety:**
* Heating fires are a major cause of residential fires in Minnesota. Turn off portable heating devices when you are away from home or retire for the evening. Have your fireplace and chimney professionally inspected before winter.
* Carbon Monoxide is most likely to accumulate inside homes during winter.
* Check your heating systems and ensure your home has proper ventilation.
* Install a UL listed Carbon Monoxide detector that sounds an alarm.
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, October 28, 2003 – 2:00 p.m. –AT109

Present: Administration Hansmann, Supalla
Faculty Gust, Hill, Shafer, Wright (Chair)
Recorder: Kingsbury
Guests: Beth Arntson, Nirmala Kotagal

ITEM 1 (F) Parking Fee and ITEM 1 (A) Parking Fee and Enforcement – Hansmann outlined the draft procedures for parking, noting both employees and students are required to obtain Special Permit Parking Passes from Health Services. Hansmann added the $5.00 additional sticker charge was suspended; however requested assistance in encouraging employees to park in faculty/staff lots. Hansmann added students are concerned that open spots in the employee lots were not being used, but rather employees are parking in the student lots, and if this continues, alternative-parking arrangements may be necessary. ACTION: Wright will encourage faculty to utilize the Employee Parking Lots before parking in the Student Parking Lots.

ITEM 2 (F) Proposed Fee for “Exercise Center” and Physical Education Classes and ITEM 2 (A) Fitness Center Proposal – Hansmann announced the proposed lab fee for classes held in the fitness center and athletic fees for sports teams is removed from the Fitness Center Proposal. ACTION: The Faculty recommend approval of the Fitness Center Proposal. Hansmann plans to implement the Fitness Center Fee Proposal Spring Semester 2003-04.

ITEM 3 (A) 2004-2005 Academic Calendar Proposal – Shafer recommended reverting back to a three week winter break, moving Student Success Day to a Tuesday, and moving Spring Break to the week of March 7, 2005. Hansmann responded the fourth week during winter break was proposed to allow adequate time for Spring Semester preparation, but if faculty felt a campus closing wasn’t a setback, then Administration would be willing to revert back to a three-week break. Shafer shared concerns with the number of “no-class” Fridays, suggesting Staff Development be moved to a Thursday, immediately followed by the Veteran’s Holiday observance. Discussion followed on aligning Spring Break with Winona State University’s calendar (March 14-18, 2005). Supalla announced consideration was being given to scheduling staff development after fall semester begins, hence allowing more student services staff to participate. Hill shared her concerns with adding more non-class days in the middle of a semester. ACTION: Administration will consider the recommendations, put together a second draft, share it with faculty and students in hopes the 2004-2005 Academic Calendar will be finalized ASAP.

ITEM 3 (F) Money for Students Before Loans Come In – Shafer indicated faculty were concerned that students were attending classes without books. Hansmann responded regulations require financial aid not be distributed until the 10th to 15th day for returning borrowers and 30th day for new borrowers. Shafer questioned if the college could provide a loan program through auxiliary enterprise funds. Supalla noted Student Life had a loan program several years ago, but delinquent re-payments, exhausted funds and resulted in discontinuation. ACTION: Hansmann will investigate the possibility of a loan program for students with guaranteed financial aid funds.

ITEM 4 (A) PAC Proposal – Supalla announced the other bargaining units support the President’s Advisory Council (PAC) proposal. Shafer responded the faculty’s hesitation is based on concerns that PAC would hinder the effectiveness of contractual meet and confers. Supalla responded PAC would not replace bargaining meet and confer processes, but rather provide another tool for college-wide distribution of information. ACTION: Faculty will participate in PAC, with the understanding the participation will cease if it becomes contrary to the faculty needs and objectives. Shafer and Wright will submit names of faculty participants on PAC directly to Supalla.

ITEM 5 (A) Reorganization and ITEM 4 (F) Savings on Reorganization – Supalla outlined the re-organizational changes. Shafer questioned if the number of administrators would change. Supalla responded the number would remain the same, however, with functional responsibility changes, classifications may be lower. ACTION: Information Only.

ITEM 6 (A) Faculty Evaluation Process for On-Line Courses – Supalla announced the Distance Education Committee was drafting an electronic course survey evaluation process for on-line courses. ACTION: The electronic survey will be shared at a future Faculty Shared Governance Council meeting.
ITEM 7 (A) On-line Class Size – Supalla announced it was Administration’s interpretation that faculty teaching through e-learning be limited to 16 students the first time, but questions have been raised on whether the limit was based on first time teaching or for each new course. Hill agreed her interpretation was the first time they taught on-line overall. Faculty will continue to dialogue with colleagues regarding their interpretation of e-learning class size. Wright responded the Academic and Student Affairs Council should address the issue of class size. ACTION: The class size issue will be forwarded to the Academic and Student Affairs Council for consideration.

ITEM 8 (A) Room Change for CPR – Supalla announced Room AT103 (which has been used for CPR training for several years) would be converted to a 60-seat classroom beginning Spring Semester, and CPR training would be moved to the EMT paramedic lab at the Heintz Center. ACTION: Information Only.

ITEM 14 (A) Student Affairs Office Moves Update – Supalla announced consultants have reviewed the Student Affairs areas and recommend departments be housed according to functions and institutions. The UCR Cabinet will be reviewing the recommendations, adding any moves would be made with minimal structural changes. Wright encouraged Administration to consult with appropriate staff before rendering a decision, thus ensuring others are not benefiting at the expense of RCTC. Supalla confirmed affected staff are participating in the recommendation. ACTION: Information Only.

ITEM 10 (A) Student Excused Absence Website – Shafer announced the faculty supports a pilot program that includes direct posting of college approved student absences to a website. ACTION: Harris will move forward in the creation of an Excused Absence Website.

ITEM 11 (A) Student Excused Absence Policy (1st Reading) – Shafer shared concerns with a public institution making accommodations for religious absences, reiterating the necessity to separate church and state. Supalla responded, with the increased number of minority students enrolled at RCTC, the College needs to be sensitive to the issue. Hill stated accommodations are already being made for students that abide by the current policy. Wright questioned which holidays would be excused absences, how the requests would be monitored, and whether the policy should be forwarded to a task force for further consideration. Supalla responded it was his understanding that the policy was based on information received from the Attorney General’s Office, and is modeled after the University of Minnesota policy. Shafer suggested RCTC delay implementing the policy until MnSCU has a chance to develop a system policy. ACTION: Supalla will request Mercer share with Wright and Shafer the policy models and the policy will be brought back for a second reading.

ITEM 12 (A) Student Data Practices Policy (1st Reading) – Supalla announced the biggest change to the policy relates to the inclusion of e-mail addresses to the directory information. Wright expressed concerns with the inclusion of e-mail addresses. Hansmann responded the addresses would be the College assigned addresses, and out-side requests would only be provided via hard copies. Hill questioned if it was legal to share grades (specifically for labs) with another instructor via e-mail. ACTION: Supalla will check with legal counsel on the interpretation of sharing grades via e-mail with another instructor for the purpose of lab work in the computation of total grades. The Student Data Practices Policy will be brought back for a second reading.

ITEM 13 (A) UCR Campus Posting Policy (2nd Reading) – Hansmann announced the policy includes a statement that easels be used for postings in the Atrium. ACTION: Faculty recommended approval of the UCR Campus Posting Policy.

ITEM 8 (F) Faculty Absences – Shafer announced the posting of names for faculty absences was shared with the faculty with no resistance hence supports the request to post names if proper information is not provided in the absence message. ACTION: Supalla will request Harris and Arntson develop a process for posting of faculty absences when adequate information is not provided (class number, section number, time, etc.)

ITEM 15 (A) Faculty Leave Slip Reporting – Arntson proposed faculty submit leave slips to the Dean for approval, who will forward originals to the Human Resources Office, and return copies to the faculty member. The Human Resources Office doesn’t approve requests, but rather confirms available accrual balances and records for payroll. Further discussions followed regarding the necessity for division coordinators/program leader to sign-off on leaves. Wright questioned the necessity to complete an employee leave slip and an employee travel request for the same absence. Hansmann responded one is for the approval for time off and the other is authorizing expenditures from a cost center. ACTION: Harris and Arntson will inform the appropriate Deans to forward the original approved faculty leave slips to Human Resources and forward copies to the faculty member. Harris will review the necessity for division coordinator/program leader approvals and respond back to Wright. Hansmann and Arntson will review the current forms and consider consolidating forms.
ITEM 16 (A) Sabbaticals – Arntson shared concerns from the Office of the Chancellor that MnSCU institutions are hiring faculty during sabbaticals, noting this is not the practice occurring at RCTC. ACTION: Information Only.

ITEM 17 (A) Accounts Receivable Policy – Hansmann shared a draft MnSCU policy regarding Accounts Receivable, sharing her concerns that the proposal includes the requirement of institutions to drop students for non-payment of tuition prior to the 100% refund period. ACTION: Information Only.

ITEM 18 (A) Layoff(s) – Supalla questioned if a meeting should be scheduled prior to November 15 to discuss potential faculty layoffs. Shafer and Wright responded their preference is to wait until an official layoff is issued. ACTION: A meeting will only be scheduled if a layoff occurs.

Adjourned at 3:20 p.m.

Next Meeting: November 25, 2003 – 2:00 p.m. – AT109