Thank You!
Thank you for attending the Annual UCR Holiday Reception. The turn out was great, and the UCR Administrative Leaders deserve a special "Thanks" for organizing and treating everyone to such a wonderful reception!

A special thanks to Robin and the Horticulture Technology students, who graciously donated the centerpieces for the reception. The flowers continue to add a festive decor, not to mention excitement by the attendees in hopes of winning a door prize to take home for the holidays!

Finally, a thank you to those that participated in the 7th annual Teddy Bear Drive. As of this morning, 100 bears have been collected. Bears will continue to be accepted in CF205 (Marketing Department) through Friday, December 17th. These bears will be presented to the local law enforcement agencies and given to children in need of a "friend."

UCR Campus Closing
Just a reminder to all employees at University Center Rochester, the buildings will be closed during the semester break (with the exception of the UCR Regional Sports Center):

Closing - December 23 at 5 PM
Opening - January 3 normal business hours

Because the security system may be activated, individuals accessing the buildings during this period should notify Maintenance (extension 7262) when entering the UCR Main and Heintz Center Buildings.

Enjoy the Winter Break!
Weekly Funny

SNAPSHOTS at jovanlove.com

Marketing Fact
The changing face of the Minnesota population:
According to the Census Bureau, in 2000, the
Minnesota population ages 5-17 was 916,000. The
projected population ages 5-17 in the year
2025 is 922,000 - a 0.7% increase. The
Minnesota population age 65+ in the year 2000
was 596,000. The projected population ages 65+
in the year 2025 is 1,099,000 - an 84.4% increase!

Crossings Classifieds

For Sale: Pentax SLR Camera; mint condition; used
twice; 5 year warranty; strap, case, and manual included;
UV filters. Paid $450 and asking $290.00. Please call Jade
Bakke at x2916.

Condolences

Condolences are extended to John Putnam whose Mother-
in-law, Mary Arens, passed away on December 11.

Condolences are extended to Marilyn Hansmann whose
father, Lloyd Nargrant, passed away on December 12.

Condolences are also extended to Dennis Nervig whose
father passed away.

Our thoughts are with all of you and your families.

Former Faculty Member Passes Away
It is with sorrow that we announce the passing
away of a former Rochester Junior College faculty
member, Iletta "Letty" Holman. Miss Holman was
100 years old and passed away on Sunday
(December 12) at her home in Edina, Minnesota.
The funeral was on December 16.

For those of you that may have remembered Letty,
she was an art instructor from 1961-1972. She
received honors for her painting and public service,
including a bronze medal from the French
government for her exhibit in Paris. She also had
biographical sketches in "The World’s Who’s Who
of Women, Community Leaders and Noteworthy
Americans, and Men and Women of Distinction."

Memorials are suggested to First Presbyterian
Church in Minot, the American Cancer Society or a
charity of the donor’s choice.
Supalla’s Scribblings

It’s very hard to believe that another semester has flown by and we find ourselves about to replace this year’s calendar with a new one. I hope that the end of the semester finds you fulfilled, satisfied, and looking forward to 2005 and spring semester. I suspect that most of you have been thinking about your holiday wish list…what do you long for most in the New Year? My list includes such things as an early bonding bill that includes the Health Sciences project, a spring semester 2-3 percent enrollment increase, a couple of new program approvals, high scores for both the Workforce Center Collocation and Classroom Community Center 2006 bonding proposals, a biennial budget increase for higher education, and weather good enough to eliminate any campus closing decisions. Stephanie and I wish each one of you a Joyous Holiday Season filled with rest, relaxation and memory-making with family and friends. Happy holidays!

Both the COMMUNITY COLLEGE TIMES and THE CHRONICLE OF HIGHER EDUCATION ran articles this week reporting the results of a national survey regarding student engagement released this week. The survey revealed that most community college students are not meeting their educational goals. Twenty-seven percent of two-year college students say that completing a certificate program is their primary goal, while 59 percent cite obtaining an associate degree…86 percent of students hope to complete some kind of program. Yet only 25 percent of students nationwide who had enrolled in either kind of program in the 1995-96 academic year has earned one in six years. Some 53 percent of the survey’s respondents said transferring to a four-year institution was their primary goal, but only 25 percent of community college students typically do so. The dismal success rates may not be surprising given that the survey found that 64 percent of two-year college students are enrolled part-time, 60 percent work more than 20 hours per week, 34 percent spend 11 or more hours per week caring for dependents, and 20 percent spend six to 20 hours per week commuting to and from class. Thirty-six percent of students said they rarely or never use the college’s academic-advising services. Nearly half said they rarely or never use career-counseling service. Only 22 percent have talked with an instructor about career plans “often” or “very often;” 34 percent say they have never done so. Less than a quarter, 22 percent, say the college helps them cope with nonacademic responsibilities. Still, 68 percent of students said their college provides the support they need to succeed “quite a bit” or “very much.” The survey also found that professors may not be challenging students as much as they could be. Some 31 percent of students reported that they have read four or fewer textbooks, manuals, or other course books, and 29 percent report that they have written four or fewer papers in a semester. Additionally, only 12 percent of full-time students said they spend 21 or more hours per week preparing for class, 68 percent of full-time students spend 10 or fewer hours per week studying. The survey, perhaps surprisingly, found that remedial students are more engaged than their academically prepared peers. The survey also found that 63 percent of students often asked questions in class, 44 percent worked with other students on projects during class, 21 percent worked with classmates on projects outside of class, 35 percent had used e-mail to communicate with an instructor often or very often (29 percent had never done so), 56 percent said they got prompt feedback, and 45 percent said their college encouraged contact among students from different economic, social, and racial/ethnic backgrounds.

Did you…

- Remember to promote Student Success Day activities scheduled from 8 a.m. – 3:30 p.m., Tuesday, February 15. The planning task force is working on an agenda designed to provide students with the tools they need to become or remain successful students. Please make a special effort to promote the day between now and February 15.
- Know the Council for Resource Development in Washington, D.C. honored Lee and Barbara Kopp of Edina as Benefactor of the Year for their generous support to several MnSCU institutions. The award was one of just 10 presented to winners from throughout the United States and Canada. Since 1995, The Kopp Family Foundation has given $4.55 million to ten Minnesota community and technical colleges.
- Realize that the Korean edition of “Gang of One” was just released. Congratulations to Fan Shen on the growing success of his interesting book! If you haven’t done so already, why not make “Gang of One” your holiday reading.
Know that the 11 counties in southeast Minnesota experienced flat job growth during the recent recession and recovery…compared to a statewide job loss of 1.2 percent for the same time period. The good news is that there appears to be a statewide economic recovering in the making.

**Thought to end the year…**

"You must learn from the mistakes of others. You can’t possibly live long enough to make them all yourself."

— Sam Leversen

Many thanks for a very successful fall semester. Enjoy your time away. Have a safe and Happy New Year!

*Don*
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, November 23, 2004 – 2:00 p.m. –AT109

Present: Administration Bequette, Cram, Hansmann, Supalla
Faculty Gust, Israelson, Marconett, Wright (Chair)
Recorder: Kingsbury

ITEM 1 (A) 2005-2006 Proposed Academic Calendar – Wright announced the Student Success Task Force has not yet completed their report. He has scheduled a special faculty meeting for December 14 in case it is needed. Wright proposed to cancel the December Faculty Shared Governance Council meeting and meet individually with Supalla in December to resolve the 2005-06 Academic Calendar. ACTION: The 2005-06 Academic Calendar will be finalized before winter break.

ITEM 1 (F) Career Day – Wright shared faculty concerns regarding discipline problems occurring with the high school students during the annual Career Day. Wright proposed that high school teachers be required to attend sessions to supervise the students. Bequette responded a meeting was held with the three local high schools to address the issues, and a similar conclusion was reached. Wright also requested high school students identified as “difficult” not be allowed to participate, and those students that do attend have some preparation work so they have a plan before they arrive on campus. Bequette agreed the preparation work done with the students varied from school to school, and a more concerted effort will be done by the high schools to provide guidance to the students before they arrive. Bequette also noted a limit to the number of students per high school will be implemented, hence putting the pressure on the high schools to select those that will benefit most from participation. Bequette added, because the program is funded through Carl Perkins dollars, the program must be offered to students with the need to discover their potential and explore career opportunities. It was also noted the event occurred immediately after a religious holiday that included fasting, and the timing of the day may have enhanced the problems that occurred. Wright shared his appreciation that follow-up discussions were held with the area high schools and expressed the faculty’s position that the day is valuable and perhaps consideration should be made to hold the event in the spring. Bequette responded the high schools prefer the fall, but will take the request under consideration. ACTION: Information Only.

ITEM 2 (A) Un-Requested Leaves of Absence – Supalla announced the unrequested leave of absences are down to two positions and several avenues are being considered to find work for those individuals. ACTION: Information Only.

ITEM 2 (F) Student Informal Complaint Process – Wright indicated faculty are concerned about the informal complaint process. Marconett added the concerns regard inconsistency, and the fact the process requests the individual ask whether a student has met with the instructor, but does not require or encourage them to do so. Cram noted most complaints are resolved at the faculty level, but agreed guidelines should be established and available to provide a more clear process and understanding of expectations. Supalla agreed it is best to have students and faculty follow the proper chain of command, but reality is some people want to by pass the steps and meet directly with an administrator. Wright suggested that faculty work with administration to review the process and recommend policy and or process that would more clearly define the process. ACTION: Wright will provide faculty names. Bequette or Cram will form a task force to clarify the process for informal complaints.

ITEM 3 (A) Academic Program Improvement Policy – Wright agreed to review the policy through Faculty Shared Governance, but noted the policy must first be approved by the Academic Affairs and Standards Council (AASC). Bequette confirmed the policy is on the agenda for the next AASC meeting. ACTION: Bequette will obtain the AASC approval before bringing it back for review.

ITEM 3 (F) and ITEM 8 (A) Suspension Appeal Deadline Proposal – Cram indicated students who appeal academic and financial aid suspensions so close to the start of a semester often have retention problems and difficulty meeting with a counselor and applying for financial aid, hence these students are often not successful upon their return. To assist in this retention issue, and with the support of the Counseling Department, a deadline is being requested for suspension appeals.
The deadline would be established as the same day as the admissions deadline and would provide ample time to work with a student before their actual return to college. **ACTION:** Faculty support a Suspension Appeal Deadline and Cram will move forward with the process.

**ITEM 4 (A) Sabbatical Application Process** – Supalla noted the sabbatical applications are due by December 15 and questioned if a reminder would be sent to faculty. **ACTION:** Bequette will remind faculty of the sabbatical deadline at the next Division Coordinator/Program Leader meeting and Marconett will send an e-mail to the faculty.

**ITEM 6 (A) Military Credit** – Supalla announced a new Military Credit policy was implemented for the acceptance of military credit. Wright added the new policy appears to be working well. Marconett questioned if a similar policy/practice could be used for other areas (i.e. Peace Corp or America Corp). Supalla responded there hasn’t been an interest to expand the opportunity, but would take under consideration a proposal if submitted. **ACTION:** Information Only.

**ITEM 7 (A) Faculty Internships** – Supalla announced the faculty internship opportunity has not been aggressively used since the merger in 1996, but the College continues to budget $15,000 annually for the program. The funds are not rolled over each year, but rather any balance returns to the general operating budget. Supalla noted the contract requires a committee be appointed jointly by the Faculty Shared Governance Council and the College President, and questioned if Wright wanted to provide faculty names for the committee now or wait until the first application is received. **ACTION:** Wright will report back to Supalla the names of those serving on the Selection of Application Committee for Faculty Internships.

**ITEM 4 (F) Online Survey** – Gust reported an online survey is being launched in the next couple of weeks to obtain feedback from online students. The survey will not address specific courses or instructors, but rather the method and services provided and will be beneficial to meet The Higher Learning Commission standards for distance education. In addition, an ad hoc committee is also working on a survey for faculty teaching online courses to ensure their needs are also being met. **ACTION:** Information Only.

**ITEM 10 (A) Staffing** – Bequette distributed information on the approved faculty requests for 2005-2006, and requested any comments or questions be direct to him. Supalla questioned the timelines for the FY06 searches. Bequette requested departmental recommendations for appointments by November 30, however, is awaiting review and approval of timelines and tasks by Arntson before proceeding. Bequette also requested faculty assistance in encouraging those individuals with retirement plans in the next year to make the appropriate contacts to ensure search committees are in place for the vacancies. Wright questioned if a process is in place that allows a search committee to extend their responsibilities if additional openings come up during the process due to retirements. Supalla responded he believed there would be no problem to add additional search responsibilities to a committee if it occurs over a short period of time. **ACTION:** Supalla will request Arntson review the timelines and tasks as soon as possible.

**ITEM 5 (A) Audit Report** – Hansmann announced the College recently completed an institutional audit with an unqualified clean opinion. Two items were raised and those two issues are being corrected (fixed assets and payroll accounting clearing account.) The final audit will be presented to the Board of Trustees and available to the public in December. **ACTION:** Information Only.

**ITEM 10 (A) Budget Development** – Hansmann announced the current budget proposal is based on no appropriation increases and a 4-5% salary increase. Depending on the actual appropriations received, tuition may need to increase anywhere from 4-9%. **ACTION:** Information Only.

Adjourned at 3:10 p.m.

**NEXT MEETING:** To Be Announced