MINUTES OF THE SPECIAL MEETING
OF THE COLLEGE ASSEMBLY
February 10, 2005
MEMBERS PRESENT

DEANS: M. Conners, M. Laskowski-Sachnoff, D. Lemcoe, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
F. Gordon, J. Lyons, T. Montani, C. Pam, C. Weisz

FACULTY: J. Baker, S. Biswas, K. Costanzo, S. Delvecchio, E. Dikun, C. Harrington, M. Lynch, A. Matagrano, N. Picioccio, J. Saborido, M. Sackrowitz, K. Shay, B. Simon

STUDENTS: C. Chukunta, C. Coursen, V. Cueva, S. Donnelly, M. Francisco, Y. Gonzalez, M. Malat, J. McBain, V. Oravi, A. Rashid

SUPPORT STAFF: R. Gons, G. Ippolito

TASK FORCE CHAIRS:
Academic Standards: A. Matagrano
Accessibility for Persons with Disabilities: M. Scanlon
Bylaws: J. Spector
Campus Diversity: L. Marius
Campus Life: C. Harrington
Community Concerns: T. McGlincy
Curriculum: J. Liefert
Educational Resources: B. Richards

GUESTS: X. Balabkins, W. Casaine, A. Class-Rivera, J. Dunning, R. Ellison, J. Gutowski, E. Griffith, F. Hertrich, H. Holbeck, T. Moore, J. O'Donnell, J. Pidich, J. Ramirez, C. Sanford, R. Strugala

PARLIAMENTARIAN: M. Laskowski-Sachnoff
MEMBERS ABSENT
DEANS: G. Kehrer*, J. Lewis*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: A. Snopek, T. Washington

FACULTY: C. Bowers, B. Cavanaugh*, P. Honey*, S. Rowley*

STUDENTS: S. Ali, A. Sadowski*, T. Winston

SUPPORT STAFF: D. Holovacko, M. Lotz*, M. Pent*
*Excused

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With a quorum present, Professor Alice Picardo called the February special meeting of the College Assembly to order on Thursday, February 10, 2005 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Picardo introduced the College President of Middlesex County College, Dr. Joann La Perla-Morales.

In her remarks, Dr. La Perla commented on the warm reception extended to her by the college community during her first month at the college. She stated that she is looking forward to working with the Assembly in the future. Dr. LaPerla reminded the Assembly that on March 4 there will be a strategic planning workshop that all are invited to attend, and that next week she will be issuing " President's Notes" which will be placed on the INFONET and will provide another means of communication with the college concerning academic and student affairs. She wished the Assembly well as the year progresses and stated that she looks forward to receiving our recommendations.

Prof. Picardo addressed the Assembly referring to this time as an exciting time, a time of transition. She said that our 37-year history as an institution of higher learning has been a story of success and an opportunity for many people who would otherwise not have had an opportunity for higher education to gain one. Our access to the community is a noble cause and so is our continued pursuit of student success.   She referred to Dr. La Perla's first address in January when she asked us, "to continue to do things large and small that make this College special." Success is achieved, as we tell our students, by small steps taken everyday, not by grand proclamations made at the beginning of a semester. Prof. Picardo asked the Assembly to model what we teach as we move forward today. She commented that as the semester rapidly progresses, you will hear many reports and recommendations that are meant to improve what we do for our students, and how professionally and proactively we function as an institution. This is a serious responsibility where the good of all must be considered over the desire of a few. It is an ominous task that requires thought, dialogue and compromise. But in the end, the process should bring us to the betterment of the institution for the sake of our constituents the students and the community of which we are a part."

Professor Picardo announced that Professor Marilyn Laskowski-Sachnoff, Acting Dean of Business, Computer Science and Engineering Technologies and Chair of Hotel, Restaurant and Institutional Management has agreed to be Parliamentarian.
Mr. John Kruszewski, Director of Academic Advising, has agreed to maintain the College Assembly website and I would like to thank him for his continued dedication to this important task. Professor Picardo also introduced and thanked Ms. Lisa Sgro, Departmental Assistant to the College Assembly.

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APPROVAL OF MINUTES
Motion to approve minutes:
Mov: S. Biswas   Sec: M. Malat
Minutes are accepted as presented.

UNFINISHED BUSINESS
None

Professor Picardo announced that the Task Force Organizational Meeting was held on Thursday, February 3, 2005. After a brief introduction and welcome by Dr. Joann La Perla-Morales, the Task Force members met, elected chairs, and set future meeting dates.

The Task Force Chairs are:
>   Academic Standards: Dr. Anthony Matagrano
>   Accessibility for Persons with Disabilities: Professor Michael Scanlon
>   Bylaws: Professor Jeffrey Spector
>   Campus Diversity: Mr. Louis Marius
>   Campus Life: Dr. Christine Harrington
>   Community Concerns: Mr. Terry McGlincy
>   Curriculum: Professor Jane Liefert
>   Educational Resources: Mr. Brian Richards

The Chair then proceeded to introduce the new Chairs of the Task Forces, who gave brief reports on their initial meeting on February 3.

REPORTS OF THE STANDING TASK FORCES
A.   Academic Standards – Dr. Anthony Matagrano, Chair

B.   Accessibility for Persons with Disabilities -
Professor Michael Scanlon, Chair

C.   Bylaws – Professor Jeffrey Spector, Chair
Prof. Jeffrey Spector, **Chair**
The Bylaws Task Force submitted the following recommendations as reports for acceptance by the College Assembly.
1.   Recommendation:
>   Charge: Evaluate the size and purpose of this task force. Make appropriate recommendations.

>   The Bylaws Task Force makes no recommendation at this time.

2.   Recommendation:
        Charge: Examine and review 1.0906 Quorum (revised 12/2/97) with particular attention to the statement "There shall be at least three representatives from the student, faculty and administration (Deans/Chairpersons/Directors/Administrators) constituencies – and one from support staff." Consider alternate numbers for any and all constituencies. Make appropriate recommendations.

        The Bylaws Task Force makes no recommendation at this time.

After a brief discussion regarding percentages, Professor Spector stated that the Bylaws Task Force agreed that a quorum of thirteen, with three persons from each of the 4 areas cited above and one from support staff was an appropriate number for Quorum.

D.   Campus Diversity – Mr. Louis Marius, Chair

E.   Campus Life – Dr. Christine Harrington

F.   Community Concerns – Mr. Terry McGlincy

G.   Curriculum - Professor Jane Liefert, Chair
Professor Liefert announced that after electing a chair, the Task Force examined charges and discussed their charge concerning the question of a catalog year and a suitable deadline (March 1) for submission of curricular charges. Brief discussion ensued concerning deadline constraints, supplemental issues, other submission deadlines, the fact that presently we have no current catalogs (hard copy), and that the catalog is a contract with the student which must be reproduced when it expires.

Professor Picardo informed Professor Liefert that in order to make a recommendation to the Assembly, the recommendation must be submitted, in writing, at least seven (7) days before the next scheduled meeting.

H.   Educational Resources - Mr. Brian Richards, Chair

NEW BUSINESS
Professor Picardo announced that during May 2004, Dr. Margarete Driver, then Chair of the College Assembly, in accordance with College Assembly Bylaws, Section 1.0500, Article V, appointed a nominating committee who would present a slate of candidates for Chair-Elect at the October 2004 meeting. This committee is an autonomous group who works independently of the College Assembly. She asked Professor Xena Balabkins, Chair of the Nominations Committee, to report on their work at this time.
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Prof. Balabkins reported that the committee did not meet during the fall semester, and typically, the Chair-Elect is presented at the October meeting and elected during the November meeting, so the time table has changed. The slate for the Chair-Elect will be presented at the March meeting. At that time, the committee will ask for nominations from the floor, with a possible vote in April. Professor Balabkins asked for anyone interested in nominating themselves or others to contact her at extension 3474, or the other committee members who are Dr. Richard Strugala, Professor Richard Ellison and Professor Margaret Przygoda.

Professor Picardo announced that she has also suggested to Professor Balabkins that we might place the call for nominations on the INFONET so that a greater part of the college community is aware that we are looking for nominations.

A request has come from the Department of Dental Auxiliaries for a Standards of Progress Change and has been forwarded as a new charge to Dr. Anthony Matagrano, Chair of the Academic Standards Task Force.

REPORT OF THE CHAIR

1. Dr. Bakum signed the recommendations approved by the College Assembly on May 6, 2004 and subsequently forwarded them to various offices for implementation.

   a. That the College institute the grades of A- and B-. The task force did not recommend the institution of the C- grade. This recommendation was implemented for the first time in Fall 2004 by **Dean Diane Lemcoe**, Enrollment Management.

   b. That information related to PC accessibility for persons with disabilities be conveyed to the student population through:
      1. The addition of signage at Campus computer labs indicating accessibility as well as how to access additional assistance through the Adaptive Computer Lab.
      2. The addition of a sticker on a PC, indicating which station in the lab is wheelchair accessible.
      3. The addition of information to the Student PC Fact Sheet indicating wheelchair accessibility in Campus computer labs and the existence of the Adaptive Lab.
      4. The addition of information to the PathFinder indicating wheelchair accessibility in Campus computer labs and the location of Lab Coordinators' offices.
      5. The addition of information to the PC Lab Summary sheet indicating labs with wheelchair accessibility.

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This recommendation is to be implemented by Mr. Neil Sachnoff, Executive Director, Information Technology.
Prof. Picardo announced that she received a plan from Mr.. Sachnoff, in the early Fall, outlining the steps being taken to implement this recommendation. This plan will be on file in the College Assembly office.

c.   That leadership by Co-Chairs be disposed of with no action.

d.   That the addition of one (1) full-time teaching, at-large (academic) faculty on the Academic Standards Task Force be disposed of without changes at this time to current membership.

e.   That adjunct-at-large positions be added to the Task Force on Academic Standards and Educational Resources.

f.   That one (1) director or designee from either of the off-campus centers (New Brunswick or Perth Amboy) be added to the Task Force on Campus Diversity "by virtue of the position."

g.   That the Director of the Office of Academic Advising or his/her designee be added to the Curriculum Task Force "by virtue of the position."

h.   That the following changes be made on the Curriculum Task Force 1) the addition of one faculty member from each of the academic divisions; 2) the removal of the position of faculty-at-large; 3) the removal of the position of Dean, Director or designee from Enrollment Management or Student Development; and 4) the addition of Director/Representative from the Office of Counseling and Career Services. This will increase the membership of the Task Force to 17.

i.   On the charge to deliberate the creation of two task forces, one Student Life and one for Community Concerns with a view to making the appropriate recommendation. For each new task force, this may involve but not be limited to determining the appropriate number and provenance of membership and reassigning and/or adding of responsibility (Purposes).

        Therefore:
        1.   That the Task Force for Student Life and Community Concerns be dissolved as pursuant to the College Assembly Bylaw Section 1.0702.
        2.   That a Task Force for Student Life be established, pursuant to College Assembly Bylaw Section 0.0702.

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3.   That a Task Force for Community Concerns be established, pursuant to College Assembly Bylaw Section 1.0702.

j.   On the Charge to determine if the College adequately addresses diversity concerns/issues [aside from single-focus student clubs with separate budgets and separate interests], be answered as follows:
- Consider devoting a day to diversity awareness for all faculty and staff.
- Consider enhancing funding for the OMSA in order to broaden the student population served.
- Consider instituting an annual diversity awareness day for the entire campus community.
This recommendation is to be implemented by **Dean Juana Lewis**, Dean, Student Development

k.   On the Charge to determine the adequacy and efficacy of current orientation activities for international students on I-20 visas and/or second language learners, be answered as follows:
1.   Holding a combined orientation for international students and second language learners.
2.   Including a separate session for international students to cover INS requirements.
3.   Conducting a full day orientation that includes some social activities.
4.   Including native-born, English speaking MCC students in the orientation process.
5.   Providing information on the American education system as it is implemented at MCC.
This recommendation is to be implemented by **Dean Juana Lewis**, Dean, Student Development .

l.   On the Charge to determine if a room for students to pray or engage in quiet contemplation is needed.") be referred first to the College attorney to determine if separation of church and state plays a role in this. If not, the Task Force recommends that a room be assigned for this purpose. This recommendation is to be implemented by **Dean Juana Lewis**, Dean, Student Development .

m.   That a card be issued to individuals with disabilities that would outline the steps they can take if an elevator is malfunctioning (i.e., where to call for assistance, where the nearest phone is, etc.); the same information is to be posted near the elevator. This recommendation is to be implemented by **Dean Juana Lewis**, Dean, Student Development .

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n.   All curriculum items that came before the College Assembly at the May 6, 2005 meeting were approved by the College President.

2.   Dr. Joann La-Perla Morales is reviewing the following pending recommendation from the Task Force on Curriculum:

a.   That a "Fast Track" Course Approval Form be adopted. To allow departments to request a "fast track" course approval for <u>minor</u> changes in courses/curriculums. The change(s) would only require the review and approval of the Department faculty, the Department chairperson, the Divisional Council chairperson, the chairperson of the Curriculum Task Force, the Divisional Dean, and the Vice President for Academic and Student Affairs. When approved by the aforementioned group, the course/curriculum change would forgo all other approval processes including approval by members of the Divisional Council, approval by members of the Curriculum Committee, and approval by College Assembly.

3.   The following nineteen (19) curriculum items were approved by Dr. Bakum during the Fall 2004 when the College Assembly was not in session. The approvals were made to expedite changes in some curricula sent to the President by the Division of Business, Computer Science and Engineering Technologies. Copies have been forwarded to the Chair of the Curriculum Task Force for the information of the task force. The curriculum items were:

AGD 212 – Advertising Design
AGD 213 – Typography
AGD 214 – Print Production
AGD 219 – Digital Graphics
AGD 280 – Portfolio
MAD 102 – Art in Industry and Commerce
MAD 108 – Photography II
MAD 113 – Two-Dimensional Design
MAD 114 – Three-Dimensional Design
MAD 117 – Freehand Drawing
MAD 118 – Graphic Design Skills
PCP 221 – Color Printing Methods and Practice
PCP 224 – Digital Imagery
PCP 226 – Professional/Studio Photography
PCP 280 – Portfolio
CIT 114 – Construction Materials Testing
CIT 203 – Strength of Materials
CIT 260 – Civil/Construction Design Project
Civil/Construction Engineering Technology: Change in Curriculum
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4. For every Monday preceding the monthly College Assembly meetings, Professor Picardo has scheduled briefings and dialogue complete with pizza. The first student meeting is scheduled for Monday, February 28 at 11:00 a.m. in the Conference Room, Rm. 100, Edison Hall. All are invited.

5. Professor Picardo announced that the Committee on Academic Integrity, which is an Ad Hoc Committee of Academic Standards, has begun work again, and the College Assembly can look forward to reports and possible commendations later this semester.

6. Professor Picardo announced that copies of two reports are available to the College Assembly. The first report is mandated by the Assembly Bylaws; it is a list of job title, division and department name changes. The Chair of the College Assembly provides written notification of these changes on the first scheduled Assembly meeting subsequent to receiving that notification. The current Assembly Bylaws already contain those changes.

   The second report is a summary of recommendations and curriculum matters, which came before the Assembly in 2002-2004. They were approved and signed by Dr. Bakum, and forwarded to the appropriate offices for implementation.

7. The Assembly is reminded that all recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly office by February 18. The next regular meeting of the College Assembly will be held on Thursday, March 3, 2005 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC
None

ADJOURNMENT
Motion to Adjourn:
Mov: C. Harrington   Sec: M. Laskowski-Sachnoff

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls