

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MARCH 4, 2004
MEMBERS PRESENT**

DEANS: M. Conners, R. Goldfarb, D. Lemcoe, J. Lewis, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
M. DeLucia, J. Kruszewski, J. Lyons, C. Pam

FACULTY: X. Balabkins, S. Biswas, D. Brower, K. Costanzo, C. Dolan, P. Honey M. Lopez, J. Ramirez, S. Rowley, J. Saborido, M. Sackrowitz, N. Schatz, B. Simon, J. Spector, G. Vastola

STUDENTS: H. Mendoza

SUPPORT STAFF: G. Ippolito, M. Pent

TASK FORCE CHAIRS:

Academic Standards:	M. Sackrowitz
Accessibility for Persons with Disabilities:	L. Somers
Bylaws:	J. Spector
Campus Diversity:	L. Ghiradella
Curriculum:	J. Liefert
Educational Resources:	L. Ostar*
Student Life and Community Concerns:	T. Peterson*

GUESTS: S. Donnelly, E. Griffith, J. Gutowski, F. Hertrich, S. Larkin, T. Moore, J. Ostacher, A. Picardo

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS: G. Kehrer*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: J. Herrling*, L. Lederer*, J. Shindelman*

FACULTY: Gina Bedoya*, E. Dikun*

STUDENTS: M. Alvelo, L. Baltazar, D. Chivukula, W. Egbert*, E. Figueiredo, M. Greenstein, D. Leon, M. Malat, S. Nyantekyi, R. Parmar, M. Ramulu, G. Tinio

SUPPORT STAFF: K. Hogue*, D. Holovacko, M. Pent

*Excused

Meeting of the College Assembly – March 4, 2004

Minus a quorum and with unanimous consent, the Recommendations of the Task Forces were read to members present and accepted as presented.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Marian Sackrowitz, Chair

1. Recommendation:

The members of the Academic Standards Task Force have studied charge #7 which reads:

Revisit the criteria for the 3-year dismissal policy. If possible, involve the Office of Institutional Research on the statistics of returning students after dismissal. Make appropriate recommendation.

The Task Force recommends that the period of dismissal be shortened to two years.

Rationale:

Members of the Task Force reviewed a report generated by the Office of Institutional Research that tracked students who have been dismissed since the dismissal policy was instituted in 1995. The research identified 1,183 dismissed students. 133 (11.2%) of these students returned to Middlesex and 329 (27.8%) were registered at other colleges. In the first semester following return, 56.4% of these students had a GPA of less than 2.0. Therefore, the Task Force concluded that most of the dismissed students are not likely to be successful at Middlesex.

However, the data also indicated that some of the dismissed students are capable of performing successfully. Therefore, the Task Force recommends that the dismissal period be shortened to two years. Two years should be enough time for students to reevaluate their priorities and should encourage more of the students who are capable of succeeding to return to the college.

Motion to accept recommendation:

Mov: J. Spector Sec: C. Pam

2. Recommendation:

The members of the Academic Standards Task Force have studied reassigned charge #4 which reads:

Study the awarding of "B-" and "C-" grades as final grades (especially in remedial mathematics); make appropriate recommendation(s).

Meeting of the College Assembly – March 4, 2004

The Task Force recommends that the College institute the grades of A- and B-. The Task Force does not recommend the institution of the C- grade.

The Task Force recommends that the A- and B- grades carry weights of 3.7 and 2.7 respectively. The weight given to all the existing grades should remain unchanged.

Rationale:

Members of the Task Force discussed this charge, looked at the policies of other colleges and surveyed the faculty. 113 surveys were returned by faculty members and 66% of the respondents were in favor of adding the proposed the additional grades. The Task Force concluded that adding these two additional grades would enable the faculty to more equitably and accurately evaluate student achievement. A C- grade could present problems for students transferring to other institutions and, therefore, should not be instituted.

The Task Force studied a report from the California Community Colleges and conducted a survey to gather faculty input on this issue. 113 faculty members responded to the survey and 74 (66%) of the respondents were in favor of instituting the A- and B- grades. The survey also asked faculty members to indicate their preference on a weighting method for the grades and 81% of those responding to this question favored leaving the B+ and C+ grades at their current values of 3.5 and 2.5, respectively, rather than lowering them to 3.3 and 2.3. Therefore, the weighting method for the grades under the proposed change would be:

A	A-	B+	B	B-	C+	C
4.0	3.7	3.5	3.0	2.7	2.5	2.0

Motion to accept recommendation:

Mov: S. Biswas Sec: X. Balabkins

**B. Accessibility for Persons with Disabilities -
Ms. Lynn Somers, Chair**

Recommendation:

In Response to Charge #2 which instructs our Task Force to study the accessibility of on-line resources for persons with disabilities, the Task Force on Accessibility for Persons with Disabilities wishes to place the following recommendation before the College Assembly:

Meeting of the College Assembly – March 4, 2004

All persons contributing to the Middlesex County College Website are to be made aware of ADA guidelines. At the same time, web pages shall be reviewed and endorsed for compliance.

Rationale:

The Task Force on Accessibility for Persons with Disabilities found that there are ADA guidelines in place for websites provided by the State of New Jersey (<http://www.state.nj.us/accessibility.htm>) and the World Wide Web Consortium (<http://www.w3.org/TR/WCAG10>). These guidelines address the usability of web pages for students with visual impairments and make the sites adaptable to screen reader software used by many visually impaired students.

David Hoff, Middlesex County College WebMaster, made a presentation to the Task Force. David is aware of the ADA guidelines and keeps these guidelines in mind when creating the portions of the MCC Website that are his responsibility. David also provided a layman's guide to the ADA guidelines, a copy of which was distributed to each member of our Task Force. A copy of this document is available from David or the Task Force on Accessibility for Persons with Disabilities.

By the nature of a College Website, there are many contributors to the Middlesex County College public web page, the majority of which are faculty and administrators. These contributors have not been made aware by the College of the ADA recommendations. While these recommendations are not currently mandatory, they make the site much more user friendly for the visually impaired. If contributors are made aware of the recommendations before creating a web page, rewriting of the web page may be avoided if and when the recommendations become mandatory.

There is a section for faculty and staff on the MCC Infonet Site entitled "Web Guidelines", but none of these guidelines address ADA recommendations. It does not appear to the Task Force that the Middlesex County College Web Committee has been up-to-date on issues because one third of the members of the Committee are no longer employed by the College

Motion to accept recommendation:

Mov: C. Dolan Sec: M. Lopez

C. Bylaws – Professor Jeffrey Spector, Chair

1. Recommendation:

Charge: To deliberate the pro's and con's of allowing the task forces the options of electing a single chairperson or co-chairpersons to lead their task force.

The Bylaws Task Force recommends no action be taken on this charge.

Meeting of the College Assembly – March 4, 2004

2. Recommendation:

Charge: To coordinate with the Academic Standards Task Force the addition of one (1) full-time teaching, at-large (academic) faculty; make the appropriate recommendation.

After reviewing the charge, the Bylaws Task Force makes no recommendation at this time.

3. Recommendation:

Charge: To coordinate with the Academic Standards Task Force the addition of one (1) adjunct faculty; make appropriate recommendation.

An Adjunct-at-Large position be added to the Task Force on Academic Standards.

Rationale:

As enrollment increases at Middlesex County College, The Institution needs a mechanism to dialogue with the adjunct faculty, who teach a large percentage of the courses offered by the College. It is our responsibility as a learning-centered institution that sees student success as paramount to its mission to have greater input from the adjunct faculty who teach our growing constituency.

4. Recommendation:

Charge: To coordinate with the Task Force on Campus Diversity the addition to said task force of one (1) Director from one of the off-campus Centers (New Brunswick or Perth Amboy) "by virtue of the position" to address and represent effectively the concerns unique to the Center(s); make the appropriate recommendations.

After considering this charge, the Bylaws Task Force recommends that one (1) director or designee from one of the off-campus Centers (New Brunswick or Perth Amboy) be added to the Task Force on Campus Diversity "by virtue of the position".

Rationale:

As the enrollment at the off-campus centers increases, it is imperative that the College addresses the needs and concerns of the students at these centers. These students are part of the College population and are currently not represented on this task force.

The addition of a director from an off-campus center will give a voice to the unique needs of these students. Given the constant communication and interaction between the directors of the two centers, the consideration of the student population of both centers will be well represented by this addition.

Meeting of the College Assembly – March 4, 2004

5. Recommendation:

Charge: To coordinate with the Curriculum Task Force the addition of the Director of the Office of Academic Advising to said task force “by virtue of the position”; make the appropriate recommendation.

The Director of the office of Academic Advising or their designee be added to the Curriculum Task Force “by virtue of the position”.

Rationale:

In addressing various and varied issues in its deliberations, the Curriculum Task Force requires information about current curriculum and inter-curriculum interaction throughout the academic spectrum of the college. The Director of the Office of Academic Advising is in a unique position to provide information and counsel to this Task Force. An additional benefit the College would reap via the Advising Center would be the advanced knowledge of course and curriculum additions and changes the Director would receive by serving on this Task Force.

6. Recommendation:

Charge: To coordinate with the Curriculum Task Force the addition of one (1) full-time teaching, (academic) faculty from each academic division of the College (which equals three [3] faculty); make the appropriate recommendation.

After reviewing the charge the Bylaws Task Force recommends: 1) the addition of one faculty member from each of the academic divisions; 2) the removal of the position of faculty-at-large; and 3) the consolidation of the membership from Enrollment Management or Student Development to be a Dean, Director or designee. This will increase the membership of the task force from 16 to 17.

Rationale:

The reduction in the number of academic divisions has increased the number of majors represented in each division. Full-time faculty members are an integral part of curriculum development and of the review process as carried out by this task force. Greater representation of full-time faculty from each division will allow for a wider spectrum of disciplines represented from each division on this task force. The abolishment of the faculty at large position and the consolidation of the EMSD membership will help ensure a proper balance on the Task Force between the faculty, administrators and students.

7. Recommendation:

Charge: To coordinate with the Educational Resources Task Force the addition to said task force of (1) adjunct faculty; make the appropriate recommendation.

Meeting of the College Assembly – March 4, 2004

An Adjunct-at-Large position be added to the Task Force on Educational Resources.

Rationale:

As enrollment increases at Middlesex County College, The Institution needs a mechanism to dialogue with the adjunct faculty, who teach a large percentage of the courses offered by the college. It is our responsibility as a learning-centered institution that sees student success as paramount to its mission to have greater input from the adjunct faculty who teach our growing constituency.

8. Recommendation:

Charge: To deliberate the creation of two task forces, one for Student life issues 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).

1. It is the recommendation of this task force that the Task Force for Student Life and Community Concerns be dissolved as pursuant to the College Assembly Bylaw section 1.0702.
2. It is the recommendation of this task force that a task force for Student Life be established, pursuant to College Assembly Bylaw section 1.0702. The composition and responsibilities of this task force are defined on the attached pages.
3. It is the recommendation of this task force that a task force for Community Concerns be established, pursuant to College Assembly Bylaw section 1.0702. The composition and responsibilities of this task force are defined on the attached pages.

Rationale:

The Task Force on Student Life and Community Concerns is the most numerous of task forces in membership. Its charges deal with a wide spectrum of issues, the majority of which involve student life issues. As the College's involvement with the external community increases the number and focus of issues/charges in the community concerns area will increase as well. The task of addressing issues dealing with Campus Life and issues dealing with Community Concerns will best be served by the dismantling of this one task force and the establishment of two separate task forces.

Meeting of the College Assembly – March 4, 2004

Task Force on Campus Life:

1. MEMBERSHIP

- | | |
|---------------------|---|
| a. Faculty | 3 |
| b. Adjunct at large | 1 |

c. Faculty Advisor to a student organization	1
d. Students	5
e. Director or representative from student activities	1
f. Director or representative from the Department of Counseling and Career Services	1
g. Support staff	1
h. Officer of College Center Programming Board	1
i. Director or designee department of Health and Public Safety	1
j. Director or representative from Academic advising	1
k. Director or designee from one urban center	1

Total..... 17

2. PURPOSES:

- a. Use of college facilities by students and student organizations
- b. Student created and/or oriented College publications
- c. Student Campus Safety and Health
- d. Counseling, Job placement, College Transfers
- e. Academic Advisement
- f. Student Activities
- g. Financial Aid

Task Force on Community Concerns:

1. MEMBERSHIP

a. Director or representative from Marketing and Public Information	1
b. Faculty	3
c. Adjunct at large	1
d. Students	3
e. Director, Athletics/PE center, or representative from the Department of Intercollegiate Athletics.	1
f. Chief of police or representative from the police department	1
g. Support staff	1
h. Director of School Relations	1
i. Director or Designee from one of the urban centers	1
j. Dean or designee of corporate and community development	1

Total..... 14

Meeting of the College Assembly – March 4, 2004

2. PURPOSES:

- a. Use of college facilities
- b. College publications including the college website.
- c. Public information about the college in public forums such as, but not limited to, newspapers, radio, the Internet

- d. Campus speakers
- e. Relationship of the College with local, county, state and national communities.
- f. Campus Safety and Health

This Reading of Recommendations from the Bylaws Task Force does not constitute the First Official Reading as provided for in the College Assembly Bylaws, 1:1101 Article XI. Proposed changes to the Bylaws will be presented on April 1, 2004, with adoption of the amendments at the May Assembly meeting.

D. Campus Diversity – Professor Leah Ghiradella, Chair

Recommendation:

In addressing charge #2, the members of the Campus Diversity Task Force recommend:

- Reinstating peer-mentoring via the Office of Minority Student Affairs
- Reinstating the CAAP program
- Devoting a day to diversity awareness for all faculty and staff
- Enhancing funding for the OMSA in order to broaden the student population served
- Instituting an annual diversity awareness day for the entire campus community

Rationale:

Members of the Task Force consulted with Mr. John Dunning, Director of the Office of Minority Student Affairs. Mr. Dunning attended our January meeting as a guest speaker in order for us to ascertain the needs of Middlesex County College's diverse student population, especially those students who may be considered "at-risk." OMSA has run numerous programs targeting at-risk students, focusing primarily on the African-American and Latino population. In order to adequately serve a broader student-base, OMSA needs more funding, particularly permanent funding. Their programs, including peer-mentoring and the CAAP program, have been successful and very cost effective; as a result, the Task Force feels they should be reinstated.

The Task Force also recommends devoting a day to diversity awareness for all faculty and staff, and to instituting an annual diversity awareness day for Middlesex County College so that the entire college community, faculty, staff, and students, in an effort to become a thriving multicultural institution, can develop a deeper understanding of and a commitment to the college's rich diversity.

Meeting of the College Assembly – March 4, 2004

E. Curriculum - Professor Jane Liefert, Chair

Recommendations:

SCI 155 – Introduction to Geology

Change in: Title and Prerequisite(s)

SCI 157 – Introduction to Meteorology

Change in: Prerequisite(s)

Chemistry Option– Science Transfer Degree – Change in Curriculum

F. Educational Resources - Mr. Lewis Ostar, Chair

No Report

G. Student Life and Community Concerns – Mr. Thomas Peterson, Chair

No Report

REPORT OF THE CHAIRPERSON

1. Recommendations that came before the Assembly at the February 5, 2004, meeting were approved and signed by Dr. Bakum and forwarded to the appropriate offices for implementation:
 - a. -That the College's published material for International and ESL students be supplemented. The committee recommends that an International and ESL information packet be drafted cooperatively by all appropriate departments. This information should also be posted on the College's web site. The recommendation is to be implemented by **Dean Diane Lemcoe**, Enrollment Management.
 - b. - That a student whose foreign degree has been equated to a U.S. Bachelor's degree by a certified evaluation service should be exempt from taking the Accuplacer test. Furthermore, it is recommended that students in this category be allowed to submit a TOEFL score that can be used in lieu of ESL placement testing. The cut off scores and testing sites will be determined by the ESL Department. To be implemented by **Dean Diane Lemcoe**, Enrollment Management and **Dean Grace Kehrer**, Social Sciences and Humanities.
 - c. - That all students be required to obtain a College ID. To be implemented by **Dean Juana Lewis**, Enrollment Management
 - d. - That students be included, where appropriate, in initiatives which are designing or redesigning facilities. To be implemented by **Mr. Donald Drost**, Executive Director, Facilities Management.

Meeting of the College Assembly – March 4, 2004

2. The Chair received from Dr. John Bakum, College President, information addressing the pending College Assembly recommendations from the 2002/2003 academic year (see attached memo from Dr. Bakum).
3. Student representatives to the College Assembly met with the Chair on Monday, March 3, for the monthly briefing on today's agenda.

4. Reminder: Please indicate at the April meeting your preference for the May College Assembly meeting: Monday, May 3 or Thursday, May 6.
5. The next regular meeting of the College Assembly will be on Thursday, April 1, 2004 at 2:00 p.m. in L'Hommedieu Hall.
6. Task Forces and their Chairs are reminded that Reports and Recommendations for the April 1, 2004 meeting should be in the College Assembly Office on or before Monday, March 22, 2004.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: S. Biswas Sec: C. Dolan

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Margarete Driver, Ph.D.
Chair, College Assembly

MD:ls