

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
APRIL 7, 2005
MEMBERS PRESENT**

DEANS: M. Conners, G. Kehrer, M. Laskowski-Sachnoff, D. Lemcoe, J. Lewis, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

F. Gordon, J. Lyons, T. Montani, C. Pam, A. Snopek, C. Weisz

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

STUDENTS: C. Chukunta, V. Cueva, N. Drelles, Y. Gonzalez, J. McBain, J. O'Donnell, C. Sanford

SUPPORT STAFF: R. Gons, M. Lotz, M. Pent

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, A. Class-Rivera, R. Ellison, E. Griffith, F. Hertrich, H. Holbeck, E. Rose

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Washington*

FACULTY: S. Biswas*, C. Bowers*, P. Honey*, B. Simon*

STUDENTS: C. Coursen, S. Donnelly*, M. Fransisco*, M. Malat*, V. Orazi, A. Rashid*

SUPPORT STAFF: G. Ippolito*

*Excused

Meeting of the College Assembly – April 7, 2005

Before calling the meeting to order, Prof. Picardo announced that the first item was to be a reordering of business so that the speeches and election for Chair-Elect could occur at the end of the meeting with the Suspension of Bylaws. Two events had occurred since the last meeting that would necessitate a change in the agenda. In a memo dated March 23, 2005, Professor John Gutowski rescinded his nomination to the Chair-Elect position. Upon conferring with Professors Xena Balabkins, Chair of the Nominating Committee and Marilyn Laskowski-Sachnoff, Parliamentarian, it was decided that Professor Jeffrey Spector, the remaining nominee, would run unopposed. Secondly, there had been a scheduling conflict for Professor Spector, and since he was running unopposed, the speech and election would take place at the May 5, 2005 meeting.

With a quorum present, Professor Alice Picardo called the April regular meeting of the College Assembly to order on Thursday, April 7, 2005 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: C. Pam

Minutes accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Anthony Matagrano, Chair

1. Charge:

Prof. Matagrano stated that The Department of Dental Auxiliaries Education requested approval by the College Assembly of 2 additions to the current Standards of Progress for the Dental Hygiene Program. In addition to the 4 Standards of Progress that currently exist, the new standards would state:

- Must achieve a “C” grade or better in all science courses to satisfy degree requirements.
- If a student earns a grade of less than “C” in any science course, the student must retake the course and achieve a grade of “C” or better.

Recommendation:

That the two new standards stated above be added to the current Standards of Progress for the Dental Hygiene Program.

Meeting of the College Assembly – April 7, 2005

Rationale:

At present Radiography Education, Nursing, Medical Laboratory Technology, and Respiratory Care require a grade of “C” or better in all sciences courses. These additional standards would make the Dental Hygiene Standards of Progress consistent with the other health technology programs.

Motion to accept recommendation:

Mov: R. Luke Sec: M. Laskowski-Sachnoff

Vote on recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

2. Charge:

Examine, report, and make appropriate recommendations on the current policy stating “students who are required to include developmental courses may carry no more than a combined total of 15 credits or credit equivalents.” (MCC – CC, p.18) For example: a student who is taking RDG 011, ENG 121, MAT 013 and SPE 121 and wants to take a fifth course may only do so with Dean’s permission. Consider whether or not the student should have the freedom to make the decision regarding the number of courses taken after being presented with all of the relevant information regarding course load: work schedules, degrees of course difficulty, homework requirements, adjusting to college, etc.

Recommendation:

Students who are required to include developmental courses may carry no more than a combined total of 15 credits or credit equivalents. Students who wish to take more than 15 credits may do so only by submitting an appeal to their Dean.

Rationale:

The MCC policy regarding the course load for students taking developmental courses, as stated on p. 18 of the college catalogue, is as follows:

Students who are required to include developmental courses may carry no more than a combined total of 15 credits or credit equivalents.

Students taking developmental courses should be presented with all of the relevant information regarding a course load that exceeds 15 credits. Appealing to their Dean would ensure that students receive all the appropriate information

Meeting of the College Assembly – April 7, 2005

pertaining to course load and student success. Thus, the decision is made on a case-by case basis only after a student’s progress is reviewed by both parties.

Motion to accept recommendation:
 Mov: S. Delvecchio Sec: K. Shay

Following discussion about the jurisdiction of the appeal process and the number of developmental courses, voting followed.

Vote on recommendation:
 App: Majority Opp: 0 Abs: 1
 Motion passes.

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

Charge:

Coordinate, with the Task Force on Bylaws, an evaluation of the size and purpose of this Task Force. Make appropriate recommendations.

Report:

The Task Force has forwarded a report to the Bylaws Task Force.

C. Bylaws – Professor Xenia Balabkins for Professor Jeffrey Spector, Chair

The Bylaws Task Force submitted the following recommendations as reports to be voted on at the next College Assembly meeting.

1. Charge:

Work in conjunction with all other Task Forces to evaluate their size and purpose as outlined in the Bylaws of the College Assembly 2004-2005.

Recommendation:

The size of the Educational Resources Task Force be increased by one, adding the following: The Dean of Student Enrollment or a representative from the Division of Student Enrollment.

It was also resolved that the faculty membership definition be amended as follows: faculty (5) with at least one from each academic division.

The amended purpose of the Educational Resources Task Force should be as follows:

Meeting of the College Assembly – April 7, 2005

- A. Needs for and allocation of appropriate physical resources.
- B. Needs for and allocation of appropriate learning resources.
- C. Needs relating to satellite operations.

2. Charge:

Work in conjunction with all other Task Forces to Evaluate their size and purpose as outlined in the Bylaws of the College Assembly 2004-2005.

Recommendation:

After reviewing the responsibilities of the Campus Life Task Force it was decided that the purposes of this Task Force be changed to read:

- a. Use of College facilities by members of the campus community or campus organizations.
- b. Campus oriented publications for internal use.
- c. Campus community safety and health.
- d. Counseling, job placement and college transfers.
- e. Academic Advising.
- f. Campus community activities.
- g. Financial Aid.

Rationale:

The purpose of this Task Force is to study and recommend policy dealing with all charges associated with all areas of the college community. These changes are simply a clarification of this.

3. Charge:

“Review and consider a revision of Appendices A and E (Voting Procedures – EM) Consult with Deans and Members of the Division and make appropriate recommendations.”

Recommendation:

The following changes to Appendices A and E:

Paragraph one:

Change the word “committee” to the phrase “a committee or at least three members.” Replace the word “director with the word “administrator.”

Paragraph two:

Replace the sentence “Faculty representatives shall be elected by faculty only and directors’ representatives shall be elected by directors only.” With the sentence faculty and administrator

Meeting of the College Assembly – April 7, 2005

representatives shall be elected jointly by both faculty and administrators.”

Rationale:

The Division of Enrollment Management does not have the same structure as the academic divisions and has different requirements for representation. The division had an internal meeting and a subsequent meeting with the Bylaws task force and decided the division was better served by having all representatives decided by joint votes of both administrators and faculty.

4. Charge:

“Review and consider a revision of Appendices B and F (Voting Procedures – SD) Consult with Deans and Members of the Division and make appropriate recommendations”

Recommendation:

The following changes to Appendices A and E:

Paragraph one:

Change the word “committee” to the phrase “a committee or at least three members.” Replace the word “director with the word “administrator.”

Paragraph two:

Replace the sentence “Faculty representatives shall be elected by faculty only and directors’ representatives shall be elected by directors only.” With the sentence “faculty and administrator representatives shall be elected jointly by both faculty and administrators.”

Rationale:

The Division of Student Development does not have the same structure as the academic divisions and has different requirements for representation. The division had an internal meeting and a subsequent meeting with the Bylaws task force and decided the division was better served by having all representatives decided by joint votes of both administrators and faculty.

5. Charge:

“Refer to 1.0706 Method of Membership. Consider that the Division of Enrollment Management and the Division of Student Development do not have Division Councils. Also consider these implications on 1.0400

Meeting of the College Assembly – April 7, 2005

methods of Membership – B and C. Consult with the Deans and members of these Divisions and make appropriate recommendations.”

Recommendation:

Upon review of Section 1.0400 of the College Assembly Bylaws it was decided that:

Section B will be changed to read:

“Faculty representatives from the Enrollment Management and Student Development shall be elected by all members of the division, and directors shall also be elected by all members of the division as outlined in Appendices A, B, E & F.”

Section C will be changed to read:

“Faculty representatives-at-large shall be elected on a rotating basis by the faculty members of the Division Councils or committee of representatives comprised of faculty and administrators and in the divisions of Enrollment Management and/or Student Development as they are listed in 1.0400 Article IV – Membership and According to Appendices A & B.”

Rationale:

The Divisions of Enrollment Management and the Division of Student Development do not have the same structure as the academic divisions. The divisions each had internal meeting and subsequent meeting with the Bylaws task force and decided these divisions were better served by having all representatives decided by joint votes of those members.

6. Charge:

“Refer to 1.0706 Method of Membership. Consider that the Division of Enrollment Management and the Division of Student Development do not have Division Councils. Also consider these implications on 1.0400 Methods of Membership – B and C. Consult with the Deans and members of these Divisions and make appropriate recommendations. “

Recommendation:

After reviewing section 1.0706 of the College Assembly Bylaws it was decided that all references to “Division Councils” shall be replaced with the phrase “Division Councils of the academic divisions and the Dean of Enrollment Management and the Dean of Student Development”

Rationale:

The Divisions of Enrollment Management and the Division of Student Development do not have Division Councils which can present their Meeting of the College Assembly – April 7, 2005

nominations to the Chairperson of the College assembly. In place of the Division council the Dean shall serve this function in these two divisions.

Prof. Picardo commented that these charges and recommendations are intricate and these revisions insure the proper functioning of the Assembly when dealing with the complexity of College business. She noted that Bylaws Task Force was asked to

review this information because the present Appendices do not represent the makeup of Enrollment Management and Student Development.

D. Campus Diversity – Mr. Louis Marius, Chair

Charge:

Coordinate, with the Task Force on Bylaws, an evaluation of the size and purpose of this Task Force. Make appropriate recommendations.

Recommendation:

The committee has forwarded a Report to the Bylaws Task Force.

E. Campus Life – Dr. Christine Harrington

1. Charge:

During this time of institutional transition, evaluate and report on the status of available space for students to congregate in between classes. Make appropriate recommendations.

Report:

The Campus Life Task Force investigated what current space exists for students to congregate. Members of the task force walked through the buildings on campus to document current space. The New Brunswick and Perth Amboy Centers were asked to report on their space. Contacts with Juana Lewis, Dean of Student Development, and Don Drost, Facilities Management, were also made in an effort to provide a thorough, accurate report.

The current student space consists primarily of wood benches in corridors or lobbies in Main Hall, L'Hommedieu Hall, Instructional Resource Center, Johnson Learning Center, Edison Hall, Technical Services Center, and the College Center. There are student lounges in the Instructional Resource Center and L'Hommedieu Hall. There are also student lounges in the Perth Amboy and New Brunswick Centers. The Library and Instructional Resource Center have individual and group study spaces. Students tend to spend time in the main corridors and lobbies of the buildings mentioned above, but are sometimes displaced when events occur. This seems to happen most frequently in the College Center

Meeting of the College Assembly – April 7, 2005

where space is utilized for many different reasons. Students have expressed significant concern over losing the game room at the College Center recently. There does not seem to be any single space on campus that is solely for students.

Dean Lewis, Chief Smilek, Mary Kirbos, and Don Drost also recently conducted a walk through of the campus to identify current space that

could be transformed to better meet the needs of students. As a result, the College Center, Edison Hall, Instructional Resource Center, and Main Hall have been targeted for redesign. The use of technology in these spaces, such as televisions, wireless lap top use, and gaming, has also been considered.

The Campus Life Task Force believes the lack of student space, particularly given our growing population, is a crucial issue for the campus. Re-designing the current space available is a great first step in addressing this problem. It is extremely critical that student space be considered with any new construction, particularly since there is no space designated only for students. As our population continues to grow, this becomes a more pressing need. The Campus Life Task Force also believes that some of the student space enhancements, such as the lack of a television or cable connection at the New Brunswick Center, could be addressed in the more immediate future.

Rationale:

According to the Middlesex County College mission statement, “.We emphasize academic excellence and student success through a student-centered and innovative life-long learning environment for our diverse population”. A student centered learning environment needs to include a space for the students. Students need a place to spend time in between classes, a place to socialize with others, a place to read or complete assignments, and so forth. The student population continues to grow, yet the student space on campus continues to decrease (lounges have been converted for other uses, the game room no longer exists, etc.). Having a place to congregate contributes significantly to their connection to other students as well as to the college in general and these connections can lead to increased student success.

Prof. Picardo mentioned that in early March, the Campus Life Task Force requested a new charge to evaluate and report on transportation and parking issues relating to the Perth Amboy and New Brunswick Centers. They were so charged.

Meeting of the College Assembly – April 7, 2005

2. Charge:

To evaluate and report on transportation and parking issues relating to the Perth Amboy and New Brunswick Centers. Make appropriate recommendations.

Recommendation:

The Campus Life Task Force recommends that shuttles to and from the New Brunswick and Perth Amboy Centers be instituted.

Rationale:

The Campus Life Task Force makes this recommendation for two reasons. First, parking appears to be an issue at the New Brunswick Center and the ongoing construction in the vicinity near the Center will further limit parking availability, particularly during the day. There is a parking garage adjacent to the Center and students can purchase parking cards from the New Brunswick Parking Authority for the academic year for a fee of \$50 (daytime students) and \$40 (evening students). Students are also charged a \$10 deposit which is refunded once the parking card is returned. If the student has paid for parking at the Edison campus, the student pays the New Brunswick Parking Authority \$35 for daytime and \$25 for evening, which includes the \$10 deposit for the parking card. Increasingly, the lot is full, and the students and instructors must look elsewhere for parking. Second, the college continues to see an enrollment increase and the available classroom space on the main campus does not seem to be sufficient. There is space available during the day at the Perth Amboy and New Brunswick Centers and increased course offerings reflect that. Students who may be willing to go to the centers do not have transportation. The shuttles will make it easier for students to take classes at the centers. It can also assist with the parking difficulties mentioned above.

Motion to accept recommendation:

Mov: Y. Gonzalez Sec: C. Weisz

After discussion concerning fees, schedules, and other parking issues voting followed.

Vote on recommendation:

App: Majority Opp: 0 Abs: 1

Motion passes.

F. Community Concerns – Mr. Terry McGlincy

No report.

Meeting of the College Assembly – April 7, 2005

G. Curriculum - Professor Jane Liefert, Chair

Recommendations:

BIO 240 – Research in Biology

New Course Code

Motion to accept recommendation:

Mov: D. Lemcoe Sec: J. Baker

Vote to accept recommendation:

App: By Majority Opp: 0 Abs: 0
Motion passes.

CSC 105 – Computer Applications and Systems

Change in: Course Content, Catalog Course Description and Behavioral Objectives

CSC 251 – Windows Workstation Administration

Change in: Catalog Course Description and Title

CSC 252 – Windows Server Administration

Change in: Catalog Course Description and Title

Motion to accept recommendations:

Mov: G. Kehrer Sec: C. Harrington

Vote to accept recommendations:

App: By Majority Opp: 0 Abs: 0

Motion passes.

Computer and Information Systems – General Option: Change in Curriculum

Motion to accept recommendation:

Mov: J. Baker Sec: N. Drelles

Vote to accept recommendation:

App: By Majority Opp: 0 Abs: 0

Motion passes.

Computer and Information Systems – Network Administration and Support Option:

Change in Curriculum

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Laskowski-Sachnoff

Meeting of the College Assembly – April 7, 2005

Vote to accept recommendation:

App: By Majority Opp: 0 Abs: 0

Motion passes.

Office Administration Department – Certification of Achievement Program:

Change in Curriculum

Motion to accept recommendation:

Mov: C. Pam Sec: M. Lynch

Vote to accept recommendation:

App: By Majority Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Mr. Brian Richards, Chair

No report.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. Prof. Picardo reported that the Campus Life Task Force was assigned an additional charge concerning transportation and parking issues relating to the Urban Centers.
2. A meeting for the student members of the College Assembly was held on Monday, April 4, 2005. Prof. Picardo said discussion was lively and invited any interested members of the Assembly or Task Forces to attend in the future. The next student meeting will take place on Monday, May 2, 2005 in ED 100.
3. Prof. Picardo asked all members of the College Assembly to think about issues and concerns for the 2005-2006 Assembly. Task Force Chairs will be asked for end of the year reports. Charges that have not been addressed will be reviewed.
4. The Assembly was reminded that all recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly office on or before Monday, April 25. The next regular meeting of the College Assembly will be held on Thursday, May 5, 2005 at 2:00 p.m.

Meeting of the College Assembly – April 7, 2005

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: S. Delvecchio Sec: J. Saborido

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

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls