

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
OCTOBER 3, 2002**

MEMBERS PRESENT

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

J. Gutowski, J. Herrling, L. Lederer

FACULTY: X. Balabkins, G. Bedoya, S. Biswas, T. Dey, S. Kelton, K. Krapels, M. Lopez, A. Nicolai, N. Picioccio, J. Ramirez, M. Scanlon, N. Schatz, J. Spector, G. Vastola

STUDENTS: C. Fai Lam, C. Lippe, C. Lovallo, A. Schwaikert, F. Tung

SUPPORT STAFF: K. Hogue, D. Krisza, M. Pent, C. Rutowski, S. Waxmundsky

TASK FORCE CHAIRS:

Academic Standards:	N. Schatz
Accessibility for Persons with Disabilities:	C. Harrington
Bylaws:	I. Ramer
Curriculum:	J. Gutowski
Educational Resources:	J. Liefert
Student Life and Community Concerns:	A. Picardo

GUESTS: N. Dhanda, E. Fidell, E. Hansen, F. Hertrich, P. Kong, A. Levitt, P. Rice, M. Laskowski-Sachnoff, J. Siegfried, B. Simon, S. Zale

PARLIAMENTARIAN: R. Strugala

MEMBERS ABSENT

DEANS: R. Goldfarb*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: S. Buscemi, M. DeLucia*, R. Ellison*, J. Kruszewski*

FACULTY: D. Brower*, E. Christensen*, C. Dolan*

STUDENTS: J. Gill, M. Girau, C. Higgins, J. Nagy, D. Patel, J. Rubin, G. Villacis

TASK FORCE CHAIRS:

Campus Diversity: F. Burke*

*Excused

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With a quorum present, Chair Margarete Driver called the first regular meeting of the College Assembly to order on Thursday, October 3, 2002 at 2:05 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. Driver introduced the College President, Dr. John Bakum. He welcomed the new Dean of the Division of Social Sciences and Humanities, Dean Grace Kehrer. Dean Kehrer comes from a community college background in Florida at Valencia and in New Orleans at DelGado Community College. Her background is in English and English as a Second Language. His subsequent remarks focused on two items: The expected initiatives coming out of the Student Success project with implications on the College governance structure; and a new initiative by Dr. Driver which he fully endorses (this item is addressed under Chair's Report.)

Dr. Driver announced that Dr. Richard Strugala has agreed to serve as the Parliamentarian for the 2002-2003 year.

She then extended her appreciation to Dr. Luke and Professor Laskowski-Sachnoff, immediate past College Assembly Chairs, for their assistance in a smooth transition of the College Assembly Chairmanship.

Dr. Driver also recognized Assembly members for their commitment to participate in the work of the College Assembly.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: X. Balabkins

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

Dr. Driver informed the Assembly that on September 19, 2002, according to the Bylaws, a Task Force Organizational Meeting was held. At that meeting, Dr. Bakum welcomed all members and wished them a productive year, especially in light of the College moving to the learning-centered paradigm and the many resulting institutional changes. Subsequently, the task forces met, elected their Chairs, set meeting schedules for the academic year and reviewed their charges. Copies of the Task Force charges were made available to the College Assembly. The Chair then introduced the Chairs of the Task Forces.

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A. Academic Standards – Professor Naomi Schatz, Chair

Professor Schatz stated that the Task Force reviewed and prioritized the charges. The first category are charges addressed by the Task Force within the past four years: the charge to review the College's Dismissal Policy; the charge to review the residency requirement of the last 15 credits taken at Middlesex County College; the charge to revisit the grades of B- and C- as final grades (especially in remedial Math classes) and recommend possible change; and the charge to revisit the attendance policy issue for remedial classes.

The second category contains charges considered relatively easy to resolve: the charge to review the suspension/restriction decision of students with low GPAs whose current semester average is respectable; the charge to study inclusion of representation of adjunct faculty on the task force; the charge to review the I-grade extension time frame; and the charge to review Add/Drop and Course Withdrawal Evaluation forms with reference to relevant signature(s). The Task Force has organized subcommittees for these charges and expects to give a progress report at the next meeting.

Professor Schatz will seek clarification on the third category: the charge to research assessment practices and report to the Assembly on minimal standards which reflect learning-outcome, student-centered strategies and make recommendations; the charge to study requirements for a second degree and make recommendations; and the charge to conduct studies on and make recommendations for a Computer Privacy Policy.

The last category contains important charges to be also addressed this year: the charge on assessment practices; and the charge to conduct a study on issues of plagiarism in on-line courses. Some research and background information for the latter charge has already been collected.

**B. Accessibility for Persons with Disabilities -
Dr. Christine Harrington, Chair**

The Task Force expects to have a recommendation by the November Assembly meeting on the charge addressing the inclusion of adjunct faculty on the Task Force.

Clarification on language on some of the charges resulted in a change from Instructional Technology to Informational Technology in order to broaden the focus.

C. Bylaws – Professor Iris Ramer, Chair

No Report

D. Campus Diversity – Professor Frank Burke, Chair

No Report

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E. Curriculum - Professor John Gutowski, Chair

The Task Force is in the process of reviewing and revising the College Assembly Course Approval forms. Professor Gutowski invited suggestions/insights pertaining to the revision.

He reminded the Assembly that the original and 20 copies of proposed changes be submitted to the College Assembly Office. Because this being a catalogue year, presenters to the Curriculum Committee are to adhere to the due dates.

The Task Force Chair welcomes input from the plenary on its charge to increase academic faculty representation by one (1) per academic division.

F. Educational Resources - Professor Jane Liefert, Chair

No Report

G Student Life and Community Concerns – Ms. Alice Picardo, Chair

No Report

NEW BUSINESS

Professor Laskowski-Sachnoff, Chair for the Chair-Elect Nominations Committee of the College Assembly, announced two (2) nominees for Chair-Elect:

John Dunning – Director of Minority Student Affairs

Alice Picardo – Counseling and Career Services

The individual who is elected at the December meeting will serve as Chair of the College Assembly from 2004-2006.

Professor Laskowski-Sachnoff thanked the committee members, Professors Janet Baker, X. Balabkins and Frank Rubino for their participation on the committee.

REPORT OF THE CHAIRPERSON

Dr. Driver announced that copies of two reports were made available to the College Assembly. The first report is mandated by the Assembly Bylaws which 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 2001-2002. They were approved and signed by Dr. Bakum, and forwarded to the appropriate offices for implementation.

Dr. Driver is in the process of establishing an Ad Hoc Task Force for Faculty Excellence which will lead to a standing Task Force of the College Assembly. Thirty (30) academic faculty representatives from all three academic divisions will meet on October 17th, to discuss goals, purposes, objectives and initiatives. This endeavor has
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the full and strong support of President John Bakum. Dr. Driver will give periodic progress reports at subsequent College Assembly meetings.

Dr. Driver introduced Ms. Lisa Sgro, Department Assistant for the College Assembly. The College Assembly office is located in Raritan Hall, Rm. 122, the telephone number is 732-906-4239 and the e-mail address is assembly@middlesexcc.edu. The office is open Monday – Thursday from 8:30 a.m. to 2:45 p.m.

In addition, the new website of Middlesex County College to be launched on October 15, 2002, will include a working website of the College Assembly. The Chair invites input on format, content and appearance. Mr. John Kruszewski from the Academic Advising Center will maintain the College Assembly website.

For every Monday preceding the monthly College Assembly meetings, Dr. Driver has scheduled briefings and relevant discussions with student representatives to the College Assembly. The next student meeting is scheduled for Monday, November 4th at 11:00 a.m. in the College Center, Rm. 314.

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 October 28th. The next regular meeting of the College Assembly will be held on Thursday, November 7, 2002 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

A question on whether the Ad Hoc Task Force will look only at issues relating to teaching/faculty excellence was answered by the Chair in the affirmative. In light of the College moving toward the learning-centered paradigm, concerns of academic faculty are a priority.

In response to the inquiry on the selection of the Ad Hoc Task Force membership, Dr. Driver stated that it was her selection. Some of the thirty (30) members participated in the Institute during August and will share the knowledge they gained then. Others on the Task Force have been involved in similar initiatives in the past. The reason for the creation of the Task Force is to endow it with the legitimacy of a constituent of the College governance structure. The Task Force is envisioned as a physical and intellectual space where faculty can focus on the teaching/learning process with the full support of the College. Dr. Driver has visited with the directors of the Center for Teaching Excellence of County College of Morris to inform herself of issues involved in the creation of such a center.

Dr. Driver responded to the question on adjunct representation on the planned Task Force in the affirmative.

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ADJOURNMENT

Motion to Adjourn:

Mov: S. Biswas Sec: X. Balabkins

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Margarete Driver, Ph.D.
Chair, College Assembly

MD:ls