

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
October 4, 2001**

MEMBERS PRESENT

DEANS: M. Conners, R. Zifchak

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

J. Gutowski, C. Pam, M. Przygoda, J. Siegfried, L. Smith

FACULTY: S. Biswas, B. Bogner, R. Conley, J. Flakker, A. Nicolai, A. Picardo,
M. Scanlon, L. Tillotson, S. Zale

STUDENTS: G. Aleksic, P. Cella, N. Gomez, D. Leon, J. Lubrano, K. McGowan
K. Miano, M. President

SUPPORT STAFF: R. Hanson, D. Krisza, M. Pent

TASK FORCE CHAIRS:

| | |
|---|-------------|
| Academic Standards: | N. Schatz |
| Accessibility for Persons with Disabilities: | E. Altruda |
| Bylaws: | I. Ramer |
| Campus Diversity: | J. Roach |
| Curriculum: | J. Gutowski |
| Educational Resources: | J. Liefert |
| Student Life and Community Concerns: | H. Swanicke |

GUESTS: R. Maimone, S. Larkin, M. Laskowski-Sachnoff, M. Maciolek, R. Kahrman,
T. Gerow, N. Joseph

PARLIAMENTARIAN: R. Zifchak

MEMBERS ABSENT

DEANS: R. Goldfarb*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: D. Loper*

FACULTY: J. Brackenridge*, N. Dhanda*, C. Dolan*, P. Honey, S. Kelton*,
K. Krapels*, J. Lasky*

STUDENTS: V. Brown*, J. Intilli*, A. Kirzner*, R. Remus*

SUPPORT STAFF: P. Hilton*, C. Rutowski

*Excused

Meeting of the College Assembly - October 4, 2001

With a quorum present, Chairperson Reginald Luke called the first regular meeting of the College Assembly to order on Thursday, October 4, 2001 at 2:05 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. Bakum was unable to address this first meeting of the College Assembly, but he extended his regards and best wishes for a productive year and stated he looks forward to receiving the recommendations from the Assembly.

Chairperson Luke introduced the new College Assembly Department Assistant, Lisa Sgro.

Professor Robert Zifchak has agreed to serve as the Parliamentarian for the 2001-2002 academic year.

APPROVAL OF MINUTES

Motion to approve minutes of the April 26, 2001 Special Meeting:

Mov: M. Przygoda Sec: L. Tillotson
Minutes are accepted as presented

Motion to approve minutes of the May 3, 2001 Meeting:

Mov: M. Przygoda Sec: L. Tillotson
Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

Chairman Luke informed the Assembly that on September 20, 2001, a Task Force Organizational Meeting was held. At that meeting, the task forces of the College Assembly met, elected their chairpersons and reviewed their charges for the year. The Chairperson then asked each Task Force Chair to introduce themselves, and to explain their charges and how they were going to conduct the meetings for the academic year.

A. Academic Standards - Naomi Schatz, Chairperson

Professor Schatz stated that the task force reviewed all of the charges and that there were some initial discussions. She stated that the task force has split themselves into 3 groups, with each group dealing with one of the charges to research the current policy as related to their charge. At the next meeting each group would summarize their research, and then the task force would decide which charges to address first.

Meeting of the College Assembly – October 4, 2001

B. Accessibility for Persons with Disabilities - Elisabeth Altruda, Chairperson

The first charge asks the task force to review the present status of services provided by the college for persons with disabilities and recommend other needed services. The task force is developing a questionnaire that will address these areas and be made available to students and others on campus with concerns.

The second charge is to determine whether all college facilities, essential functions and faculty offices are accessible to all students on campus. The task force believes that it is necessary to have a mechanism in place for locating and evacuating non-ambulatory, ambulatory or other types of disabilities that prevented students and personnel from exiting the building in case of an emergency.

The third charge is to determine what technological advances and instruction in learning are available for assisting persons with disabilities. The task force would be researching what is new, what can be acquired, and what would be of benefit to students.

C. Bylaws - Iris Ramer, Chairperson

The first charge is to update the Bylaws of the College Assembly of the recent administrative reorganization and organization. Some of the updating was initiated by last year's committee to be completed this year.

The second charge is to determine the appropriate representation for academic support and student services for these two divisions on the College Assembly and various task forces, in terms of administrative, faculty, staff and student positions. The task force would require more of the history and background of the reorganization. The task force will be gathering information and addressing this charge at the next meeting.

The third charge is to determine whether more adjunct representation would be desirable, practical and appropriate on other task forces.

The fourth charge, should the position of MCC Instructional Designer be included on the Educational Resources Task Force just by virtue of the position. Professor Ramer stated that there would not be much discussion on this charge until the task force obtains a job description.

D. Campus Diversity - Joseph Roach, Chairperson

The first charge is to determine if there are sufficient and equitable services for students of diverse backgrounds. The task force will compile what was gathered last year and examine what types of orientation programs are available and what additional programs are needed.

Meeting of the College Assembly – October 4, 2001

On the second and third charges, the task force will approach this in a way that will provide for students in orientation, as well as during the entire school year; programs

that would address their needs. The task force will assess which populations have deficiencies in services or orientation programs.

E. Curriculum - John Gutowski, Chairperson

Professor Gutowski made available to the College Assembly handouts and floppy disks. The disk has forms for all course curricula and certificate changes. The disk also has 2 additional information files. Professor Gutowski advises that you must submit 21 copies of new proposed changes to the College Assembly office. He also requested a floppy disk, submitted with the paper forms, so if something needs to be modified, the appropriate changes can be made. This will expedite the adoption process. Professor Gutowski also asks for presenters to the Curriculum Committee to set a reasonable time limit. Please be advised that if you want to make sure that any changes you get through this year are in the Catalogue Supplement, try to have them in by early March.

The task force will be meeting the 2nd Thursday of each month except for January, May, June, July and August, in L'Hommedieu Hall, Rm. 207. If anyone needs to see the task force on an emergency basis, contact us before the meeting.

F. Educational Resources - Jane Liefert, Chairperson

The first charge dealing with the recent and planned advances in the College's computer facilities and services, such as Campus Cruiser and Web Advisor, is to review the progress made in these areas, the intended impact and to determine whether other services are recommended for students, faculty or administrators. In particular, to assess the effectiveness of present technologies used by students for registration and advisement and determine their levels and ease of use and effectiveness. Professor Liefert stated that the College may be behind schedule on this and the task force will evaluate this charge at a later time.

The second charge is to determine whether or not campus facilities and services, in terms of educational resources, should be made available to the public in general. The task force will request the input of persons on campus, and will then make recommendations.

The last charge is to coordinate efforts to determine the levels of support services needed by students in the areas of educational resources, in conjunction with the Student's Success Initiative. The task force will be requesting input from the 3 students on their committee and will also be working with the new Dean, when appointed.

Meeting of the College Assembly – October 4, 2001

G. Student Life and Community Concerns – Helena Swanicke, Chairperson

The first charge of determining if students, whether part-time or full-time, have sufficient feedback procedures to express their satisfaction with instruction and support services.

The task force will be working with the Educational Resources Task Force in coordination with the Student Success Initiative to further address this charge.

The task force will be addressing the second charge by creating a survey to distribute to students, faculty and staff to determine the satisfaction of campus food service, quality and pricing.

NEW BUSINESS

None

REPORT OF THE CHAIRPERSON

Chairperson Luke acknowledged how pleased he was with the turnout for the College Assembly meeting and thanked everyone for attending.

The next College Assembly Meeting will be Thursday, November 1, 2001 at 2:00 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: R. Kahrmann Sec: J. Flakker

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

Respectfully submitted,

Dr. Reginald Luke
Chairperson

:ls