

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
NOVEMBER 7, 2002**

MEMBERS PRESENT

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

M. DeLucia, R. Ellison, J. Gutowski, J. Herrling

FACULTY: X. Balabkins, G. Bedoya, S. Biswas, D. Brower, T. Dey, C. Dolan,
S. Kelton, A. Nicolai, N. Picioccio, J. Ramirez, M. Scanlon, N. Schatz, J. Spector,
G. Vastola

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

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

TASK FORCE CHAIRS:

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

GUESTS: N. Devnani, R. Edmonds, M. Laskowski-Sachnoff, F. Hertrich, S. Zale

PARLIAMENTARIAN: R. Strugala

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: S. Buscemi*,
J. Kruszewski*, L. Lederer*

FACULTY: E. Christensen*, K. Krapels*, M. Lopez*

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

SUPPORT STAFF: C. Rutowski*

*Excused

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With a quorum present, Dr. Margarete Driver called the second regular meeting of the College Assembly to order on Thursday, November 7, 2002 at 2:05 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: J. Gutowski Sec: N. Schatz

Minutes are accepted as presented.

UNFINISHED BUSINESS

Following College Assembly Bylaws, 1.0500-Article V., Dr. Driver opened the floor for nominations for chair-elect candidates. Professor Jane Liefert from Computer Science was nominated as candidate for Chair-Elect.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Naomi Schatz, Chair

I. Report Filed:

Task Force subcommittees have addressed the following charges. Charge #1 on suspension and restriction decisions: Examined data from the academic status review and requested feedback data on current procedure from the Academic and Student Affairs Council; Task Force decision to be forthcoming. Charge #3 on adjunct faculty representation: The Task Force is positive on the addition but is soliciting input from adjunct faculty before making a final decision. Charge #7 on the I-grade: Recommendation. Charge #8 on course add-drop issues: The Task Force is addressing catalog wording and approval requirements during the withdrawal process. Charge #5 on on-line plagiarism: Dean Goldfarb has done research and the Task Force will attend a colloquium on internet plagiarism; response to the charge to follow. Charge #12 on a Computer Privacy Policy: The Task Force did not see this charge within its purview.

II. Recommendation:

The explanation of an I grade in the MCC catalog shall be changed. The new explanation will read:

Incomplete work to be made up by special arrangement with the instructor and chairperson of the department. An I grade will be changed to an F if work is not completed by the agreed upon date, which can be no later than the end of the following semester.

Rationale:

The policy currently in use by the Registrar is that, if the work has not been made up, an I grade received in the fall changes to an F on May 15th of the following year, and an I grade received in the spring changes to an F on Meeting of the College Assembly – November 7, 2002

December 15th. A reminder letter is sent to the student before the deadline is reached. However, the explanation of an I grade in the MCC catalog currently reads:

Incomplete work to be made up within one week from the end of the semester or by special arrangement of the department. An I grade is temporary and will be changed to an F if make-up is not accomplished in a timely fashion.

Motion to accept recommendation:

Mov: X. Balabkins Sec: J. Spector

A question on a clear cut understanding of the “official end of a semester” was answered by Dean Lemcoe: The new Web Advisor grading process requires input of an end date to an I-grade, which is the date agreed on between instructor and student or the official date of a semester end.

The issue raised on I-grade extension beyond set dates can be dealt with the built-in change of grade procedure.

Dr. Driver: With no further discussion and no objections to the motion, the secretary is directed to reflect in the minutes that the motion was unanimously adopted.

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

I. Report Filed:

The Task Force has recommended the inclusion of an adjunct faculty member in the Task Force; this recommendation was passed on to the Bylaws Task Force. The charge on including a representative from Information Technology was clarified and will be addressed at the next meeting. Work on most of the charges has begun; however, a significant amount of time was spend on accessibility issues for persons with mobility impairments as a result of elevator vandalism this semester. Students were prevented from attending class and some were stranded on an upper floor. Tied to these concerns are those about evacuation plans in cases of emergencies. As a result, the Task Force recommended to Dr. Driver that an additional charge be added to the current Task Force charges to address this broad issue of accessibility on campus.

II. Recommendation:

On a routine basis in standardized language include the following text in all registration materials (Focus, Master Schedule) as well as other publications such as the college website, campus cruiser, FYI, and Quo Vadis:

Students who have mobility impairments are encouraged to contact Disability Services at 732.906.2546 for assistance with registering for courses located in fully accessible classrooms.

Rationale:

Students who have mobility impairments must rely on elevators to access courses on an upper level floor. Unfortunately, there may be times that the elevator is not functioning, particularly in the situation of an emergency. This will therefore make the exiting for these students particularly problematic. Believing that prevention is critical, this text message will hopefully encourage students to connect with Disability Services. If the Counselors in Disability Services are able to work with these individuals on accessing as many classes as possible on the ground level, the safety and convenience for these students will hopefully be enhanced.

Motion to accept recommendation:

Mov: A. Nicolai Sec: S. Biswas

Dr. Driver: With no discussion and no objections to the motion, the secretary is directed to reflect in the minutes that the motion was unanimously adopted.

C. Bylaws – Professor Iris Ramer, Chair

I. Report Filed:

The Task Force has prioritized the assigned charges. Meetings have dealt with adjunct faculty representation on Task Forces. Professor Richard Ellison was invited and supplied input on representation from the perspective of the Adjunct Faculty Council. The Bylaws Task Force has heard from most of the Task Forces on this issue; the first recommendation is presented today. Additionally, the Task Force on Accessibility for Persons with Disabilities is in discussion with Bylaws regarding the inclusion of a representative from the Department of Information Technology. As to the issue of student representation in the Division of Student Development, the Task Force will meet with Dean Lewis.

II. Recommendation:

An Adjunct-at-Large position be added to the Task Force on Campus Diversity (as per page 17 of Bylaws). This will bring the members of the Task Force to 17.

Rationale:

A substantial portion of Middlesex County College students are taught by adjuncts. Currently, the College Assembly lacks a formal method to seek input on the concerns of these faculty and students.

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Motion to accept recommendation:

Mov: R. Ellison Sec: R. Goldfarb

Dr. Driver: If there are no objections to the motion, the secretary will be directed to reflect in the minutes that the recommendation was unanimously adopted.

Point of Order – Dean Goldfarb: An amendment to the Bylaws may be adopted at any regular or special meeting of the College Assembly following a meeting at which it was proposed.

[The Chair stands corrected. Adoption of the amendment may be made at the December 5, 2002, regular meeting of the College Assembly.]

D. Campus Diversity – Professor Frank Burke, Chair

I. Report Filed:

Members of the Task Force have spent considerable time on researching issues raised by charges. They have communicated via electronic mailing list on various shared documents. Clarification of some charges resulted in some modifications. The recommendation to add an adjunct faculty member to the Task Force was forwarded to the Bylaws Task Force. Research shows that minorities tend to go to college on a part-time basis more so than on a full-time basis. Adding an adjunct faculty member who deals with part-time students to the Task Force can enhance its perspective.

The charge on mentoring students has occupied the Task Force a great deal. Ms. Gina Bedoya, a member of the Task Force and a counselor, has researched the effect of mentoring on student success and graduation rate. While there is no argument that mentoring is an effective tool in increasing graduation rate, the College needs to support more mentoring more convincingly. Some mentoring programs already exist on campus: On invitation to the Task Force, Professor Jane Ostacher discussed the ESL Conversation Partner Program. Though not strictly a mentoring program, it represents for many students the first contact with an academic department where they receive information on College procedures and hints for success, and where faculty learn about the students' concerns.

In addition, the Task Force has unearthed a fine, 100 page report on how to conduct a successful mentoring program, with insights and suggestions for, among others, the African-American and Hispanic student population. The report was a sabbatical leave project by Ms. Naomi Karetnik. The report has been reproduced for all the members of the Task Force and for selected campus personnel. The Task Force will meet with a representative from the Minority Office in November to gather information on mentoring programs there.

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The Task Force has also addressed the charge on reviewing services in the Urban Centers. Although night services seem to be adequate, services on the weekends

are few and in some cases overlooked. The Associate Director of the New Brunswick Center and the Director of the Perth Amboy Center have been requested to supply the Task Force with a list of services vital to the Centers' functioning.

Relative to the charge on student satisfaction, the Task Force discovered a second report which appears to lack a follow up. On questions regarding respectful, fair and equal treatment, the report suggests a fair number of dissatisfied students. The report has been duplicated for members of the Task Force, as well as for campus personnel familiar with the issues addressed.

The charge on encouraging civility among students and faculty on campus will be studied, with Task Force members attempting to familiarize themselves with this concern.

In response to requests by College Assembly members for copies of the two (2) reports, Professor Burke will attempt to scan them on the web.

E. Curriculum - Professor John Gutowski, Chair

I. Report Filed:

In response to charge #1, the Curriculum Task Force is forwarding to the Bylaws Task Force the recommendation to increase academic faculty membership by one (1) per division for a total of nine (9) on the Task Force. This brings the total membership on the Curriculum Task Force to eighteen (18). On charges #3 and #4, a revised Course Approval Form is in its final review by the Task Force members. For the sake of expediency, Professor Gutowski requests that curriculum matters, in addition to hard copy, be submitted via electronic mail, word document attachments, or on a disk. Upcoming curriculum approvals are sought for biology and art courses, and numerous Legal Studies courses.

II. Recommendation:

HIS 245 – History of Major World Religions

Change in: Catalog Course Description and Behavioral Objectives
General Education Diversity Designation

Motion to accept recommendation:

Mov: S. Kelton Sec: D. Brower

Dr. Driver: With no discussion and no objections, the secretary is directed to reflect in the minutes that the motion was unanimously adopted.

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F. Educational Resources - Professor Jane Liefert, Chair

I. Report Filed:

The charge on adjunct faculty representation on the Task Force will result in a recommendation for this addition. The charge regarding ergonomic computer

furniture for faculty and staff was extended to students. Research is done by the Task Force with the College nurse on input for possible recommendations, such as stipulating that future acquisitions of computer furniture include ergonomic features.

Although an Acceptable Use Policy for Computing exists, a Computing Privacy Policy is lacking. The Task Force is looking into terminology for such a policy at other colleges in developing one for MCC.

Discussion on library acquisitions (texts, support materials, journals) by various departments and purging of obsolete holdings has begun. The Task Force is considering a recommendation to have a faculty representative from every department work with the library to make relevant decisions.

The charge on studying the availability of ID's for all students and adjunct faculty has proven to be a moot issue. The policy that all students as well as part and full-time faculty have ID's exists. The problem is the lack of communication to the parties involved of the ID availability. The Task Force suggests that a mechanism be put in place by which all faculty and all students know how and where to obtain their ID's.

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

Report Filed:

The Task Force has set up an electronic mailing list and spent the last two (2) meetings discussing the charges. Because of the number of charges, the meetings have included prioritizing them. The focus is on four (4) of the fifteen (15) at the present time: 1) Studying the sufficiency of public safety personnel during evening classes; a member of the Task Force will solicit input from public safety personnel and make recommendations accordingly. 2) Looking at the subject of open lab computer availability for students; looking at how much time students can spend on computers in open labs and whether or not time should be limited at any point. Research on policies at other colleges is under way. 3) Studying issues on OSHA training regarding repetitive stress injury; if training is available, the Task Force will report on it. Additionally, a recommendation regarding the inclusion of adjunct faculty on the Student Life and Community Concerns Task Force has been forwarded to the Bylaws Task Force.

NEW BUSINESS

None

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REPORT OF THE CHAIRPERSON

1. At the December 5, 2002, regular meeting of the College Assembly, the candidates for Chair-Elect will present their ideas on the direction the College Assembly could or should take during their tenure. The election will take place subsequent to the presentations. Professor Laskowski-Sachnoff will be Chair of the Teller's Committee, whose members also include Professor Balabkins and

- the Parliamentarian, Dr. Strugala. The College Assembly secretary will prepare the ballots and being part of the committee, will prepare the Teller's Sheet.
2. Student representatives to the Assembly and the Chair met on Monday, November 4th for a productive discussion on College Assembly functions and the order of business.
 3. Task Force Chairs have spoken to the Chair about an inordinate number of absences by members from scheduled meetings, including student representatives. The Chair will address this issue through a written communication to the membership and through replacement of students on the Task Forces. The Chair's personal feelings on this is that the College Assembly is the voice, a very important and strong voice, to the College President. A lack of intrinsic interest in the College as an Institution is the greatest weakness of the College Assembly.
 4. The Chair offers to be a conduit for communications. For example, because of recent difficulties with computer use, it was learned that these difficulties arose from line problems into the campus. The Chair hopes that College Assembly members will pass on this information to their constituents with a note for patience.
 5. The Ad Hoc Task Force on Faculty Excellence will host on November 14, 2002, the past Director of the Center for Teaching Excellence at The County College of Morris. Dean McGuire will discuss the Center's purpose, successes and functions. Subsequent to the meeting, members of the Task Force hope to begin framing initial goals and objectives. A December meeting is planned.
 6. Because of the Thanksgiving Holiday, November is a short month relative to preparing College Assembly business for December. Consequently, Ms. Lisa Sgro requests that all recommendations and/or progress reports be received in the College Assembly office on or before Thursday, November 21, 2002, for inclusion in the December packet.
 7. The next regular meeting of the College Assembly will be on Thursday, December 5, 2002, at 2:00 p.m. in L'Hommedieu Hall.

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RECOGNITION AND HEARING FROM THE PUBLIC

1. On the question whether the Ad Hoc Task Force meeting with Dean McGuire was an open forum, the Chair responded that, at this time, the meeting would be useful only to the Task Force itself.
2. Professor Balabkins inquired if College Assembly meetings could start at 2:10 p.m. rather than at 2:00 p.m. to allow faculty with preceding classes sufficient

time to reach the meeting. The Chair, in response, agreed to start the meeting at 2:10 p.m. She indicated in this connection, that her current attempts to condense procedures were aimed at allowing more time for Task Force reports, Assembly deliberations, as well as for discussions on upcoming recommendations from Task Forces.

ADJOURNMENT

Motion to Adjourn:

Mov: J. Spector Sec: G. Vastola

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