

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
FEBRUARY 6, 2003
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

J. Gutowski, J. Herrling, J. Shindelman

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

STUDENTS: N. Devnani, E. Frenkel, C. Higgins, A. Kong, 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
Campus Diversity:	F. Burke
Curriculum:	J. Gutowski
Educational Resources:	J. Liefert
Student Life and Community Concerns:	A. Picardo

GUESTS: P. Bhatia, J. Dunning, F. Hertrich, S. Larkin, T. Orosz, J. Ostacher, M. Laskowski-Sachnoff, J. Siegfried, S. Zale

PARLIAMENTARIAN: R. Strugala

MEMBERS ABSENT

DEANS: D. Lemcoe*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. DeLucia*, R. Ellison*, J. Kruszewski*, L. Lederer*

FACULTY: K. Krapels*, A. Nicolai*

STUDENTS: D. Chivukula, M. Conlin, E. Figueiredo, A. Levitt*

SUPPORT STAFF:

*Excused

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With a quorum present, Dr. Margarete Driver called the February regular meeting of the College Assembly to order on Thursday, February 6, 2003 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: X. Balabkins Sec: M. Laskowski-Sachnoff

Minutes are accepted as presented.

UNFINISHED BUSINESS

According to Article V. of the Bylaws, the election for Chair-Elect of the College Assembly is held at the December meeting. Due to inclement weather on December 5, 2002, resulting in the cancellation of the meeting, the election was held this date. The candidates were Mr. John Dunning, Professor Jane Liefert and Professor Alice Picardo. The Teller's committee, comprised of Professor Laskowski-Sachnoff as Chair, Professor Balabkins and Professor Strugala, the Parliamentarian, and the Assembly secretary Ms. Sgro, oversaw the election. The election was by ballot. College Assembly business continued to be addressed while ballots were cast and counted.

The results of the election would be announced at the end of the meeting (see below).

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Naomi Schatz, Chair

Charge given:

"Review suspension/restriction decision of students with low GPAs whose "current" semester average is respectable; report to the Assembly and make possible recommendations."

Recommendation:

The members of the Academic Standards Task Force recommend no change in the policy on academic standards of progress.

Rationale for Recommendation:

The current policy (see attached pages from the MCC catalog) states that students are evaluated against the academic standards of progress at the conclusion of each semester. The standards of progress are based on the student's GPA and the number of credits attempted. Failure to meet the standards of progress results in the student being given an academic status of warning, probation, restriction, or suspension. Each of these places a limit on the number of credits for which the student may register, or on whether the student may register for any courses in the following semester.

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Part of the decision process for placing a student in one of these categories is Academic Status Review, which takes place at the end of each semester. At Academic Status Review, Department Chairs examine the records of each student, and determine which students will be placed in each of the academic status categories.

The Academic Standards Task Force examined the results of Academic Status Review from the Fall 2001, Spring 2002, and Summer 2002 semesters. The data showed that each semester the review process resulted in several hundred students being moved to less restrictive statuses than their GPA warranted. Task Force members who have participated in Academic Status review reported that Chairs evaluate students on a case by case basis, and move students to a less restrictive status precisely when their current semester performance has markedly improved, but their GPA has not changed enough to move them automatically.

To reinforce this information, the Task Force polled Department Chairs on the issue at a CAL meeting. The Chairs confirmed that they evaluate each student individually, and move students to a less restrictive status based on current semester performance. They reported being quite satisfied with the current policy.

Motion to accept recommendation:

Mov: J. Gutowski Sec: M. Pent

A brief discussion ensued on the efficacy of the current policy and the fact that a student can always seek redress from a suspension/restriction decision via appeal.

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

Intervening Unfinished Business - Because Bylaws stipulate a majority vote of the quorum for the election of a Chair-Elect, a run-off ballot for Professors Liefert and Picardo was in order.

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

I. Announcement:

The Ad-Hoc Committee on Disability Awareness Day will sponsor an event on March 10th which focuses on mental health. The keynote speaker will be Lizzie Simon, author of the book Detour and herself a sufferer from Bipolar Disorder. She will speak from 11-12 PM (Divisional Hour) in the PAC. Being a young adult, she will connect well with the MCC student population where mental health

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issues have become prominent. The faculty is requested to assist the Committee in bringing the day's activities to the attention of their students.

II. Recommendation:

It is recommended that the Executive Director, Facilities Management, who is by position on the Task Force for Accessibility for Persons with Disabilities and the College Wide Safety and Health committees, act as a liaison between the two committees. In this role, this person will report information to each committee to ensure that issues for persons with disabilities are addressed in a collaborative manner.

Rationale:

Enhancing the communication between the two committees stated above will only enhance the services for persons with disabilities. Working collaboratively will also ensure that the committees are not working on similar issues separately, but will rather allow for more comprehensive strategies addressing the needs of persons with disabilities.

Motion to accept recommendation:

Mov: J. Spector Sec: C. Rutowski

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

C. Bylaws – Professor Iris Ramer, Chair

[According to the Bylaws, a proposed change to the Bylaws is first submitted as a Report. At a subsequent meeting, a vote is taken on the recommendation contained in the Report.]

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 membership 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 this faculty and their students.

Motion to accept recommendation:

Mov: R. Goldfarb Sec: M. Scanlon

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With no discussion, the question was on the adoption of the motion; the chair called for a vote on the motion.

Vote on recommendation:

App: Unanimous Opp: 0

Motion passes.

D. Campus Diversity – Professor Frank Burke, Chair

Recommendation:

Services vital to academic success should be available to all Middlesex County College students regardless of where or when they attend classes. Specifically, vital services should be identified for students taking courses at the urban centers and on the weekend or at night at the main campus and a plan should be put into place to fill unmet student needs.

Rationale:

It is relatively easy to cite examples of vital services that contribute to the success of day students on the Edison campus that are not currently available in urban centers, at night, and on weekends such as day care. Examples of vital services that are available only on a limited basis outside of daytime at the Edison campus include advising and counseling. A Middlesex County College student should not have his/her academic success placed in increased jeopardy due to attendance in classes at an urban center, at night or on a weekend.

Amplification of Rationale:

According to research by the Task Force, vital student services are fully available during the day and a little less in the evening. Such services are greatly reduced on weekends and almost non-existent at the Urban Centers. Daycare, easy access to counseling, and Library facilities or easy access to the Library are major deficiencies at the Urban Centers. Recent lack of parking has added a critical dimension to offering certain classes.

Subsequent discussion centered on the fact that the new MCC facilities in Perth Amboy may meet the needs addressed in the recommendation and on the planned access to Library services at the New Brunswick Center.

The question on how to remedy cold classrooms during evening classes was answered with the information that the MCC Police department, when contacted, will in turn contact the maintenance-supervisor-on-call.

Motion to accept recommendation:

Mov: D. Krisza Sec: C. Lippe

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With no further discussion and no objection to the motion, the secretary was directed to reflect in the minutes that the motion was unanimously adopted.

E. Curriculum - Professor John Gutowski, Chair

I. Recommendation:

Revised Course Approval Form

Motion to accept recommendation:

Mov: R. Goldfarb Sec: D. Brower

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

II. Recommendation:

BIO 104 – Mysteries of the Microbial World

New Course and New Course Code

General Education: Natural Sciences; Diversity

Motion to accept recommendation:

Mov: C. Dolan Sec: G. Kehrer

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

III. Recommendation:

HRI 212 - Normal and Clinical Nutrition

New Course and New Course Code

Motion to accept recommendation:

Mov: C. Lovallo Sec: E. Frenkel

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

IV. Recommendation:

Joint Associate Degree Nursing Program - Revision

Motion to accept recommendation:

Mov: C. Dolan Sec: J. Spector

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

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F. Educational Resources - Professor Jane Liefert, Chair

No Report

G Student Life and Community Concerns - Professor Alice Picardo, Chair

No Report

REPORT OF THE CHAIRPERSON

1. Dr. Bakum has signed the recommendations approved by the College Assembly on November 7, 2002, and subsequently forwarded to him.
 - a. The recommendation on the I-Grade completion is to be implemented by Dean Diane Lemcoe. Entry in the new MCC catalogue 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."
 - b. Dr. Herrling is to implement the recommendation by the Task Force on Accessibility for Persons with Disabilities namely: "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."
 - c. Curriculum Task Force recommendation: HIS 245 – History of Major World Religions, to be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.
2. Student representatives to the College Assembly met with the Chair on December 2, 2002, for the monthly briefings on the upcoming Assembly agenda.
3. Several faculty members have requested a review of the policies regarding the assignment of the withdrawal grades W, WP and WF. This issue involves:
 - a. Assignment of these grades based on common criteria.
 - b. The distinction between WF and F and their impact on a given student.
 The Chair has redirected this issue as a new charge to the Academic Standards Task Force.
4. Replacement of students on the College Assembly and on Task Forces because of consecutive absences from meetings has begun.
5. The Ad Hoc Task Force on Faculty Excellence met on November 14, 2002 and hosted Dean McGuire, immediate past Director of the Center for Teaching Excellence at the County College of Morris. Following his presentation and a spirited discussion on the structural integration of this new Task Force into the College Assembly, it was the consensus of the academic faculty to establish

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such a Center outside the confines of the College Assembly. The Chair raised the faculty concerns with Dr. Bakum and he concurred.

The Chair gave her last report to the College Assembly on a Task Force for Faculty Excellence. All academic faculty received a letter from the Chair at the beginning of January, informing them of the issues debated and the progress made. During the winter recess, a working group of faculty met to draft a mission statement which was approved at a meeting on January 30th. At the same time, a leadership team was elected to move the formation process forward. It is comprised of Professors Donohue, Fedorko, Finne, Shay and Spector. The agreed upon name of the new Center is, Center for the Enrichment of Learning and Teaching (CELT). As a body, the leadership team reports directly to Dr. Bakum. The leadership team will open the process of establishing the Center and integrating it into the College structure to the entire academic faculty. The first activity of the Center will be to sponsor a workshop with Professor Angela P. McGlynn from Mercer County Community College on learning and teaching and on how to engage students from the first day of classes. Her book, Successful Beginnings for College Teaching, will be at the heart of her presentation on Monday, February 24th, in Bunker Lounge from 1:00 - 4:00 p.m.

6. The next regular meeting of the College Assembly will be on Thursday, March 6, 2003 at 2:10 p.m.
7. The Chair was honored to announce the 2002-2004 Chair-Elect and subsequent Chair of the College Assembly: Professor Alice Picardo.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: X. Balabkins Sec: M. Laskowski-Sachnoff

There being no further business, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Margarete Driver, Ph.D.

Chair, College Assembly
MD:ls