

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

**MEMBERS PRESENT**

**DEANS:** R. Goldfarb, D. Lemcoe, J. Lewis, R. Zifchak

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

J. Gutowski, D. Loper, R. Ellison, M. Przygoda, J. Siegfried, L. Smith

**FACULTY:** S. Biswas, B. Bogner, J. Brackenridge, R. Conley, N. Dhandra, C. Dolan,  
J. Flakker, P. Honey, J. Lasky, A. Nicolai, A. Picardo, M. Scanlon, L. Tillotson, S. Zale

**STUDENTS:** G. Aleksic, P. Cella, N. Gomez, J. Intili, A. Kirzner, L. Koomson,  
K. Miano

**SUPPORT STAFF:** D. Krisza, M. Pent

**TASK FORCE CHAIRS:**

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

**GUESTS:** J. Ramirez, F. Hertrich

**PARLIAMENTARIAN:** R. Zifchak

**MEMBERS ABSENT**

**DEANS:** M. Connors\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

**FACULTY:** S. Kelton\*, K. Krapels\*

**STUDENTS:** V. Brown, J. Lubrano, K. McGowan, M. President, R. Remus

**SUPPORT STAFF:** R. Hanson, P. Hilton\*, C. Rutowski\*

\*Excused

Meeting of the College Assembly – February 7, 2002

With a quorum present, Chairperson Luke called the fourth regular meeting of the College Assembly to order on Thursday, February 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: D. Loper      Sec: A. Picardo

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

### **REPORTS OF THE STANDING TASK FORCES**

#### **A. Academic Standards - Naomi Schatz, Chairperson**

The first charge is to review the College policy on course time limits in terms of the number of years courses remain relevant on a transcript. The College catalog states that courses are subject for review after 10 years and major courses after 5 years, and that students should consult with the department chair of their major. There is a list of exemptions, which are generally humanities courses that do not deal with contemporary issues. The current policy states that old credits are automatically reviewed, which is not always done and the implementation is inconsistent. Presently the task force will not recommend any change in the current policy, as long as the implementation is consistent.

The second charge of whether the College should accept the results of SAT exams taken in Spanish (PAA) or any other language in the admissions/registration process for course placement and exemption from testing. The task force subcommittee advised that PAA scores could not be used for English or ESL placement. The Math portion of the PAA is not exactly the same as the SAT; it is not a translation. A study by the College Board found that PAA scores could not be used to predict SAT scores. The task force is preparing a recommendation that the College does not accept the PAA scores for Math in addition to English or ESL placement.

The third charge before Academic Standards is to review the policy for students entering MCC with foreign transcripts. Professor Schatz stated that the task force will recommend a change in the procedure of allowing department chairs, in coordination with admissions, to provide guidelines for evaluating high school prerequisites based on country, type of course, number of courses and other relevant information.

On the last charge to consider a new policy for MCC students taking courses at other colleges and transferring them back to MCC, in the case where prerequisites at MCC are bypassed or developmental courses are avoided. After discussion, Professor Schatz noted that the input from the College Assembly was informative and that the Meeting of the College Assembly – February 7, 2002

task force will continue addressing this complex charge. Such a policy would have to address the specific problem of developmental courses and not hinder students who transfer credits back to MCC in order to graduate.

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

Dr. Altruda conveyed the appreciation of the task force for the approval of the recommendation to create an ad hoc committee to plan a disabilities awareness program.

The task force presented an inspiring film clip featuring Brooke Ellison and her mother Jean Ellison from the Today show that aired on January 9, 2002. Brooke and Jean Ellison will be the keynote speakers for the College's Disabilities Awareness Day on March 18, 2002.

**Bylaws - Iris Ramer, Chairperson**

After discussions on all of the four Bylaws charges, the following actions are being recommended for the fourth charge:

1. Recommend that the position of Instructional Designer be represented on the Educational Resources Task Force (as per page 15, section "G" of Bylaws).

Rationale: This position, by nature of its responsibilities, should be represented on the Educational Resources Task Force. The individual serving on this position has already been serving on the task force.

Motion to accept recommendation:

Mov: M. Przygoda                      Sec: R. Goldfarb

No discussion

Vote to accept recommendation:

App: By Majority    Opp: 0            Abs: 3

Motion passes.

2. Recommend that the membership of the Educational Resources Task Force be increased from twelve members to fourteen, one being the position of Instructional Designer and the other, an additional faculty member.

Rationale: The addition of one faculty member would assure a continued balance between administration and faculty in the composition of the task force (see page 15, section "C" of Bylaws).

Motion to accept recommendation:

Mov: D. Loper                              Sec: R. Ellison

No discussion

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Vote to accept recommendation:

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

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 students positions. The task force is gathering information and will be addressing this charge at their next meeting.

The third charge is to determine whether more adjunct representation would be desirable, practical and appropriate on other task forces. After discussion, Professor Ramer noted that the input from the College Assembly was informative and that the task force will continue addressing this charge.

The task force will be meeting on Thursday, February 14 at 2:00 p.m. in Raritan Hall, Rm. 207.

#### **D.    Campus Diversity – Joseph Roach, Chairperson**

The task force's first charge was determining if international and minority student have appropriate orientation programs. The task force gathered information regarding ESL, MAPS, EOF and Project Connection and found that they all have orientation programs, which does not include international students unless they are part of one of these organizations. The task force will recommend that the College implement a full day orientation program for international students and minority students, including students with disabilities as well as students who belong to ESL, MAPS, EOF and Project Connection. The first part of the program would focus on the College orientation and the second part would be for ESL, MAPS, EOF, Project Connections or students with disabilities to participate in a more specialized orientation in their respective programs.

On the second charge of determining whether there are sufficient programs, activities and organizations for international and minority students, the task force has determined that there are a sufficient number of programs. The task force will recommend a better communication method of making these students more aware of available programs. The task force will also recommend that all international students and minority students receive a flyer or bulletin during orientation to alert them to special programs that might be of interest to them.

The task force will be meeting on Thursday, February 21 at 2:00 p.m. in the College Center, Rm. 312.

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#### **E.    Curriculum – John Gutowski, Chairperson**

**MAT 123 – Statistics I****MAT 124 – Statistics II**

Change in Title

Motion to accept recommendations:

Mov: M. Przygoda      Sec: K. Miano

No discussion.

Vote to accept recommendations:

App: By Majority    Opp: 0      Abs: 0

Motion passes.

**PED 108 – Modern Dance****PED 225 – First Aid-CPR (Professional Rescuer) and Safety Education**

Change in catalog course description, course content and behavioral objectives

**PED 245 – American Lifeguard Training, CPR, Professional Rescuer & First Aid**

Change in catalog course description

Motion to accept recommendations:

Mov: D. Loper      Sec: G. Aleksic

No discussion

Vote to accept recommendation:

App: By Majority    Opp: 0      Abs: 1

Motion passes.

**Electronics and Computer Engineering Technology Program**

Change in curriculum and prerequisite

**ELT 223 – Electronic Design and Manufacturing**

Change in prerequisite

Motion to accept recommendations:

Mov: R. Goldfarb      Sec: R. Zifchak

No discussion

Vote to accept recommendation:

App: By Majority    Opp: 0      Abs: 1

Motion passes.

Professor Gutowski asked that you submit new proposed curricula changes on the College Assembly course approval forms. Professor Gutowski stated that the task Meeting of the College Assembly – February 7, 2002

force may consider a recommendation to modify the course approval forms and if anyone has any input you may contact him.

**F. Educational Resources - Jane Liefert, Chairperson**

No Report

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

Professor Swanicke summarized the results of MCC's survey rating food service. A summary of the survey results is attached to the minutes. Professor Swanicke also made available to the College Assembly a handout with graphic displays of the results. Professor Swanicke stated that the task force might have specific recommendations based on the results of the survey.

On the next charge to provide student input into the design of a more effective student intake process, assist in the assessment of any changes, and determine if students whether part-time or full-time have sufficient feedback procedures to express their satisfaction with instructional and support services. Professor Swanicke stated that Enrollment Services implemented a pilot program in December, which invited 200 applicants to meet with an intake specialist to discuss test results and develop a plan of study. The applicants could register for classes, meet with a representative of the bursar and financial aid offices, obtain a parking decal and a college ID during a 2-hour one-stop process. The participants and intake specialists completed evaluations of the process. Professor Swanicke stated that the task force could use this information to meet its charge.

Professor Swanicke stated that a student, Keith Miano had a proposal to ban smoking at school entrances. This proposal was tabled until he could attend a task force meeting.

**NEW BUSINESS**

None

**REPORT OF THE CHAIRPERSON**

Chairperson Luke reported that all curricula issues that came before the Assembly at the December 6<sup>th</sup> meeting was approved and signed by Dr. Bakum and forwarded to the appropriate individuals for implementation. Additionally, Dr. Bakum signed the following recommendation:

Accessibility for Persons with Disabilities – creation of an “ad hoc” committee

All recommendations that are to be voted on at the next College Assembly meeting must be submitted to the College Assembly office for inclusion in the minutes packet by February 26, 2002.

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The next College Assembly meeting is Thursday, March 7, 2002 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: D. Loper      Sec: D. Lemcoe

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Dr. Reginald Luke  
Chairperson

RL:ls