

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MARCH 6, 2003**

MEMBERS PRESENT

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. DeLucia, R. Ellison,
J. Gutowski

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

STUDENTS: D. Chivukula, N. Devnani, C. Fai Lam, A. Levitt, C. Lovallo, A. Schwaikert
SUPPORT STAFF: K. Hogue, D. Krisza, 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: F. Hertrich, S. Larkin, J. Siegfried, J. Stewart

MEMBERS ABSENT

DEANS: R. Goldfarb*, G. Kehrer*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: J. Herrling*,
J. Kruszewski*, L. Lederer*, J. Shindelman*

FACULTY: A. Nicolai*, J. Spector*

STUDENTS: M. Conlin, E. Figueiredo*, E. Frenkel*, C. Higgins*, A. Kong*, C. Lippe*,
F. Tung*

SUPPORT STAFF: M. Pent*

PARLIAMENTARIAN: R. Strugala*

*Excused

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With a quorum present, Dr. Margarete Driver called the March regular meeting of the College Assembly to order on Thursday, March 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: S. Kelton Sec: X. Balabkins

Correction:

Motion to Accept and Motion to Adjourn February 6, 2003 College Assembly meeting was seconded by M. Laskowski-Sachnoff who is not a voting member.

Motion to accept the minutes as corrected:

App: Unanimous

Minutes are accepted as corrected.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Naomi Schatz, Chair

Report Filed:

The Task Force has made steady progress on the assigned charges in multiple meetings since the beginning of the semester. Specifically, two recommendations, to add one adjunct faculty and one full-time faculty-at-large to the Task Force, have been forwarded to Bylaws.

Another recommendation coming up will address the charge of course withdrawal forms with reference to relevant signatures: the faculty advisor's signature would be enough to drop a developmental course. The current policy requiring signatures from the Director of Testing and/or the Director of Academic Advising also appears to create a burden on evening students. Additionally, since the Task Force envisions appropriate training for more advisors via the Student Success Initiative, it was felt unnecessary to have additional signatures.

The charge to review the policies on assignment of withdrawal grades W, WP and WF, especially with focus on adherence to common criteria by faculty across the campus, resulted in Task Force consensus to recommend elimination of WP and WF grades. The related issue of when to set the deadline for W grades was brought before the academic faculty through a survey. While the majority of responses as well as input from student members of the College Assembly seem to agree with the Task Force on doing away with WP and WF grades, setting a due date for the W grade is still under discussion. The Task Force wants to make sure that students have sufficient decision time between warning notices and the W grade deadline.

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Input from the Deans Council on the charge to review the current dismissal policy of three years was inconclusive. Before arriving at a recommendation, the Task

Force has asked for data from Institutional Research on students' success following their return after the three-year dismissal.

The charge related to earning a MCC second degree is being reviewed by a sub-committee of the Task Force. A look at the policy at other institutions has not provided a consistent pattern.

Relative to the charge on studying issues of plagiarism on on-line course, the Task Force attended a workshop given by NJEDGE on plagiarism and came away with the realization that plagiarism is not just a problem in on-line courses, but a general problem. The Task Force intends to highlight this issue on campus and to point out the lack of consistent faculty policy on handling plagiarism and academic cheating. To create a detailed definition of academic integrity, and to make recommendations for effective institutional policy, the Task Force suggests that an Ad Hoc Committee be established to work on the issues involved.

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

Report Filed:

The Disability Awareness Day announced for March 10th has been changed to March 31st because of scheduling conflict of the keynote speaker. Ms. Lizzie Simon will speak on Bipolar Disorder at 11:00 p.m., on Monday, March 31, in the PAC.

The Task Force has met with a representative from Evacu-Track for a demonstration of Evacu-Track equipment designed to help students with mobility impairments to exit a building in an emergency situation from an upper level floor. Two Evacu-Tracks are already on campus; the Task Force is looking at the value of purchasing additional equipment for every staircase.

The Task Force welcomed Ms. Judy DiMaio as representative from the Health and Safety Office; she replaces Ms. Shirley Klein.

C. Bylaws – Professor Iris Ramer, Chair

The Bylaws Task Force submitted the following recommendations as reports for acceptance by the College Assembly.

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I. Recommendation:

An Adjunct-at-Large position be added to the Task Force on Student Life and Community Concerns (as per page 11 of Bylaws). This will bring the membership of the Task Force to 22

Rationale:

As enrollment increases at Middlesex County College, the institution needs a mechanism to dialogue with the adjunct faculty, who teach a large percentage of the courses offered by the College. It is our responsibility as a learning-centered institution that sees student success as paramount to its mission, to have greater input from the adjunct faculty who teach our growing constituency.

Motion to accept recommendation:

Mov: N. Schatz Sec: R. Ellison

II. Recommendation:

An Adjunct-at-Large position be added to the Task Force on Accessibility for Persons with Disabilities (as per page 10 of Bylaws).

Rationale:

Many courses at Middlesex County College are taught by adjunct faculty. Consequently, adjunct faculty have direct contact with a large number of our students. Including an adjunct faculty member on the Task Force can provide us with a mechanism to include their insights and input.

Motion to accept recommendation:

Mov: D. Lemcoe Sec: N. Schatz

III. Recommendation:

A representative from the Department of Information Technology be added to the Task Force on Accessibility for Persons with Disabilities (as per page 10 of Bylaws).

Rationale:

Middlesex County College is relying more and more on technology as a means of communicating and interacting with the members of the campus community. As a result, it is critical that we maintain ADA compliance and engage in best practices ensuring that these mechanisms, such as our web page and Campus Cruiser, are accessible to persons with disabilities. We believe it would be advantageous to have a representative on the task force who is knowledgeable in the area of information technology. This will assist the Task Force in fully achieving their goals in an effective manner.

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Motion to accept recommendation:

Mov: J. Ramirez Sec: R. Ellison

IV. Charge given:

"Revisit student representation issue in the Division of Student Development and make recommendation(s)."

Recommendation:

The Bylaws Task Force recommends no further action at this time.

Motion to accept recommendation:

Mov: D. Brower Sec: J. Lewis

V. Charge given:

"Coordinate with the Task Force on Curriculum the increase in academic faculty by one per academic division, making it a total of nine (9) (see page 13 of Bylaws) on that Task Force; make recommendation(s)."

Recommendation:

The Bylaws Task Force makes no recommendation at this time.

Motion to accept recommendation:

Mov: D. Lemcoe Sec: R. Ellison

D. Campus Diversity – Professor Frank Burke, Chair

I. Report Filed:

The Task Force anticipates disposition of all assigned charges by the end of the academic year. The charge on appreciation of different cultures and fostering civility among the members of our staff and student body will be addressed by a sub-committee of the Task Force, chaired by Professor Jane Ostacher.

II. Recommendation:

The Diversity Task Force has found that peer and faculty mentoring are effective methods of improving student performance and increasing student retention and recommends that the college encourage the use of these techniques.

Rationale:

The Diversity Task Force has listened to presentations on various existing peer and faculty staff mentoring programs at Middlesex County College and found the programs to be making a positive impact on student success. In addition we have obtained, reviewed and distributed the report on effective mentoring commissioned by the college (Through Thick and Thin, A Training and Resource Book for Mentors, by Naomi Karetnick, M. S. NCC). Also, we commissioned a Meeting of the College Assembly – March 6, 2003

literature search by the college library that turned up numerous examples of mentoring programs that increased student retention, especially among minorities. It is abundantly clear to us that mentoring is one of the key approaches that should be part of our effort to improve student performance and success.

Motion to accept recommendation:

Mov: X. Balabkins Sec: G. Vastola

After discussion, and no objections to the motion, the secretary was directed to reflect in the minutes that the motion carried.

E. Curriculum - Professor John Gutowski, Chair

I. Report Filed:

The new Course Approval Form has been signed by President Bakum and put into effect. Copies of the new Course Approval Form were sent to all Department Chairs, Division Council Chairs and Division Deans. The academic community is advised that curriculum items already submitted with the 2000 Course Approval Form format will be accepted for the spring 2003 semester. Old approval forms, no matter what "vintage," will be returned to the originator(s) beginning Fall 2003.

II. Recommendations:

ART 120 - Survey of American Art

New Course

General Education Approval: Humanities

ART 150 - Introduction to Mixed Media

New Course

General Education Approval: Humanities

ART 219 - Graphic Arts: Traditional

Change in: Catalog Course Description and Title

General Education Approval: Humanities

ART 220 - Graphic Arts: Contemporary

Change in: Catalog Course Description and Title

General Education Approval: Humanities

Motion to accept recommendations:

Mov: R. Ellison Sec: C.Dolan

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

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PCP 221 - Color Printing Methods and Practice

Change in: Catalog Course Description, Course Content and Behavioral Objectives

PCP 224 - Computer Imagery

Change in: Catalog Course Description, Course Content, Behavioral Objectives and Contact Hours

PCP 225 - Product & Stock Photography

Change in: Catalog Course Description, Course Content, Behavioral Objectives and Contact Hours

PCP 226 - Professional Studio Photography

Change in: Catalog Course Description, Course Content and Behavioral Objectives

Motion to accept recommendations:

Mov: N. Schatz Sec: S. Biswas

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

PLS 100 - Introduction to the Paralegal Profession

New Course Code

Change in: Catalog Course Description and Title

PLS 101 - Legal Research

New Course Code

PLS 104 - Property Transactions

New Course Code and Change in Catalog Course Description

PLS 105 - Family Law

New Course Code

PLS 106 - Wills and Estate Administration

New Course Code and Change in Catalog Course Description

PLS 107 - Law Office Management

New Course Code

PLS 108 - Torts

New Course and Change in Catalog Course Description

PLS 109 - Criminal Law and Procedure

New Course Code

PLS 110 - Litigation Procedure

New Course Code

PLS 111 - Contracts and the Uniform Commercial Code

New Course Code and Change in Catalog Course Description

PLS 112 - Business Organizations and Government Regulation

New Course Code and Change in Catalog Course Description

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PLS 113 - Legal Writing

New Course Code and Change in Catalog Course Description

PLS 121 - Advanced Legal Research

New Course Code

PLS 208 - Paralegal Field Experience

New Course Code and Change in Catalog Course Description
PLS 280 - Senior Seminar for Paralegals

New Course Code

Change in: Catalog Course Description and Title

Motion to accept recommendations:

Mov: G. Vastola Sec: M. DeLucia

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

Paralegal Studies Program - Change in Curriculum

Paralegal Studies Certificate Program - Change in Curriculum

Paralegal Studies Technical Certificate Program - Change in Curriculum

Motion to accept recommendations:

Mov: N. Schatz Sec: S. Biswas

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

F. Educational Resources - Professor Jane Liefert, Chair

Report Filed:

Because of a lack of quorum, the Task Force will act on the resolution of three recommendations at the next Task Force meeting and submit them at the April College Assembly. The first of these recommendations refers to an ergonomics policy. In all instances, the College should choose for faculty, staff and students ergonomic furniture to lessen any impact that it might have on the health and safety of the members of the College community. A second recommendation indicates that each department have a faculty representative to help the librarians with acquisitions and purging of library items pertaining to their discipline. The third recommendation provides for the inclusion of an adjunct faculty member on the Educational Resources Task Force; a copy of that recommendation will be forwarded to the Bylaws Task Force.

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

Report Filed:

The Task Force anticipates presenting recommendations on several issues at the April College Assembly meeting. One addresses concerns over repetitive stress injury from extensive computer work; a second recommendation will look at individualized use of computer lab time and open lab. The IT Department has

given the Task Force input and assistance on these charges. Three charges of particular concern to students are under priority discussion: 1) the establishment of an information booth in Chambers Hall, especially during registration times and at the beginning of semesters; 2) ways and means to disseminate effectively information on student services and other critical campus matters; and 3) the inconvenience and annoyance caused by students smoking close to the exterior entrances of buildings, particularly Main Hall and College Center.

REPORT OF THE CHAIRPERSON

1. Dr. Bakum has signed the recommendations approved by the College Assembly on February 6, 2003, and subsequently forwarded to him:
 - a. That there be no change in the policy on Academic Standards of Progress as recommended by the Task Force on Academic Standards.
 - b. That the Executive Director of Facilities Management, Mr. Donald Drost, who by position is a member of the Accessibility for Persons with Disabilities Task Force, be liaison to the College Wide Safety and Health Committee.
 - c. That an adjunct-at-large position be added to the Task Force on Campus Diversity. This addition will be reflected in the 2003-2004 Bylaws.
 - d. That services vital to student success be available to all MCC students regardless of where and when they attend classes. Recommendation is to be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.
 - e. That Curriculum Task Force recommendations: BIO 104 - Mysteries of the Microbial World, HRI 212 - Normal and Clinical Nutrition and revision of the Joint Associate Degree Nursing Program, be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.

2. On February 6, 2003, a new Course Approval Form was approved by the College Assembly and signed by the College President. It is intended for implementation by all academic divisions so that uniformity in the submission of curricula items is achieved. After the spring 2003 semester, all older forms become obsolete.

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3. The presentation and workshop given by Dr. Angela P. McGlynn, a Professor at Mercer County Community College, was a rousing success. Her topic focused on how to engage students from the first day of classes, especially appropriate in light of the recognition that our students and students at community colleges, in general do not identify or bond with the institution as "their" institution. Their sense of community is really established in the environment of the classroom where they need a feeling of belonging, of welcome, where they are encouraged as productive learners. Faculty from all academic divisions were represented at

the workshop, as well as representatives from Enrollment Management-- Academic Advising and Admissions. Mr. Brian Richards, Instructional Designer for the College, had a video produced of these three hours; it is available to take out on loan from Media Services.

4. Student representatives to the Assembly and the Chair met on March 3, 2003, for the monthly briefing. It was an open and very productive meeting. Good news comes from our student representatives to the Assembly: C. Fai Lam, Alice Kong and Flora Tung will attend Rutgers University in the fall, enrolled in the Business Program. Carol Lovallo has been accepted at Douglass College as an English major, and Devnani Patel will attend Rutgers Newark, for C.P.A. studies. Congratulations to all of them.
5. The next regular meeting of the College Assembly will be on Thursday, April 3, 2003, at 2:10 p.m., in L'Hommedieu Hall.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: J. Gutowski Sec: R. Luke

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Margarete Driver, Ph.D.
Chair, College Assembly

MD:ls