

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

MEMBERS PRESENT

DEANS: M. Conners, 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. Dhanda, C. Dolan, J. Flakker, P. Honey, S. Kelton, J. Lasky, M. Scanlon, L. Tillotson, S. Zale

STUDENTS: G. Aleksic, N. Gomez, J. Intili, L. Koomson, J. Lubrano, K. Miano,

SUPPORT STAFF: P. Hilton, D. Krisza, M. Pent, C. Rutowski

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: S. Buscemi, F. Hertrich, S. Larkin, J. Ramirez

PARLIAMENTARIAN: R. Zifchak

MEMBERS ABSENT

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

FACULTY: K. Krapels*, A. Nicolai*, A. Picardo*

STUDENTS: V. Brown, P. Cella*, K. McGowan*, M. President, R. Remus

SUPPORT STAFF: R. Hanson

*Excused

With a quorum present, Chairperson Reginald Luke called the fifth regular meeting of the College Assembly to order on Thursday, March 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: R. Zifchak Sec: M. Przygoda

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Naomi Schatz, Chairperson

The second charge of this task force was to determine whether the College should accept the results of SAT exams taken in Spanish (PAA) or any other language in the admissions/registration process. After discussions regarding this charge, the members of the task force made the following recommendation for consideration by the College Assembly:

The Task Force recommends that PAA (the Spanish language counterpart of the SAT) scores not be accepted at this time as a basis for exempting prospective students from the college placement test. The PAA is not a translation of the SAT. Given the number of variables involved, including English language proficiency, the literature shows a lack of reliable correlation between PAA scores and math SAT scores when the language of instruction is English.

The Task Force further recommends that the College compile data concerning PAA and Accuplacer scores which can be used to determine whether the PAA can be used as a predictor of math competency.”

Motion to accept recommendation:

Mov: L. Tillotson Sec: C. Dolan

Vote on recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

The third charge of the task force was to review the policy for students entering MCC with foreign transcripts. After discussions regarding this charge, the task force made the following recommendation for consideration by the College Assembly:

Meeting of the College Assembly – March 7, 2002

Guidelines for determining equivalency of courses taken at foreign schools to US high school laboratory science courses will be developed by the appropriate department chairperson for use by administrative offices.

Motion to accept recommendation:

Mov: J. Lasky Sec: C. Rutowski

Discussion followed requesting that the words “by the appropriate department chairperson for use by administrative offices” be struck from the recommendation.

Motion to amend the recommendation to read: Guidelines for determining equivalency courses taken at foreign schools to US high school laboratory sciences courses will be developed.

Mov.: Jodie Intili Sec.: R. Zifchak

Vote on amendment to recommendation:

App: 5 Opp: 23 Abs: 0

Amendment denied.

Discussion.

Vote to accept initial recommendation:

App: Majority Opp: 1 Abs: 3

Motion passes.

The last charge of the task force to consider a new policy for MCC students taking courses at other colleges and transferring them back to MCC, in the cases where prerequisites at MCC are bypassed or developmental courses are avoided. Professor Schatz stated that the task force is continuing to address this charge.

B. Accessibility for Persons with Disabilities – Elisabeth Altruda, Chairperson
Professor Altruda stated that the task force is addressing all of the charges. In addition, the task force has concerns about sufficient handicap parking near the Blue Colt Bookstore and the College Center.

The task force is also considering the need for an ADA Self-Evaluation because the last one conducted at MCC was in 1994.

Lastly, the task force is in the process of revising and editing the disclosure form that was previously used by health services.

Meeting of the College Assembly – March 7, 2002

C. Bylaws – Iris Ramer, Chairperson

Professor Ramer stated that the task force is continuing to review the Bylaws document and address all of the charges.

On the third charge of determining whether adjunct representation would be appropriate on other task forces. Professor Ramer noted that the input from the College Assembly was informative and that the task force is continuing to address this charge.

Professor Ramer stated that after the task force meets next week and reviews the changes to the Bylaws document, the task force will make recommendations to the College Assembly. The task force will be meeting on Thursday, March 14 at 2:30 p.m. in Raritan Hall, Rm. 207.

D. Campus Diversity – Joseph Roach, Chairperson

The members of the Task Force on Diversity offer the following recommendation for approval:

That the College establish and implement, prior to the Fall Semester, an Annual International and Minority Student Orientation Program including, but not limited to, all international students, with or without visas, and all minority students including, but not limited to, those who are under the aegis of Educational Opportunity Fund (EOF), Project Connections (PC), Minority Students Affairs (MSA), English as a Second Language (ESL), and those who fall under the Americans with Disabilities Act (ADA). This program will be a half day in duration, and will introduce students to the MCC community, by providing them with printed materials and an oral presentation, outlining services and activities, especially addressing the needs and requirements of international and minority students.

That the College develop two brochures: one that outlines the already-established services for international students and one that outlines the clubs and organizations that addresses the concerns of international and minority students. These brochures will be presented to the students during orientation and during registration.

Rationale for Recommendations:

We the Task Force on Diversity, looked at the current orientation programs for the following populations:

1. F-1 Student Visa Holders
2. Educational Opportunity Fund
3. Minority Student Affairs

Meeting of the College Assembly – March 7, 2002

4. Project Connections
5. English as a Second Language

We concluded that there is a segment of the student population that is not covered; therefore, we suggest a more inclusive program in addition to those mentioned previously.

The task force defined “International Students” as those who were high school educated outside of the fifty (50) United States, which means that there is a segment of the student population who were not educated within the fifty (50) states and who do not hold a F-1 Visa. The Annual International and Minority Student Orientation Program will also serve those minority students who do not fall under one of the above programs

Motion to accept recommendation:

Mov: R. Ellison Sec: Loper

Discussion followed regarding if the existing orientation programs could be made more inclusive to include this new program. Professor Roach stated that the purpose of this new program is to combine it with the current orientation programs. Specifically, it would provide students who do not fit into these special groups, an orientation to explain services and activities especially addressing the needs and requirements of international and minority students.

Vote to accept recommendations:

App: 18 Opp: 9 Abs: 6

Motion passes.

E. Curriculum - John Gutowski, Chairperson

SOC 121 – Introduction to Sociology

Change in catalog course description, change in title, change in behavioral objectives

SOC 122 – Social Institutions

Change in catalog course description, change in title, change in behavioral objectives

SOC 123 – Introduction to Anthropology

Change in catalog course description, change in course content, change in behavioral objectives

SOC 131 – Contemporary Social Problems

Change in catalog course description, change in behavioral objectives, change in prerequisite(s)

SOC 231 – Indians of the Americas

Change in catalog course description, change in course content, change in behavioral objectives

Meeting of the College Assembly – March 7, 2002

SOC 240 – Perspectives on Sexual Identity

Change in catalog course description, change in course content, change in behavioral objectives

POS 222 – Comparative Government

Change in title, change in behavioral objectives

HIS 123 – History of Civilization in East Asia

Change in catalog course description, change in title, change in behavioral objectives

HIS 124 – History of Civilization in the Third World

Change in catalog course description, change in title, change in behavioral objectives

HIS 258 – History of Woman

Change in behavioral objectives

Motion to accept recommendations:

Mov: D. Loper Sec: J. Intili

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 1

Motion passes.

BIO 119 – Biology for Lab Technology I

New course, new course code

BIO 120 – Biology for Lab Technology II

New course, new course code

BIO 205 – Methods in DNA Technology

New course, new course code

BIO 206 – Protein Purification and Tissue Culture Techniques

New course, new course code

BIO 221 – Microbiology

Change in behavioral objectives, change in prerequisite(s)

SCI 103 – Safety and FDA Regulations for Lab Technicians

New course, new course code

SCI 104 – Technical Communication

New course, new course code

SCI 215 – Current Good Manufacturing Practice and Quality Control for Biotechnology

New course, new course code

SCI 216 – Current Issues and Opportunities in Lab Technology

New course, new course code

Motion to accept recommendations:

Mov: M. Przgoda Sec: J. Lasky

Meeting of the College Assembly – March 7, 2002

Jodi Intili asked the question of why BIO 221 is a corequisite for BIO 205. Professor Tillotson from the Biology Department was present and gave the explanation.

Vote to accept recommendations:

App: Majority Opp: 0 Abs: 2
Motion passes.

ENG 121 – English Composition I

Change in behavioral objectives

ENG 122 – English Composition II

Change in behavioral objectives

Motion to accept recommendation:

Mov: M. Przgoda Sec: J. Lasky

No discussion.

Vote on recommendations:

App: Majority Opp: 0 Abs: 2

Motion passes.

F. Educational Resources - Jane Liefert, Chairperson

On the charge to determine the levels of support services needed by students in the areas of educational resources. Professor Liefert stated that the task force will recommend that information be accessible on the College's website of the availability and location of computer software, in addition to office hours for all laboratories and coordinators. The task force will recommend that appropriate information from the IT department be made available to students on the College's website. The task force will also recommend a method for assessing the upgrade or replacement of equipment in the laboratories.

Professor Liefert stated that some specialized courses could use workshops to specifically focus on computer or other assistance that a student might need to complete a course successfully. The task force has also discussed the possibility of an assessment test on computer literacy. This may benefit the student by placing them more successfully in computer courses.

Lastly, the task force is discussing the development of a pamphlet to advise students of available learning resources between the main campus, Perth Amboy Center and the New Brunswick Center.

Meeting of the College Assembly – March 7, 2002

G Student Life and Community Concerns – Helena Swanicke, Chairperson

After reviewing the statistical analysis of the MCC's survey rating food service, the task force made the following recommendations:

1. The present food vendor (Corporate Chefs) and any future vendor, address the

following concerns.

- Customer Service:
 - Employee Courteousness
 - Speed of Service
- Cleanliness:
 - Review the employee procedures for handling food and money
 - Conditions of the food preparation area
- Variety/Quality
 - Improve the menu for healthy choices
 - Increase the variety of selections
 - Review the procedures for maintaining product freshness
 - Increase vegetarian selections
- Changes
 - Investigate the possibility of other fast food franchises

2. The college and food vendor develop a formal procedure to evaluate food service and menu on a regular basis, such as monthly and semiannually.

Motion to accept recommendations:

Mov: D. Loper Sec: B. Bogner

Jodie Intili stated that she thought the task force needed more discussion regarding this recommendation.

Motion to table the recommendations:

Mov: J. Intili Sec. K. Miano

Vote to table the recommendations:

App: 6 Opp: 12 Abs: 9

Motion denied.

Discussion followed as to if there is a formal procedure to evaluate food service.

Professor Swanicke stated that because Corporate Chef's contract is up for renewal, it is appropriate to have a formal procedure in place in terms of evaluating the next vendor.

Vote on recommendations:

App: Majority Opp: 2 Abs: 0

Motion passes.

Meeting of the College Assembly – March 7, 2002

On the charge of students providing input into the design of a more effective student intake process and assist in the assessment of any changes, the task force will prepare recommendations based on student input from the Student Success Initiative committees.

Professor Swanicke stated that to determine if students, whether part-time or full-time have sufficient feedback procedures to express their satisfaction with instructional and support services, the task force members will contact departments, faculty and facilities with the following questions:

1. What feedback procedures are in place for students to express their satisfaction with the services provided.
2. How are student issues or problems addressed, explain in detail.
3. How is information about your department made known to students.
4. Does your department have a web page on the MCC website and if so, does this page have contact information or a FAQ page.

NEW BUSINESS

None

REPORT OF THE CHAIRPERSON

Chairperson Luke reported that a memorandum was sent to the College Administrators, Deans and Division Council Chairs requesting that names be submitted for nominations for College Assembly and the Task Forces. The deadline for nominations is April 15th. If any member's term is up and they are interested in running, they should contact the appropriate individuals within their division.

Chairperson Luke reported that all curricula issues that came before the Assembly at the February 7th meeting were approved and signed by Dr. Bakum and forwarded to the appropriate offices for implementation. Additionally, Dr. Bakum signed the recommendation to include the position of Instructional Designer to the Educational Resources Task Force and to increase the size of the task force from 12 to 14 members.

The next meeting of the College Assembly will be on Thursday, April 4, 2002 at 2:00 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

RECOGNITION AND HEARING FROM THE PUBLIC

None

Meeting of the College Assembly – March 7, 2002

ADJOURNMENT

Motion to Adjourn:

Mov: L. Smith Sec: D. Loper

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

Respectfully submitted,

Dr. Reginald Luke
Chairperson