

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
APRIL 3, 2003**

**MEMBERS PRESENT**

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

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

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

**STUDENTS:** D. Chivukula, E. Figueiredo, E. Frenkel, C. Higgins, A. Kong, C. Fai Lam, C. Lippe, F. Tung

**SUPPORT STAFF:** K. Hogue, D. Krisza, M. Pent, C. Rutowski

**TASK FORCE CHAIRS:**

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

**GUESTS:** F. Hertrich, D. Holovacko, S. Larkin, M. Przygoda

**PARLIAMENTARIAN:** R. Strugala

**MEMBERS ABSENT**

**DEANS:** R. Goldfarb\*

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

**FACULTY:** M. Lopez\*

**STUDENTS:** M. Conlin\*, N. Devnani\*, A. Levitt\*, C. Lovallo, A. Schwaikert\*

**SUPPORT STAFF:** S. Waxmundsky

\*Excused

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With a quorum present, Dr. Margarete Driver called the April regular meeting of the College Assembly to order on Thursday, April 3, 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: S. Biswas

Minutes are accepted as presented.

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

#### **A. Academic Standards – Professor Naomi Schatz, Chair**

##### I. Report Filed:

The Task Force has worked on three (3) issues: 1) A recommendation on the plagiarism charge, which will be presented at the May meeting. 2) A review of the three-year dismissal period. Data has been requested from Institutional Research on students' performance after returning from dismissal. 3) A review of requirements for a second degree. Currently, second-degree candidates must differ by at least 15 credits in major courses to get a second Associate Degree. Research into policies of other institutions may delay the Task Force conclusions.

##### II. Recommendations:

- A. WP and WF grades shall be abolished. The deadline for dropping a course with a grade of W shall be changed to 10 days after midterm grades are mailed to students.

##### Rationale:

Charge: "The Task Force on Academic Standards is charged 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. In this connection, the Task Force is also to clarify the distinction between WF and F and the disparate impact of these grades on a given student. Additionally, the Task Force is to make a recommendation on the issue(s)."

The Task Force noted several problems with WP and WF grades:

- A WP has the same effect on a student's record as a W
- A WF has the same effect on a student's record as an F
- Faculty are inconsistent in how they assign WP and WF grades

To research the views of the faculty, the Task Force distributed a survey to all fulltime faculty members (survey attached). Eighty-nine (89) surveys were

returned. Approximately 83% of the respondents voted to eliminate WP and WF grades.

The Task Force members agreed with this position, so the remaining question was choosing a new deadline for withdrawal with a W. Twenty-four respondents listed the 9<sup>th</sup> or 10<sup>th</sup> week as their only choice, while 12 respondents listed the 10<sup>th</sup> day before the end of the semester as their only choice. Thirty-Four (34) respondents ranked their preferences. If we count the first and second choice of these respondents, there were 39 votes for the 9<sup>th</sup> or 10<sup>th</sup> week, and there were 13 votes for the 10<sup>th</sup> day before the end of the semester. The number of respondents choosing other deadlines was even smaller. Since the preferences clearly cluster around the 9<sup>th</sup>/10<sup>th</sup> week, the Task Force decided to set a similar deadline.

The Task Force was concerned that students are given time to withdraw after receiving their midterm grades. We contacted the Office of the Registrar to find out when midterm grades are mailed, and we were told that they are normally mailed in the 9<sup>th</sup> week, although this deadline sometimes changes. Therefore, we decided to set the withdrawal date relative to the mailing of the grades, rather than in a specific week of the semester. If the grades are mailed during the 9<sup>th</sup> week, then the new withdrawal deadline will be in the 10<sup>th</sup> or 11<sup>th</sup> week, depending on the exact date of the mailing.

Motion to accept recommendation:

Mov: J. Spector    Sec: M. DeLucia

After discussion on the merits of students withdrawing from courses by the tenth day after available midterm grades versus by the end of the semester, an amendment to the recommendation in favor of an end-of-semester withdrawal was put before the Assembly.

Motion to amend the recommendation to read: WP and WF grades shall be abolished. The deadline for dropping a course shall be the last class day of the semester.

Mov: J. Shindelman    Sec: J. Ramirez

Vote on amended recommendation:

App: 4    Opp: 18

Motion lost.

Dean Kehrer requested that the word "working" precede the word "days."

Mov: G. Kehrer    Sec: R. Ellison

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Sergeant Rutowski suggested to insert the word "business" rather than "working" before the word "days."

This was acceptable to Dean Kehrer.

Motion to amend the recommendation to read: "WP and WF grades shall be abolished. The deadline for dropping a course with a grade of W shall be changed to 10 business days after midterm grades are mailed to students."

Vote on amended recommendation:

App: Unanimous

Motion carried.

Dean Lemcoe requested that that the word "available" replace the word "mailed."

Motion to read: "WP and WF grades shall be abolished. The deadline for dropping a course with a grade of W shall be changed to 10 business days after midterm grades are available to students."

Mov: D. Lemcoe Sec.: N. Picioccio

The motion to amend the recommendation by replacing "mailed" with "available" carried unanimously

Discussion followed. The previous question was moved.

The question was called. Debating stopped.

The question is on the adoption of the motion to read: "WP and WF grades shall be abolished. The deadline for dropping a course with a grade of W shall be changed to 10 business days after midterm grades are available to students."

Vote on amended recommendation in the affirmative.

Motion carries.

#### B. Recommendation:

The MCC catalog section "Withdrawal From a Course" shall be changed. The section will now read as shown in the attached document.

#### Rationale:

Charge: "Review class-withdrawal (Add/Drop) and Course Withdrawal Evaluation forms with reference to relevant signature(s); make recommendation to continue or modify/reduce number of signatures".

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The Task Force determined that the actual forms in use are a matter of procedure, not policy. However, the Task Force did review the issue of required signatures. This review resulted in one policy change: withdrawal from developmental courses will no longer require the signature of the Director of the Testing Center or the Director of Academic Advising. The reason for the change is that the current policy places a significant burden on students in developmental courses, since only two individuals on campus are authorized to approve withdrawal. The burden is especially great for evening students, since the Director of the Testing Center or the Director of Academic Advising may not be on campus every evening. In addition, enhanced training for academic advisors is expected soon, as part of the Student Success Initiative; these advisors will be better prepared to advise developmental students regarding withdrawals.

Some additional changes are recommended for the catalog language to explain possible repercussions of dropping a course:

We recommend adding a statement to the "First Ten Days..." section to remind the student that he or she may not be able to add a course to replace the dropped course.

We recommend adding a statement to remind the student that dropping a developmental course may limit the courses for which the student can register in the following semester.

We recommend adding a statement to advise the student to retain their copy of the Course Withdrawal form until final grades are assigned.

Therefore, the Task Force is recommending new language for this section of the catalog.

Motion to accept recommendation:  
Mov: C. Rutowski    Sec: C. Lippe

After discussion on the relationship of Recommendation B to Recommendation A, a motion to table Recommendation B carried unanimously.

Motion to table the recommendation:  
Mov: R. Luke    Sec: A. Nicolai

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**B.    Accessibility for Persons with Disabilities -  
Professor Elaine Weir-Daidone for Dr. Christine Harrington, Chair**

I. Report Filed:

The Disability Awareness Day Ad Hoc Committee, which is ad hoc to the Task Force on Accessibility for Persons with Disabilities, hosted the second annual Disability Awareness Day program on Monday, March 31<sup>st</sup>. Its significance was documented by the attendance of over 200 students, faculty and staff. The keynote speaker was Ms. Lizzie Simon, author of the book Detour: My Bipolar Road Trip in 4-D.

II. Recommendation:

After investigating emergency evacuation equipment, the Task Force on Accessibility for Persons with Disabilities recommends that the College develop a plan to purchase five Evacu-track Chairs, so that each two story building will be equipped with a means for persons with mobility impairments to exit the building in the event of an emergency.

Rationale:

Although preventive efforts aimed at assisting persons with mobility impairments in accessing classrooms on ground level floors are in place, there will be situations where persons with mobility impairments will be on upper level floors. These situations include but are not limited to particular lab work, special events, or in cases where a person chooses to not self-disclose their disability and are taking regular classes on an upper level floor. There are currently 5 buildings with a total of 12 stairwells with no means for a person with a mobility impairment to exit the building in the event of an emergency. Evacu-track chairs are viewed by the committee as the best option available to offer persons with mobility impairments an opportunity for a safe evacuation from a building in the event of an emergency. In addition to “true emergency situations”, the Evacu-track chairs could also be utilized when the elevators malfunction and a person with a mobility impairment is left on an upper level floor. The 5 buildings identified include L’Hommedieu Hall, Raritan Hall, College Center, Chambers Hall, and the new Perth Amboy Center. The Technical Services Center is already equipped. Although it would be ideal to have an Evacu-track chair placed at the top of each stairwell, the task force recognizes the budgetary state of the college and believes having one placed in each two story building at this time can adequately address the needs of persons with mobility impairments.

Motion to accept recommendation:

Mov: C. Dolan      Sec: G. Bedoya

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

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**C. Bylaws – Professor Iris Ramer, Chair**

I. Report Filed:

The Task Force met on March 13<sup>th</sup> and is in the midst of final discussions and recommendations for the year. The Task Force has scheduled a meeting with the Assembly Chair to dialogue on final issues. The next meeting is scheduled for Thursday, April 10<sup>th</sup> at 2:30 p.m.

II. Recommendation on Previous Notice:

- A. 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: C. Dolan      Sec: R. Luke

Vote on recommendation:

App: Unanimous

Motion carries.

Recommendation on Previous Notice:

- B. 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: R. Ellison      Sec: J. Spector

Vote on recommendation:

App: Unanimous

Motion carries.

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Recommendation on Previous Notice:

- C. 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.

Motion to accept recommendation:

Mov: D. Chivukula Sec: J. Lewis

Vote on recommendation:

App: Unanimous

Motion carries.

Charge given:

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

Recommendation on Previous Notice:

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

Motion to accept recommendation:

Mov: X. Balabkins Sec: J. Lewis

Vote on recommendation:

App: Unanimous

Motion carries.

Charge given:

E. "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 on Previous Notice:

The Bylaws Task Force makes no recommendation at this time.

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Motion to accept recommendation:

Mov: R. Luke Sec: C. Rutowski

Vote on recommendation:

App: Unanimous

Motion carries.

**D. Campus Diversity – Professor Frank Burke, Chair**

I. Report Filed:

The Task Force met in March. It will deal with all charges by the end of the academic year. There have been significant discussions on cultural awareness and cultural respect. Jane Ostacher, from the ESL department is doing research and leads the discussion in that area.

II. Recommendation:

It is important not only that the college have worthwhile objectives, but also that we monitor our performance against these objectives. Therefore it is recommended that Middlesex County College students be surveyed about their experience here and the results reported annually. It is further recommended that issues identified as negatively impacting the success of large numbers of students be investigated further and actions planned and implemented to resolve these issues.

Rationale:

While faculty are the experts at defining and implementing curriculum, students are most familiar with the aspects of their college experience that contributed to their success or failure here. The 1996 Student Survey of Campus Diversity identified issues that were potential barriers to success for some of our students. Later, the 1997 Focus Group Interviews of Minority Students conducted by professional counselors under the guidance of the Director of Research made the students' concerns specific and actionable. Unfortunately, lack of a defined process for monitoring, analysis, planning, and implementation let us fall short on moving from analysis to implementation of an opportunity to improve our outcomes. We wish to learn from our experience, rather than repeat it. Therefore adoption of a policy of measurement, analysis, planning and implementation relative to student success issues is imperative.

Motion to accept recommendation:

Mov: N. Picioccio Sec: S. Biswas

Discussion.

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

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**E. Curriculum - Professor John Gutowski, Chair**

Recommendation:

**BIO 131 - Human Structure and Function**

New Course and New Course New Course Code

General Education Approval: Natural Science

Motion to accept recommendation:

Mov: G. Kehrer      Sec: R. Ellison

Correction noted: Page 9, Section XVII, paragraph D should be C.

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**

### **A. Recommendation:**

Each department should make arrangements for one faculty member to work closely with the librarian assigned to his/her division. This person forwards requests made by faculty members within the department to the Library Liaison and responds to requests for help from librarians when they are deciding which materials should be weeded. At the beginning of each academic year, the department chairs should forward the name of their library representative to the Director of Learning Resources.

### **Rationale:**

The librarians and faculty share responsibility for developing the library's resources to ensure that they meet the needs of the College. Since the librarians often need the subject expertise of the faculty, the MCC Library encourages them to help in the selection of library materials, which they consider essential to support courses offered by their department and expect students to use. This expertise is also needed when librarians are trying to decide which older materials can be disposed of.

Three librarians serve as liaison to each of the College's divisions. These librarians order new titles in assigned subject areas, review faculty orders to make sure they meet the criteria of the Library's collection development policy, and work with departmental representatives to ensure that the library has a core collection of materials to support courses. The liaisons also inform departmental representatives about budget and acquisitions procedures, notify them when materials arrive in the library and evaluate the strengths and weaknesses of the collection based on reference activity, course descriptions, and assignments. They also may request help from the departmental representative when deciding whether to remove older materials from the collection.

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Motion to accept recommendation:

Mov: J. Lewis      Sec: N. Schatz

Discussion followed requesting that the words "they are deciding which" be deleted.

Rationale for the change: Purging Library materials is based on academic decisions.

Motion to read: "Each department should make arrangements for one faculty member to work closely with the librarian assigned to his/her division. This person forwards requests made by faculty members within the department to the Library Liaison and responds to requests for help from librarians when materials should be weeded. At the beginning of each academic year, the department chairs should forward the name of their library representative to the Director of Learning Resources."

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

**B. Recommendation:**

This policy is a recommendation to promote and protect employee and student health through ergonomically-sound practices. Specifically, the recommendations are that the college:

- Develop and implement focused programs designed to prevent and eliminate the most significant causes of ergonomic disorders.
- Integrate recognition, evaluation and control of ergonomic disorders into established departmental health and safety programs.
- Ensure that planning for the necessary resources to execute this policy and associated program is included in departmental strategic and fiscal (budgetary) plans.
- Provide departments with an effective ergonomics program model that enhances their mission by reducing ergonomic disorders and addresses hazards that represent an unacceptable risk to departmental employees and students.

**Rationale:**

Middlesex County College strives to maintain a safe and healthy environment for all College employees and students. Ergonomics is of increasing importance to employee and student health and safety.

Ergonomic disorders are a leading cause of injury and illness. This policy recommendation applies to all College employees and students, and is aimed at identifying and preventing the causes of work or PC related musculoskeletal

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disorders. Ergonomic risk factors include: a workstation not adjusted to the individual, awkward and poor postures, excessive forces, repetitive motion tasks, psychosocial strains and environmental factors such as lighting and temperature.

The purpose of this policy recommendation is to protect College employees and students from illnesses and injuries caused by computer use and other repetitive motion tasks and it applies to anyone who works at a computer workstation, uses

office/classroom equipment, or any other activities involving repetitive motion tasks. In short, routine and widespread consideration of ergonomics issues should be institutionalized as a natural component in the conduct of College affairs.

Motion to accept recommendation:

Mov: D. Chivukula 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.

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

### I. Report Filed:

Anne Ugrovics, the Director of Health and Safety has recently received training in preventive ergonomic issues and is a certified ergonomic evaluator. The Task Force suggests that proper communication channels be set up to inform campus personnel on where to go and report ergonomic concerns. Ms. Ugrovics is qualified to evaluate work areas.

### II. Recommendation:

The Student Life and Community Concerns Task Force recommends that information on ergonomic issues (relative to Repetitive Stress and related injuries) be provided to the college community through multiple communication channels.

#### Rationale:

At this time OSHA training is not required concerning injuries such as repetitive stress and related syndromes. Since training is unavailable at this time, thorough communication of information about these injuries may result in a more efficient way to address and correct them. Using various methods of communication, such as web based and print, the college community can be better informed about prevention and the steps to take when such problems arise.

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Motion to accept recommendation:

Mov: E. Frenkel Sec: N. Schatz

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

## **REPORT OF THE CHAIRPERSON**

1. Dr. Bakum has signed the recommendations approved by the College Assembly on March 6, 2003, and subsequently forwarded them to various offices for implementation:

- a. "That the college encourage the practice of peer and faculty mentoring." The recommendation is to be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.
  - b. That the Curriculum Task Force recommendations, specifically, the four (4) Visual Art courses, the four (4) Media Arts and Design courses and the fifteen (15) Paralegal Studies courses, as well as the resulting revisions in the paralegal studies program, be implemented by Dr. Robert Fischco, Vice President for Academic and Student Affairs.
2. Student representatives to the College Assembly and the Chair met on Monday, March 31, 2003 for discussion on the upcoming agenda. Several students suggested that the Assembly during 2003-2004 address certain student concerns, such as cell phone use and instant messaging during class sessions.
  3. The Task Force Chairs are reminded that according to the Bylaws of the Assembly, all matters and charges must first be submitted to the College Assembly Chair. The College Assembly Chair will redirect all issues to the Task Force where the matter/charge arose.
  4. The next regular meeting of the College Assembly will be on Thursday, May 1, 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

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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