

MINUTES OF THE COLLEGE ASSEMBLY MEETING
April 4, 2002

MEMBERS PRESENT

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, S. Kelton, K. Krapels, J. Lasky, A. Nicolai, A. Picardo, L. Tillotson, S. Zale

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

SUPPORT STAFF: R. Hanson, D. Krisza, M. Pent, C. Rutowski

TASK FORCE CHAIRS:

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

GUESTS: F. Hertrich, S. Larkin

MEMBERS ABSENT

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

FACULTY: P. Honey*, M. Scanlon*

PARLIAMENTARIAN: R. Zifchak*

STUDENTS: V. Brown*, L. Koomson*, M. President*, R. Remus*

SUPPORT STAFF: P. Hilton*,

TASK FORCE CHAIRS:

Campus Diversity:	J. Roach*
--------------------------	-----------

*Excused

Meeting of the College Assembly – April 4, 2002

With a quorum present, Chairperson Reginald Luke called the sixth regular meeting of the College Assembly to order on Thursday, April 4, 2002 at 2:05 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Gomez Sec: K. Miano

Discussion.

Corrections.

Section E. Curriculum: SOC 121, SOC 122, SOC 123, SOC 131, SOC 231, SOC 240, POS 222, HIS 123, HIS 124, and HIS 258 to include the General Education Diversity Designation.

Section D. Campus Diversity: Professor Roach stated that the purpose of this new program is to combine it with the current orientation programs. "To combine it with" changed to "in addition to."

Motion to accept the minutes as corrected:

App: Unanimous

Minutes accepted as corrected

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Naomi Schatz, Chairperson

The first charge of the task force is to review the College policy on course time limits in terms of the number of years courses on a transcript remain current or relevant. The College catalog states that students should consult with the Chair of their major regarding course time limits. It also states that major courses are subject to review after five years and all other courses are subject to review after ten years, and that the same time limits apply to transfer credits. The Dean's Council procedure applies to new students and students who have not attended MCC for at least one year. The procedure states that if there is a course older than 5 years in the major or older than 10 years outside the major the student's record will be reviewed by the Chair of the major and the Chair will notify the Registrar's Office of which credits are still valid. The review procedures by the Registrar's Office state that courses which do not satisfy the time limits will not be counted for transfer credit unless reviewed and approved by the appropriate department Chair. The time limit used by the Registrar's Office for math, science, and computer science courses is five years. For other courses, the time limit

Meeting of the College Assembly – April 4, 2002

is ten years, with some exceptions. The exceptions can be generally described as physical education courses and humanities courses that don't address contemporary topics. Professor Schatz stated that the task force feels that if these reviews are carried out, then the task force will not recommend any change in the current policy.

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 and will make a recommendation to the College Assembly.

B. Accessibility for Persons with Disabilities – Elisabeth Altruda, Chairperson
Professor Altruda stated that the task force is addressing all of the charges. In addition, in coordination with the Office of Health and Safety, the task force is in the process of revising and editing a disclosure form for locating and evacuating non-ambulatory students or staff, or people with other types of disabilities that would prevent them from exiting buildings in cases of emergencies.

Professor Altruda stated that due to the inaccessibility and inconvenience to those with disabilities, specifically ambulatory, in gaining access to the College Center, the Task Force on Accessibility for Persons with Disabilities offers the following recommendation for approval:

That MCC's campus Facilities Management, consider the necessity for a handicapped parking zone convenient and accessible to the College Center, create, identify, and designate as handicapped parking, **FIVE** such spaces on the circular area outside the MCC College Center.

These spaces would be primarily for those vehicles with hang tags and/or license plates identifying them as vehicles driven by or for those with handicapping conditions thus allowing them to park in such areas.

Motion to accept recommendation:

Mov: C. Rutowski Sec: J. Intili

Discussion followed requesting that the word "primarily" be replaced with the word "only."

Professor Altruda stated that the word "primarily" was used because the MCC Board of Trustees utilizes that parking area when its meetings are convened.

Seargent Rutowski stated that if five handicap spaces were designated on the circular area outside the College Center they would be used daily and not leave space for other

Meeting of the College Assembly – April 4, 2002

emergency situations. She also noted that the Police Department should be informed beforehand of all special events.

Motion to amend the recommendation to read: These spaces would be only for those vehicles with hang tags and/or license plates identifying them as vehicles driven by or for those with handicapping conditions thus allowing them to park in such areas.

Mov: K. Miano Sec: G. Aleksic

Vote on amendment to recommendation:

App: 6 Opp: 12 Abs: 3

Motion to amend does not carry.

Vote to accept initial recommendation:

App: Majority Opp: 2 Abs: 0

Motion passes.

Professor Altruda stated that there is a need for an ADA Self-Evaluation because the last one conducted was in 1994. In addition, because of recent events and activities on the MCC campus it has become apparent not only to the task force but to others that the College needs to contemplate the idea of doing another ADA Self-Evaluation. Therefore, the Task Force on Accessibility for Persons with Disabilities offers the following recommendation for approval:

“That Middlesex County College create a campus-wide “ad hoc” committee responsible for investigating, formulating, conducting, and implementing a much-needed ADA self-evaluation.”

“It is further recommended that the College invite input and suggestions from any and all experts (Affirmative Action Officers, etc.) or those administrators, faculty, and/or staff who have completed this self-study process at their respective Institutions of Higher Education.”

Motion to accept recommendation:

Mov: J. Intili Sec: C. Rutowski

A question was asked if this would require funding?

Professor Altruda stated that the ADA Self-Evaluation could be done within MCC. She also stated that it could be conducted by an outside advisory group, which would require funding, or a combination of both.

Meeting of the College Assembly – April 4, 2002

Vote on recommendation:

App: Majority Opp: 1 Abs: 1
Motion passes.

C. Bylaws - Iris Ramer, Chairperson

Chairperson Luke explained that discussion and voting on the proposed Bylaws changes would take place at the next College Assembly Meeting.

Professor Ramer stated that during the 2001-2002 academic year, the members of the Bylaws Task Force met and discussed all of the four bylaws charges. After discussing the third charge of determining whether more adjunct representation would be desirable practical and appropriate, the following action is being recommended:

It is recommended that at the present time adjunct faculty not be appointed to the Bylaws Committee. The rationale for this is that the Bylaws Committee, being composed of only six members, could see its operations severely disrupted if a quorum could not be obtained due to the absence of adjunct members – who, after all, have other jobs and may have difficulty getting to meetings.

The question of adjunct representation should be considered by each individual College Assembly Task Force in the coming year. It should be noted, however, that this does not include the Curriculum Committee, which already has adjunct representation.

Professor Ramer stated that the members of the Bylaws Task Force devoted many hours discussing suggested changes to the College Assembly Bylaws. The first charge was to update the Bylaws of the College Assembly in light of the recent administrative reorganization, and the second charge 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 student positions. The changes that the task force is recommending begin on page 2 of the packet that was distributed. Professor Ramer noted that the strikethroughs represent existing provisions, with highlighted and more cursive type representing the changes the task force is recommending.

Ms. Loper noted that on page two of the packet under 1.0400 Article IV, Membership, student representation for Enrollment Management was recommended as 1 student. She stated that the Division of Enrollment Management, which includes the Open College Program, part-time and undeclared students, has between 2,500 to 3,000 students per term. Ms. Loper

Meeting of the College Assembly – April 4, 2002

suggested an increase to student representation in the Division of Enrollment Management from 1 to 2.

Ms. Loper also stated that wording and references to the appendices might have been identified wrong and need to be reviewed.

D. Campus Diversity – Professor Roach, Chairperson

No Report

E. Curriculum - John Gutowski, Chairperson

CHM 203 – Principles of Organic Chemistry (Lecture)

New Course and New Course Code

CHM 219 – Classical Volumetric and Spectrophotometric Analysis

Changes in: Catalog Course Description, Title, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s) and Contact Hours

CHM 220 – Methods of Chromatographic Separation

Changes in: Catalog Course Description, Title, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s) and Credit Hours

Motion to accept recommendations:	Vote to accept recommendations:
App: Majority Opp: 0 Abs: 0	Mov: J. Intili Sec: Bogner
No discussion	Motion passes

ENV 211 – Critical Issues in Air and Water Pollution

ENV 212 – Global Environmental Issues

Change in Contact Hours

Motion to accept recommendations:	Vote to accept recommendations:
Mov: J. Intili Sec: J. Flakker	App: Majority Opp: 0 Abs: 1
No discussion.	Motion passes

PED 148 – Ballet

New Course

Motion to accept recommendation:	Vote to accept recommendation:
Mov: S. Kelton Sec: R. Conley	App: Majority Opp: 0 Abs: 0
No discussion.	Motion passes.

RAD 274 – Radiographic Imaging and Science III

New Course Code

Changes in: Credit Hours and Contact Hours

Meeting of the College Assembly – April 4, 2002

Motion to accept recommendation:	Vote to accept recommendation:
Mov: M. Przygoda Sec: C. Dolan	App: Majority Opp: 0 Abs: 0
No discussion.	Motion passes.

SOC 205 – Diversity & Multiculturalism in U.S. Society

Changes in: Title and Behavioral Objectives
General Education Diversity Designation

SOC 223 – Power, Privilege and Class

Changes in: Catalog Course Description, Title and Behavioral Objectives
General Education Diversity Designation

Motion to accept recommendations:

Mov: M. Przygoda Sec: C. Dolan

Discussion followed regarding the Course Approval Form for SOC 205 to include the former title of the course that was Minority Groups In U.S. Society.

Vote to accept recommendations:

App: Majority Opp: 0 Abs: 1

Motion passes.

Automotive Technology Program

Change in Curriculum

Motion to accept recommendation:

Mov: D. Loper Sec: R. Ellison

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

Biotechnology

Change in Curriculum

Motion to accept recommendation:

Mov: N. Gomez Sec: D. Loper

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

Teacher Aide Certificate Program

Change in Curriculum

Motion to accept recommendation:

Mov: D. Loper Sec: L. Smith

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

Meeting of the College Assembly – April 4, 2002

Medical Laboratory Technology

Change in Curriculum

Motion to accept recommendation:

Vote to accept recommendation:

Mov: D. Loper Sec: N. Gomez App: Majority Opp: 0 Abs: 0
 No discussion. Motion passes.

Professor Gutowski stated that the College Assembly Curricula forms may be modified for next year.

F. Educational Resources - Jane Liefert, Chairperson

No report

G. Student Life and Community Concerns Helena Swanicke, Chairperson

Professor Swanicke stated that the task force has been addressing their second charge and will make recommendations to the College Assembly.

Professor Swanicke also stated that the task force has discussed the possible inclusion of the Project Pride Program as part of a Drug and Alcohol Awareness Day during Health and Safety Week to be held in October, 2002. The task force will recommend that a drug and alcohol awareness program be a charge for the 2002-2003 academic year, and that an *ad hoc* committee is created to plan a drug and alcohol awareness program.

Lastly, it has been brought to the task force's attention that there is a noise problem in designated quiet study areas in IRC and the Library. The task force will recommend investigating solutions to this problem. It has also been brought to the task force's attention that there is a problem of computer availability. She stated that some students use the computer for personal and non-academic matters for long periods of time. The task force will recommend that the open computer labs require students to sign-in to use a computer, which will have a time limit.

NEW BUSINESS

None

REPORT OF THE CHAIRPERSON

Chairperson Luke reported that all curricula issues that came before the College Assembly at the March 7, 2002 meeting were approved and signed by Dr. Bakum and forwarded to the appropriate offices for implementation. Additionally, Dr. Bakum is reviewing the following recommendations from Academic Standards, Campus Diversity and Student Life and Community Concerns.

Meeting of the College Assembly – April 4, 2002

Chairperson Luke reported that Retail Services Corporation is in the process of reviewing three companies that have submitted proposals to provide food and vending services to MCC.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: K. Miano Sec: S. Biswas

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Dr. Reginald Luke
Chairperson

RJL:ls